

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 18th February 2025

Held in the Ardgowan School Staff Room 5:30pm

Present: Ryan Fraser (Principal), Craig Conlan (Presiding Member), Aaron Gosney, Sarah Sutton, Jess Devlin.

Apologies: Rouvierre Hattingh, Suzy Oakes

In Attendance: Kiri Ballantyne (Minutes Secretary).

Conflict of interest: None declared at the start of the meeting

Action table following meeting

Person	Action
(1) Ryan	Add the Policies to be reviewed under each meeting heading in the schedule of BOT meetings for 2025.
(2) Kiri	Send the approved 2025 budget to Solutions and Services. Update the draft 2025 budget in Monty.
(3) Ryan	Contact CREO with the go ahead for a promotional event. Creo to organise and run.
(4) Rouvierre, Suzy	Sign 2025 Board Code of Conduct at April meeting.
(5) Ryan	Send an invitation to BOT, Staff and Home and School to a BBQ at school, 14th March at 5:30pm.

5:30pm Craig opened the meeting and welcomed all to the meeting.

Election of Presiding Member for 2025.

Craig passed the chair to Ryan who called for nominations for Presiding Member:

Craig Conlan. Nominated by Sarah Sutton **Seconded by** Aaron Gosney

Nomination accepted by Craig.

No further nominations were made.

Craig Conlan was duly elected the Presiding Member for 2025.

Craig resumed chairing the meeting.

Minutes from the previous meeting - 3rd December 2024. Had been circulated to the Board prior to the meeting via the Shared BOT Drive.

Matters arising from previous minutes. None

Action Points Arising from the December meeting .

1. Done
2. Done
3. Done
4. Done

5. Done

Motion: The minutes of the 3rd December 2024 Board meeting were approved as a true and accurate record and were taken as read.

Moved: C. Conlan **Seconder:** J. Devlin **All agreed, motion approved.**

Correspondence: Had been shared to the BOT members prior to the meeting. As attached.

RTLb Cluster - Transition for Year 8 students has been completed.

ARGEST - Notification that inspection records were not up to date on their website. Ryan called them and it is due to an error on their website system. This has now been rectified.

TELA - Notification that a lease laptop is up for renewal - Ryan's laptop.

MOE Transport - Reminder of start of year actions.

Principal's report. The Principal's report had been circulated to the Board via the shared drive prior to the meeting. As attached.

Ryan presented his report to the Board. 129 starting numbers. 10 plus another 13 new enrolments during the year in Room 6. Plus 7 pre enrolments for 2026.

Emails have gone out to parents with siblings already at Ardgowan and have younger children enrolling in 2026, asking for pre enrolments.

Class numbers are good, nice and even.

There is room in Room 5 to shift a few over if needed in Term 3. Something to think about.

School Roll and Compliance: Schedule of BOT meetings.

The Board all agreed they are happy with the dates for 2025 Board of Trustees meetings as proposed by Ryan.

(1) Ryan to add the Policies to be reviewed under each meeting heading.

NAG 1 Curriculum: Term 1 swim program has started, preparing kids for swimming sports. The Meet the Teacher day was well attended with some great parent feedback. Staff attended a PLD day for Prime Maths and the new maths curriculum, focused on the initial placement test, getting these done early so we can implement the teaching.

Topic for Terms one and two is "Our Identity" Term one - personal identity, Term two - ancestry.

NAG 2 Self Review: Nothing to report

NAG 3 Personnel: [REDACTED] has been on sick leave from the start of term until 17th. It is good to see her back.

[REDACTED] has been on sick leave 11th - 17th. [REDACTED] filled in for her during her absence.

NAG 4: Finance and Property: Nothing to report - Budget to be discussed later in the meeting.

NAG 5: Health and Safety: Management meeting held with the diabetic nurse and whanau for our high health needs diabetes student. Plan agreed upon and goals set.

NAG 6: Legislation: Ryan met with his Senior Education Advisor to discuss focus questions around the new curriculum, assessment, attendance and workforce. It was essentially a data collection exercise.

Finance: Refined Budget for 2025.

Ryan has added the wellbeing line in, also changed the hourly rates for the cleaner and caretaker to the living wage.

This will leave us with a predicted \$7,200 shortfall. \$12,200 after capital purchases of IT equipment. There is the potential to receive extra funding during the year as the roll increases and extra targeted funding through grants, we have already had an extra \$900 for a child. Cashflow wise we will be all good.

Motion: The Board approved the 2025 Financial budget as presented by Ryan.

Moved: C. Conlan **Seconder:** S. Sutton. **All agreed, motion approved.**

(2) Kiri to send the approved budget to the accountants and load the changes into Monty - the financial budgeting and reporting system.

ERO: Nothing to report.

Actions towards Plan:**Learners at the Centre: Explanation of Stepped Attendance Response (STAR)**

Daily reporting of attendance is now required by the MOE. Teachers are aware they need to have attendance marked by certain times of the school day for Kiri to submit the data each day.

Ryan has created an attendance plan to try and lift attendance across the school.

Ryan has updated the Truancy / Attendance procedure to include the STAR plan from the MOE.

We want to try to meet the new requirements of 80% + students attending 90% of the time. Green is good attendance, yellow - of concern - phone call from Ryan to touch base to encourage attendance to be looked at by parents. Orange is very concerned, as in sending a letter and communication with families to look at how attendance can be stepped up.

Red - Major concerns. Attendance services engaged, after Ryan has followed the stepped process through.

Ryan discussed scenarios of students being away on holiday. Is a Gold Coast holiday unjustified v a justified for visiting family once in a blue moon? We have quite a bit of ethnic diversity in our families. A once off trip is fine, but if they go every year that is a different matter.

Craig asked if Ryan keeps a record of discussions with parents and outcomes - yes but this is something he can set up to be a more formal report. We do have a record of absentee reasons and notes on our SMS. Ryan will share termly data with the Board with explanations on anything looking dodgy. This year there are around 4 - 5 kids which are currently mildly concerning.

This STAR plan is targeted at the parents who just don't worry about getting their kids to school.

If kids are absent with no reason for 20 days legally they can be unenrolled and this goes into the MOEs hands from then on.

Barrier Free access:**Literacy and Maths Targets.****Quality Teaching and Leadership: Explanation of Cohort Entry - and why we like the idea.**

A staff wellbeing plan has been created and will be implemented in 2025.

Staff have looked at the new 20 and 40 weeks phonics checks implemented by the MOE.

A Community consultation has been sent out to school families.

Traditionally children start on their 5th birthday, cohort entry means children start in groups on a certain date of the term following their birthday.

Benefits are that transitions to school can be done in groups. 8 dates throughout the school year - 2 per term.

Kids get to know each other and know the kids they are starting with. Easier for teachers to manage and set up facilities for the new students in one hit.

BSLA would be easier to teach as a group, especially with how it is structured.

The step to school is huge for children and parents, this may help to ease this somewhat as parents will get to know each other and make better connections.

Our Year 1 / Year 0 classification cut off is currently at the end of term 2. Do we need to look at adjusting this? Historically the cut off has been 1st July, but this can be changed, not set in stone.

Consultation with the community got mostly supportive responses, a couple of unsupportive.

Consultation with ECEs only 1 response so far, is supportive.

Cohort entry will be discussed with teachers at the next staff meeting to see what the general opinion is.

Children are coming in far more needy than ever before, now some can't even do the basics unsupervised. Some parents are voluntarily keeping their child at Kindy longer until near their 6th birthday.

2025 proposed Entry dates Term 1: 3rd Feb, 10th Mar. Term 2: 28th April, 26th May. Term 3: 14th July, 18th August. Term 4: 6th Oct, 10th Nov.

Cohort entry would be added into our School Policies so parents couldn't insist on starting their child on their birthday, they would be made aware of this at time of enrollment and it would be their choice if they decided to go to another school not doing cohort entry. Parents currently at the school are supportive and some with pre enrollments are also happy with the idea.

Ryan wants to get more feedback from ECE'S and then bring the results back to BOT at the next meeting. If all is good, he will approach the MOE. Look at the first cohort entry in Term 3 2025.

Information would go in the Enrolment pack, and add a Cohort Entry policy to our School Policies.

Have the Enrollment Zone policy and CohortEntry policy eventually on the website.

Discussion on the date of the New Entrant Year 1 / Year 0 classification split to be had with teachers.

Strategic and annual plan. Ryan briefly reviewed the Strategic Plan - this is still current for 2025.

Annual Plan: Learners at the Centre: Implementing as mandatory the stepped attendance response throughout the school. Work through the action plan to lift attendance.

Develop a Strong culturally sensitive environment supported by localised curriculum: Create structured approaches and making environment meaningful and include Te Mataiaho. Continue to work at implementing this within the updated NZ Curriculum.

Quality Teaching and Leadership: Implement the staff wellbeing plan. Take actions to implement curriculum assessment relating to the new curriculum. Conduct consultation, and consider cohort entry for our beginning New Entrants.

The government is moving into Phases of learning, and away from Levels. We are sticking to current reporting on Levels for 2025, it may look different in 2026 when more definite information has come through. No new testing structures exist as yet, we are using the old testing systems.

We will gather some information and feedback from the community to create the next 3 year plan. Line items in the budget - we already have these for major curriculum items.

Property : Creo COLA Open Day. Creo propose to have an open day, invite companies, sporting codes, coffee cart etc.

The BOT is happy for this to go ahead as long as Creo organises it. Could we tie it in with the Maori blessing? Ryan has not heard back from [REDACTED] regarding an official blessing which was supposed to go ahead on the last day of Term 4 2024, unfortunately David was otherwise engaged that day.

Have it on an evening/ afternoon?

(3) Ryan to get back to Creo to give the go ahead.

The pole pads look great, sponsors chose their own colours. Sponsors Board to go up on the fence to give exposure to them.

A school in Invercargill contacted Ryan in the holidays, and is keen to do the same sort of thing. Ryan put them on to Creo.

Another school in Invercargill has been doing a similar project with a Shade Structure, and blown the budget majorly, nearly 1 million spent already.

The horse arena near Pukeuri put up a plastic covered shelter and it blew off in the wind. Cost to do maintenance of the plastic structures \$7000 for a clean - exorbitant!

The BOT all agreed they are very happy with the choices made with Creo and the structure.

Board Members: Code of Conduct for BOT members to sign. Members present signed. Members not present to sign at the next meeting.(4)

Motion: The Board accepted and approved the Principal's report as presented by Ryan.

Moved: J. Devlin **Seconder:** A. Gosney **All agreed, motion approved.**

General:

Start of year BBQ:

BOT, Home and School and staff BBQ date 14th March 5:30pm. Week 6. Children welcome to come.

(5) Ryan will put out an invite to staff, Home & School members and staff.

Coffee shout - Sarah Sutton put up a plan for a BOT coffee morning tea shout twice a term. Get a coffee van to come up and the BOT pays. Or buy a couple of packs of fancy coffees? Plan to organise coffee as soon as possible.

Website:

Board members briefly reviewed the website. It is as up to date as possible with photos and profiles of Board members and staff. Some members are still to send Kiri information and photos to upload. It was noted that the site is very slow to load, it is like this all the time and updating the information on it is partly reliant upon the website designer who is not always 100% reliable.

Meeting closed at 6:50pm

Next meeting 1st April.

Signed:.....

BOT Presiding Member

Date:.....