

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

Meeting minutes.

Tuesday 9th May 2023

Held in the Ardgowan School Staff Room 5:30pm

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**Present:** Ryan Fraser (Principal), Sarah Sutton (Staff representative), Jess Devlin, Simon Berry (Presiding Member), Craig Conlan.

**Apologies:** Aaron Gosney, Becca Isbister

**In Attendance:** Kiri Ballantyne (Minutes Secretary)

**Conflict of interest:** None declared

### **Action table following meeting**

<b>Person</b>	<b>Action</b>
(1) Ryan (2) Craig	Add in the Expectations wording from the NZSTA template to the PR Policy. Craig to supply the link to the document.
(3) Ryan	Add re minuteing of funds allocation to Home and School meeting agenda
(4) Kiri	Create a revised budget for the Board to review at the next meeting.
(5) Ryan	Put a notice in the paper for Out of Zone and Year 7 & 8 enrollments.

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

### **Minutes from the previous meeting - 21st March 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 21st March 2023 Board meeting were approved as a true and accurate record and were taken as read.

One amendment was made as Aaron Gosney was not present at the February meeting so was unable to second the February meeting minutes. Amendment:

**Moved:** B. Isbister **Seconded:** J. Devlin All agreed, motion carried.

### **Action Points Arising:**

1 Ryan has looked into what the MOE considers a good financial buffer. We need to take into account liabilities, holiday pay owed, cost to paint the whole school, maintenance of school owned buildings (Old School), plus 1/8 th of the Ops grant (\$33,922).

Simon has some ratios which can be used to work out the liabilities - assets. Craig will check to see if any further MOE information is available - FISH handbook on MOE website

**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.

Disregarded leave (COVID) approved for 2 teachers and 1 teacher aide.

Lion Foundation Grant came in for iPads - purchased 26 plus cases.

Teacher Aide PLD funding is available.

Police Vetting - small cost so far as we have gone over the free limit for the year.

Court resurfacing and lines completed. Signed off. Forgie & Hollows to finalise the account and we will pay the bill. It is great to finally have this concluded.

Redirection of Sebastian - MOE correspondence.

Otago Museum grant application for a trapping program in the reservoir - \$ [REDACTED] approved.

Lisa Hinds from Geopark came on board and wrote the application. Get some chew cards, find out what species are there, trap for 6 months then look at the impact on the environment. Planned for the start of Term 3. We have been encouraged to ask for extra funding as the application was felt to be a bit light, we could potentially get up to [REDACTED]

That money will help to pay for teacher release days, traps, bait, chew cards, ink tunnels. It aligns very well with the localised curriculum and Charter.

Have a community event where people come in, build their own traps and take them home to use.

Andy from DOC is using this as a bit of a pilot project to then put into other schools.

Kahui Ako lead principals report for Term 1. Ryan had this available for the Board to have a read through.

### **Principal's report.**

Ryan presented his report to the Board.

Current numbers: 111 kids with 9 NE still to come in, 5 this Term then a couple in Term 3.

High numbers in the junior room.

Look at BOT funding some extra support in that class for the rest of the year. The Roll return in July may give us a bit more funding but not enough for full time extra staffing.

Looking at what we are going to lose next year - 6 x year 8s, we also have a big cohort of Year 6s who could potentially go to OIS.

We need to promote what we are doing to those families - end of this term/ start Term 3. Hold an Open evening and promote, display, no kids here maybe, just parents.

St Kevins extension classes are happening now - literacy by zoom meetings, maths with a teacher coming in once a week - Craig Mawson. He is very impressed with our kids so far.

Place a full page ad in the Oamaru Mail? Really put it out there. The BOT all agreed this is a great idea.

We put out consultations to Year 6 families each year, some connect, some don't. A group of friends go or stay which influences other students. Engagement of the students is key.

We have a couple of pest traps out at the moment and have caught a possum, hedgehog and rat so far, the kids in Room 3 are loving it. A great way to engage the children.

Some local land owners would be keen to be involved.

**NAG 1 Curriculum:** Nothing extra to report.

**NAG 2 Self Review:** Nothing to report.

**NAG 3 Personnel:** Natalia our back up cleaner has advised she is unable to fill this position any longer. We are in the process of finding a replacement.

### **NAG 4: Finance and Property:**

During the school holidays the courts were resurfaced and marker lines put in place. This project is now considered complete and once the funds come from the MOE we will pay the bill.

**NAG 5: Health and Safety:** No significant incidents.

**NAG 6: Legislation:**

Physical restraint policy and procedures have been updated. Maree McBride - Teacher Aide - will be required to be able to physically restrain the ORS student she looks after, this will be included in the student safety plan which will be put together with input from the student's family.

**Motion:** The Board approved that this policy be put in place. In the event of a case of physical restraint needing to be used, correct reporting procedures will be followed,. Ryan will fully debrief parents, teacher/s and student/s involved. A folder of expectations and incident records to be kept. All MOE reporting is now online.

**Moved:** S. Berry. **Seconded** S. Sutton . All Agreed, motion carried

Craig had looked up the Physical Restraint expectations template on the NZSTA website. He thought that this part of the template reads better than that from the MOE. **(1)** Ryan to look into this and make the changes needed. **(2)** Craig to send Ryan the link.

**Other**

The Senior Management Team completed EdgeSMS PLD to enable better use of the services Edge provides and make reporting a faster and easier process for teachers who can now enter reports directly into the system. OTJs are entered into the format and automatically generated into the individual students report. Typing in of reports is still required but it will be a faster and simpler process than in the past. Much easier for Ryan to access and approve reports as well.

**Literacy Targets**

**Learners at the Centre:**

**Home and School group:**

The Home and School AGM has been held. New office bearers elected. Potential conflict of interest declared with a board member being the husband of one. One is also a Board employed teacher at Ardgowan.

President: Tina Gosney,

Secretaries: Sarah Hattingh and Rebecca Arthur,

Treasurer: Roelene Coetzee.

Ryan and office bearers met to look at partnerships and communication procedures. These are now in draft form and will be discussed at the next Home and School meeting.

First committee meeting 1st June, 7pm.

The concept of the Shade System was introduced at the AGM and was very well received. Lots of discussion, motivation and ideas.

**Discussion questions around Shade System: (Becca)**

The Board discussed the questions Becca had presented and came up with the following:

The BOT agreed they would like to proceed with the project but need to know the funds will be available and the community is behind the project.

The Home & School need to minute that their [REDACTED] savings need to be redirected towards the Shade Structure rather than the 'Hall Project' that they are currently allocated towards.

Need them to agree with this as the funds they have are vital in giving the project a start.

Next step for the Board is to present the project to the community and let them know the costs and the funds raised / held so far. Hold a public meeting to present the idea and get community approval on the night. Ask for a show of hands on the night and minute it. Advertise the meeting and put a picture in the ad so people know what to expect at the meeting.

Next Home & School meeting agenda item (Funding allocation)? - Ryan (3)

We are happy to proceed with the planning of the project and agreeing to push forward to find out whether the community agrees.

Board funds plus savings (hold an amount as a buffer) Ryan recommended to be retained in the buffer. Put the other \$50,000 towards the project. Could possibly dip into it later on if needed. Total Board funds available would be

**Motion:** The board is in agreement that the shade structure concept is approved, they will now proceed towards gaining community approval and confirming that funding from Home and School savings is able to be redirected and allocated towards the project.

**Moved: J. Devlin      Second: C. Conlan. All agreed, motion carried.**

The Board members discussed and agreed to create a Shade Structure project committee: Becca and Ryan community and Home and School liaisons, Craig - financial, Simon - Funding applications.

Have a community evening to launch the project, supply refreshments.

**ERO Evaluation Plan** - Nothing to report.

**Barrier Free Access:**

Trapping Programme: As above, Otago Participatory Science Platform Grant to be run in conjunction with DOC, engaging with scientists. Before and after studies, bug numbers, bird numbers, flora and fauna.

**Quality Teaching and Leadership:**

Term 1 Kahui Ako leadership report PACT. PLD around the Progressive and Achievement Tool. One focus is on how to best identify and support children in the classroom who have suffered Trauma.

**Property and Finance:**

**Accounts.**

Discussion around preparing a revised budget to make it easier to see changes in the financial situation. Kiri to follow this up with the accountants to set one up. This will be available for the next BOT meeting. (4).

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

**Moved: S. Berry      Second: J. Devlin      All agreed, motion accepted.**

**Motion: That the Financial reports for March and April 2023 be accepted.**

**Moved: C. Conlan      Second: S. Sutton      All agreed, motion accepted.**

Craig stated he found the Monty reports hard to understand and only gave his approval of the financial reports on the condition that a revised budget report be available from the next meeting onwards.

**Staff / BOT get together** - contribution from the BOT was discussed. Morning tea has been done. Social, meal, Quiz night. Mix BOT and staff in teams. North Star or Fat Sally's were discussed. Pizzas at Scotts - Board buy food and first drink. 20 people x \$30 each.

**Motion: The board agreed to put [REDACTED] towards a combined Board / Staff social evening.**

**Moved: C. Conlan Seconder: S. Berry. All agreed, motion accepted.**

Do this sooner rather than later, in the next couple of weeks. The middle of the week would work well. Ryan to think about the date and discuss it with staff at their next meeting..

**Counselling Sessions** - BOT continue to fund? The Board agreed to fund these to be available to staff.

**Flu Jab for Staff** - BOT pay for again? Yes, the Board agreed to offer these again.

**Enrollment Notice in paper** - out of zone, information evening for Year 7 & 8 students. Yes, the Board agreed to go ahead with this ASAP. The Board are happy for Ryan to draft something up. (5)

**Projects Committees:**

**Bike route: (Simon)** No discussion.

**Outdoor structure: (Becca)** As above.

**Public Excluded.**

**Motion: The meeting went into Public excluded discussion at 6:40pm.**

**Moved: R. Fraser Seconderd S. Berry All agreed, motion approved.**

**Motion: The meeting came out of committee at 6:54pm.**

**Moved: R. Fraser Seconder: S. Berry. All agreed, motion approved.**

**General business:** None.

Meeting closed at 6:55 pm

Next Meeting: 20th June 2023 5:30pm

Signed:.....  
BOT Chairperson

Date:.....

