

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 21st March 2023

Held in the Ardgowan School Staff Room 5:30pm

Present: Ryan Fraser (Principal), Becca Isbister, Sarah Sutton (Staff representative), Jess Devlin, Aaron Gosney.

Apologies: Simon Berry, Craig Conlan

In Attendance: Kiri Ballantyne (Minutes Secretary), Dana Goodall for camp presentation.

Conflict of interest: None declared

Action table following meeting

Person	Action
(1) Ryan	Have a think about the financial buffer needed to be retained in savings.

5:45pm. Ryan chaired the meeting with Simon away and welcomed all to the meeting.

Jess Devlin arrived just after the start of the meeting.

Minutes from the previous meeting - 14th February 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 14th February 2023 Board meeting were approved as a true and accurate record and were taken as read.

Moved: B. Isbister **Seconded:** S. Sutton All agreed, motion carried.

Action Points Arising:

- 1 Checked - no we don't have one..
- 2 Actioned.
- 3 Actioned. Budget now loaded into financial programmes. Xero and Monty
- 4 Actioned. BoT Members to sign at this meeting.

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.

Interim response funding confirmed from MOE

Parenting order notification of change for two students.

Annual plan submitted to MOE

March Roll Return submitted to MOE

Mark and Ryan application for exemption for strike - granted as it was in the middle of the Year 5 camp.

IRD - Adair Craik can no longer administer for us with IRD.

Shade Structures - Concept drawings.

NAG 1 Curriculum:

Year 6,7,8 Camp proposal - Dana Goodall presented an initial camp proposal.

Year 6 - 8 camp is looking like quite expensive - Queenstown. Looking at setting up some fundraisers. 4 nights or 3 nights proposals. Max \$350 per student (4 nights).

Focus will be on resilience and personal growth / strength, high ropes etc, could spend a whole day in Arrowtown alone as there is so much on offer. Gardens and frisbee golf, kiwi park animal sanctuary, museum in Arrowtown, trampoline park / pools. Year 8 group possibly do a separate activity of luge and gondola. A mix of free and paid activities.

The plan is to meet with parents at the start of Term 2. Fundraisers need lots of parent buy in. Cheese rolls, farmers market stall, prep at school then the children run the stall on the day. Car wash, sausage sizzle at Mitre 10. Dates are set for October the week before Labour weekend once the weather is improving. Make the most of what is available in Queenstown. Lakeland park is booked for the accommodation.

At this stage just looking to get the BOT agreement to go ahead with planning. RAMS etc will happen later on. Cheese rolls would need to be made in a commercial kitchen, not sure what other organisations are going to be making them. Hot cross buns can also be done through Couplands and Delectables.

There are also the library raffles happening at the moment so we don't want to double up with fundraisers and put families under too much pressure.

The Pearsons bus is very expensive to hire \$4200 plus driver costs and needs own accommodation. Parents' cost of accommodation is included in the total cost as they are taking a week off work to go. The BOT members agreed they were happy for Dana and Sarah Hattingh to continue on with their preparation.

After rough calculations there would be around \$1500 in funding left over from the board budgeted camp funds.

It will be a large camp around 45 people going. For the future we could look at separate camps for Years 5 and 6. Then years 7 and 8. Dana to contact NOMG for possible van hire and costings.

Dana left the meeting following the conclusion of camp proposal discussion.

NAG 2 Self Review:

Ryan has had his first Professional Learning Group meeting for the year. He meets with two other Principals once a term to discuss goals, review achievement of goals and bounce ideas off each other. The first meeting went well.

NAG 3 Personnel: Nothing to report.

NAG 4: Finance and Property:

LED Lighting to be installed 12th April. Carpet laying is to be sorted but will arrive early May - to be installed from May 18th / 19th doing two days per week in each classroom. There will be some disruption with the carpet as it is during school time, but it can work with a bit of cooperation from the classes. The carpet has been ordered from overseas so some delay caused by this.

Ideally it would be done during the holidays but this is the best option with the least disruption to the classes as possible. Putting it off would be better but it will work. 50cm square tiles not rolls of carpet, this enables any damaged areas to be removed and replaced easily without affecting the whole floor.

NAG 5: Health and Safety: Nothing to report.

NAG 6: Legislation:

Physical restraint policy - Ryan has completed the online training and teachers are to complete it by February 2024. Only adults who have gone through the training can restrain a child. Ryan will bring the new policy to the BOT once it has been completed. Teacher Aides will need to provide proof they have done the training before being able to physically restrain a child. Parental permission would also be needed for children who may need to be restrained. The safety of everyone involved is a large part of it.

Literacy Targets

Learners at the Centre:

Safer Speeds around schools - proposed speed reductions around schools by Waka Kotahi Phase 1 - town schools, Phase 2 Rural - us. They are wanting feedback from the community, feedback from the BOT. Proposed speed of 30 kph could be all the time or at certain times of the day. Police presence is increasing but not many vehicles stay at 60kph which is the current limit.

ERO evaluation plan - new addition to Principal's report.

Ryan has started to put together a School Improvement Journey Plan which follows an ERO framework from the publication Effective School Evaluation practices, it follows an inquiry cycle. Ryan has put the Treaty of Waitangi in the process so far, he will add to that journey as time goes by.

Shade structure - revisited later in the meeting.

Becca and Ryan attended a meeting with Logan from Shade Systems and Ferdi Koen. We will need a consent from the MOE for a Board or Third Party funded Project - this doesn't look too daunting to complete.. We have received some concept drawings of the project and it looks awesome.

Barrier Free Access:

Quality Teaching and Leadership:

Shona Kelleher has visited the school and given some lessons in the use of digital devices in the classes - she has also interviewed the teachers to gain an idea of what is needed so digital learning can be tailored individually.

Enrolment Numbers - we will be having quite a few (possibly as many as 10) New Entrants in room 6 this year, plus extras coming in room 3 and 4.

Unless we have the enrolment forms in we cannot count on these numbers. Not all have the paperwork in as yet.

We will not hit 126 which is the number to gain another teacher but we may be able to apply for extra funding for some staffing , maybe an extra teacher in the mornings or something similar.

Property and Finance:

Ryan presented the financial reports from January and February. These seem quite bulky but are the smallest report currently available on the new program.

A Lion Foundation grant of \$14,000 is coming in next week for Chromebooks and iPads which will go primarily into Rooms 5 and 6 with some spread over the other classes. We have one charging station but we can also get one for Sarah Sutton's class, classes will be able to use the new technology to do Seesaw, filming , green screen etc.

Motion: That the Principal's report as presented by Ryan be accepted.

Moved: B. Isbister **Seconder:** A. Gosney **All agreed, motion accepted.**

Motion: That the Financial reports for January and February 2023 be accepted.
Moved: R. Fraser **Seconder:** B. Isbister **All agreed, motion accepted.**

Code of conduct: Ryan produced the Code of conduct document for all members to sign and passed it around the table. It will be held in the school office for Simon and Craig to sign.

Projects Committees:

Bike route: The new Council water pipe has started at the far end. It will come through, then the cycle track will be started after that. A 4 - 6 week timeframe which is exciting. A lot of trimming of trees has already happened.

Outdoor structure: (Becca) Meeting with Logan and Ferdi Koen. Becca has drawn up some costings (table below). We are unsure of the allocation of funds held by FOA in their term deposits - Becca is sure they were set aside for the Hall project but we would have to find the minutes. Would need buy in from the community. We also have \$153,000 in savings but we would need to keep a contingency fund to cover any emergencies - eg septic etc.

Costings for Outdoor Structure

OPTION ONE; 33X18 STANDARD SIZE STRUCTURE				
Item	Ex GST	GST	Total	
Cola base	\$298,990.00	\$ 44,848.50	\$343,838.50	
Extras:				
Drainage	\$ 12,500.00	\$ 1,875.00	\$ 14,375.00	
LED Lighting 10 lights @ \$1850+GST	\$ 18,500.00	\$ 2,775.00	\$ 21,275.00	
Sound System 4 Speakers	\$ 24,300.00	\$ 3,645.00	\$ 27,945.00	
Post Pads 12 @ \$830+GST	\$ 9960.00	\$ 1,494.00	\$ 11,454.00	
TOTAL STRUCTURE INCLUDING EXTRAS + GST			\$418,887.50	

Approximate funds available

Hall Account (BOT/School)	\$105,623.86	As at 09/11/22
FOA total funds	\$ 44,119.57	Assuming cheque and savings accounts haven't been used?
FOA Term Deposit 000	\$ 17,044.22	As at October 2022
FOA Term Deposit 001	\$ 12,589.28	As at October 2022
FOA Cheque account	\$ 833.46	As at June 2021
FOA Savings account	\$ 13,652.61	As at June 2021
Total approximate funds	\$149,743.43	
Shortfall	\$269,144.07	

It was discussed whether to have a Structure meeting at /after the Home & School AGM on 30th March. The H & S would be the driving force behind the fundraising so it would be a good idea to table it at this meeting. There is an appetite for getting the H&S up and running so it is a good time to table it. Show the time lapse video, put information out via facebook, newsletter, media. The smaller sized structure is more than adequate for our needs. There would be no need to do everything in one hit so this would spread the cost. Put the brackets in so we can add lighting, sound system etc later, as and when we can afford it. Sell advertising for the pillars - pads. Becca is keen to use some money from the savings to top it up which would help with grant applications etc. Ryan to have a think about the financial buffer he would like to keep in the savings. (1)

Public Excluded.

December meeting Minutes to be approved at a future meeting when the BOT goes into committee.

Public Excluded: No reason to go into Committee.

General business: None.

Meeting closed at 6.55 pm

Next Meeting: 9th May 2023 5:30pm

Signed:.....
BOT Chairperson

Date:.....