

## **Ardgowan School Board of Trustees Meeting**

Meeting minutes.

Tuesday 20th June 2023

Held in the Ardgowan School Staff Room 5:30pm

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**Present:** Ryan Fraser (Principal), Sarah Sutton (Staff representative), Simon Berry (Presiding Member), Aaron Gosney, Becca Isbister.

**Apologies:** Kiri Ballantyne (Minutes Secretary), Craig Conlan, Jess Devlin

**In Attendance:**

**Conflict of interest:** Ryan talking about Anna Fraser's resignation

With Kiri away Sarah Sutton recorded the minutes.

### **Action table following meeting**

Person	Action
(1) Kiri	Create a revised budget for the board to review at the next meeting
(2) Ryan	To look into cost of mental health day and board funded unit

5:30pm. Simon welcomed all to the meeting.

**Minutes from the previous meeting** - 9th May 2023.

Had been circulated to the Board prior to the meeting via the Shared BOT Drive.

**Matters arising from previous minutes.**

**Motion:** The minutes of the 9th May 2023 Board meeting were approved as a true and accurate record and were taken as read.

**Moved:** Ryan Fraser      **Seconder:** Sarah Sutton      **All agreed, motion approved.**

**Action Points Arising:**

- 1 Completed.
- 2 Supplied.
- 3 Done - discussed at Home and School Meeting.
- 4 Done - in Board Drive.
- 5 Done.

**Principal's report:** Had been shared to the BOT Members prior to the meeting.

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

Michael Forgie - Building and Property projects. Courts have been signed off and invoice paid.

Plumbing, carpet and lighting project is all approved.

2022 Financial Audit - has been completed and reports signed and uploaded to the Ministry portal and our Website.

NZSTA - Call for nominations for President and National Board.

Ministry Data Portal - acknowledgement of 2022 Annual reports being uploaded.

Aidan Carroll - Refreshment Leave.  
NZSTA - Sector update re: new Code of Conduct.

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

Ryan presented his report to the Board.

**NAG 1 Curriculum:**

The school participated in Pink Shirt Day to bring awareness of bullying into the community. Speech competitions were held recently. Most children put great effort into their speech which is pleasing. Placings included 2 thirds and a highly commended at the WRSN speech finals.

**NAG 2 Self Review:**

All Analysis of Variance documentation has been uploaded and receipt acknowledged by the MOE portal.

**NAG 3 Personnel:**

Aidan Carroll - Refreshment Leave. Aidan has applied for and been granted refreshment leave for Term 3. Sarah Hattingh will teach in her class Monday - Wednesday with Jenny Cleland Thursday and Friday.

Ange Drew will be in Room 2 for Tuesdays and Wednesdays, and Theanne Bulatao will be in Room 4 on Mondays.

Discussing teacher burnout - what can the board do for this?

Dana Goodall - WST application. Dana has applied for the across school teacher position within the Kahui Ako. If she is successful it means she will be out of the classroom for one day each week.

We support Dana in her application but look into creating more opportunities for staff to progress too. Will the within school teacher role open up to staff?

We have engaged Kate Sutton from Oamaru Commercial cleaning to be our relief cleaner - this is more expensive than a timesheet employee but it is a requirement that we have a cleaner.

Kate Larkins has been engaged on a fixed term contract as teacher aide for our ORS student in room 2 - this is an ORS funded position. Kate works 9:10 - 12:30

Ryan declared his conflict of interest

Anna Fraser has handed in her resignation as Reading Recovery teacher which means we lose some of the Ministry funding which is available for this. Anna will continue to work with the specialist literacy group and ORS student. She will take literacy groups for 2 of the three half hour slots lost with the reading recovery. This will mean an extra cost to the school of \$5538.40 for the rest of 2023.

**Motion:** The Board approved the extra spending of \$5538.40 to employ Anna Fraser in the role of Literacy specialist following her resignation from the Reading recovery role.

**Moved:** Simon Berry **Seconder:** Becca Isbister **All agreed, motion approved.**

**NAG 4: Finance and Property:**

The current 5YA project has been split. The roofing part will now happen over the summer holidays due to needing scaffolding up, safety of students and better weather were taken into consideration for this. The lighting has been done, the carpet has been completed in Rooms 1,2,3,4,5,6 and 7. The office area will be done on 23rd June.

**NAG 5: Health and Safety:**

Attendance data for 2022 T4 has come in. We had one Year 6 student under intervention and one Year 8 overseas for a significant part of the year. Otherwise our regular attendance is above 90% which is really good compared with the average of schools in the Otago / Southland area.

**NAG 6: Legislation:**

New BOT Code of Conduct - NZSTA

We agree to use this.

Moved: Sarah Second: Simon

**ERO Evaluation Plan:**

A consultation form has been sent out to our Maori Whanau. Part of this was asking what families would like to see as part of a Hui a Whanau. These are meetings held with families to see how we can better cater for our Maori families and community.

Sarah Sutton, Sonya Creedy and Ryan have completed and passed their level 1 Te Reo course, Dana Goodall has completed and passed level 3. Sarah Sutton has signed up for the level 2 course.

**Learners at the Centre:**

**Barrier Free Access:**

**Quality Teaching and Leadership:**

Schoolwide targets:

**Literacy Targets**

**Report:**

**Maths Targets:**

**Report:**

**Property and Finance:**

**Accounts.**

**Principal's imprest account**

**Rapid Saver**

**Hall Account**

**As of 31st May**

The Auditor has recommended as Best Practice that Simon should be authorising all reimbursements and payments to Ryan. Currently Dana is authorising but as Ryan could potentially be seen as having influence over her we are better to change it to Simon for these transactions. Simon needs to be added as a signatory to the school BNZ accounts.

**Motion:** The Board approved the addition of Simon Berry as signatory on all Ardgowan School BNZ accounts.

**Moved:** Sarah Sutton **Seconder:** Aaron Gosney **All approved, motion approved.**

**Motion:** The approved the Principal's report as presented by Ryan.  
**Moved:** Becca Isbister **Seconder:** Aaron Gosney **All agreed, motion approved.**

**Motion:** The Board approved the financial report for May 2023.  
**Moved:** Simon Berry **Seconder:** Sarah Sutton **All agreed, motion approved.**

**Other:**

**MOE Fees Scheme:**

**Motion:** The BOT unanimously agreed to opt into the MOE fees donation scheme for another year.  
**Moved:** Sarah Sutton **Seconder:** Aaron Gosney **All agreed, motion approved.**

**Principal's Negotiations: NOPPA survey results.**

**Public Excluded.**

**Motion:** The meeting went into Public excluded discussion at 6:45pm.  
**Moved:** Sarah Sutton **Seconder:** Aaron Gosney **All agreed, motion approved.**

**Motion:** The meeting came out of committee at 7:15 pm.  
**Moved:** Aaron Gosney **Seconder:** Sarah Sutton. **All agreed, motion approved.**

**General business:** None.

Meeting closed at 7:40pm

Next Meeting: 8th August 2023 5:30pm

Signed:.....  
BOT Chairperson

Date:.....