

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 24th October 2023

Held in the Ardgowan School Staff Room 5:30pm

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

Apologies: Aaron Gosney

In Attendance: Kiri Ballantyne (Minutes Secretary), Suzy Oakes, Rouvierre Hattingh (new BOT members learning the ropes for their first official meeting in November).

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

Action table following meeting

Person	Action
(1)	No items requiring action between meetings were decided upon

5:30pm. Simon welcomed all to the meeting. New Board Members Suzy and Rouvierre were given a brief explanation of how the meetings and shared drive are run.

Minutes from the previous meeting - 5th September 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 5th September 2023 Board meeting were approved as a true and accurate record and were taken as read.

Moved: B. Isbister **Seconder:** J. Devlin **All agreed, motion approved.**

Action Points Arising from August meeting

1. Process completed. New BOT Members have completed Appendix 2 and all Returning Officer duties are complete.
2. Ryan has rung Jess Tuhunga at the MOE to talk about the Treaty Of Waitangi early in the new year - not at the November meeting as it is big enough with data already.
3. Ryan has looked into it but is not keen to do anything until next year, maybe utilise it to go towards relievers, a work-do was one suggestion. There are no real hard and fast rules around it at this stage.
4. End Of Year Prize Giving will be held here at school, kids seated on the grass like for the ANZAC service. Class prizes and schoolwide awards, acknowledge leavers but have their graduation separate. Have games afterwards. Parents mingle and talk following it rather than hold an extended more formal event. Still give it plenty of value. Year 8 graduation will be at a dinner out with parents.

Start at 11am. Have the backup of SKC auditorium in case the weather is wet. Parents encouraged to bring along a picnic, BBQ sausage for the kids. Games of Touch / Cricket. Relaxed community event.

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

Inland Revenue - Change of GST filing period from 6 monthly to 2 monthly commencing January 2024.

St Kevins College - request for information on Year 8 enrolments.

WGHS - Request for information on Year 8 enrolments.

SHHNF - Acknowledgement of application for student with high health needs. 1 Student just diagnosed with type 1 diabetes, needs plenty of support. A TA is now in place.

Argest - Work Requirement notice. Failed building WOF inspection on strings in ceilings to peg artwork to - replaced some with wires, some taken down and not replaced. Photos taken and sent in as proof.

RICOH - Proposal for new copier contract.

Brother - Proposal for new copier.

North Otago Attendance - Term 4 newsletter.

Michael Forgie - Project management fees 5YA DQLS project. Closing documents for project.

Michael Forgie - Design fees release documents - roofing project. Hope to be done over Xmas holidays.

Pourato - Notification of staffing entitlement for 2024 at 6.61 FTTE.

NZSTA - Communications for BOT Mid Term elections.

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 and explained the way the report is structured to Suzy and Rouvierre.

The roll is currently at 122 children.

NAG 1 Curriculum: This term the focus is on the health curriculum. The junior classes are learning about firewise and the senior classes are doing a sexuality program. All classes are learning the Keeping Ourselves Safe Program.

NAG 2 Self Review: Nothing to report.

NAG 3 Personnel: No discussion.

NAG 4: Finance and Property: Failed building WOF due to string holding up artwork being seen as a fire hazard. This has now been rectified by taking the string down and replacing some with wire, some not replaced.

FTTE we have underused our allocated allowance for this year so far. Reliever teachers will be paid out of Teacher Salary this term not BG.

2024 FTTE staffing \$240,694.44 CRT entitlement will be bumped up during the year as teacher release days increase to 5. \$300 less than 2023 initially but adjustments will be greater than this.

Pool of relievers - there are not enough relievers around. Ryan has already approached a reliever who has agreed to join us to cover teacher release initially. Sue Foster will cover this term and term 1, maybe term 2. Term 3 will increase again so maybe look at getting another person in to cover this. Small schools will find it very hard to find enough people.

The reliever pool is so small it will cause many issues within North Otago.

NAG 5: Health and Safety: Nothing to report.

NAG 6: Legislation: Board Mid Term elections have been completed. Suzy Oakes and Rouvierre Hattingh are joining the Board in November. Ryan thanked Simon and Becca for their time on the Board.

ERO - Giving effect to Te Tiriti o Waitangi course - Ryan had attended. It was pitched at the BOT to include the legislation - what we need to be doing with regards to putting this into our curriculum in line with the legislation. Not given the how yet just the why. Declaration of independence, history and where it is in the Education Act was covered. There will be a part 2 later on.

Learners at the Centre: Home and School held a fundraiser all proceeds went towards the COLA. A good fundraiser, approximately \$8000 raised but final totals are not in yet.

Barrier Free access: BSLA Parents afternoon. Sarah Sutton had a good turnout with 10 people attending, it was generally well received. Sarah Hattingh. and Sarah Sutton also held one earlier in the year for the junior classes.

Quality Teaching and Leadership: PLD Application for Digital Technologies. Ryan has applied for more PLD in 2024. Hopefully we will be successful in this. We had 120 hours this term used to upskill teachers, observational lessons. Working with teachers around their paperwork and ensuring getting the best out of the processes and programs available.

Other: Application to Donald and Nellye Malcolm Trust to create an orchard area. The idea sprang from Te Ropu Manaakitanga so it is great to see the project happening. 3 Lambs are now in place in the area to clean it up.

Ryan and Dana attended a course re the new curriculum - Train the Trainer as part of the curriculum refresh.

With a new government coming in it will be interesting to see what happens, will they throw out the old one and bring in a new one totally? Time will tell.

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

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

Motion: The Board approved the Financial reporting for September as presented.

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

Motion required by Solutions and Services - accountants for auditing purposes:

Motion: The Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2023 Annual accounts on the Board's behalf when confirmation is received that the audit has been completed.

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

Junior Camp Proposal: Sarah Sutton. Camp for Yr 1 and 2 children. Day trip to Geraldine. It seems a long way but not much different to travelling to Dunedin. Farmyard holiday park, pool. Well over ratio for swimming with 8 parents plus the 2 teachers.

Botanical gardens then two groups in rotation at the farmyard. Lunch, swim, Caroline Bay on the way back. Leave at 8am back by 4:30pm.

\$999 for bus 48 seater and would need 4 parents in a vehicle as an emergency vehicle.

\$1239 total cost which works out at \$30 per child.

Pretty good value for these kids.

Next year is the overnight museum camp for the year 2 children which is pricey already and has gone up by \$10 so trying to keep this camp as cheap as possible.

Sarah Sutton had RAMS forms for the Board to view for all venues, ensured ratios are correct for the water. Car sickness, farm animals, bus accident, booster seats. First aid kits and personal medications to be carried with them.

Camp funding - the BOT had discussed the amount given at a previous meeting. The original idea was for camps to get more support from the board as they get more expensive and kids get older. Sarah and Kiri looked up the cost of 2022 camps for comparison.

Motion: Parents are to pay \$30 cost per child to attend the camp. The Board will support parents taking a car to the amount of \$100 petrol money in total.

Moved: C. Conlan **Seconded:** B. Isbister. **All agreed, motion approved.**

2024 Start Date - Proposed 31st January, Teacher Only Day 5th February. Finish date 18th December. Teacher Only Day booked for PLD for Digital Technology as above.

Motion: The Board approved that the 2024 start and finish dates would be 31st January and 18th December.

Moved: R. Fraser **Seconded:** J. Devlin. **All agreed, motion approved.**

Annual Plan 2024 - To be included: Continue to work toward the COLA - depends on the money being raised before we can commit to a contract. Update the Maori curriculum and connect to local curriculum, new NZ Curriculum - re-look at this, library have this open and running. Revise the Strategic Plan in 2025. Extensive Community Consult in 2024.

Projects Committees:

Update on bike route - Simon: Haven't heard anything from the Council but they're probably planning for Xmas now. Tree removal further down the road has been started. 3 sections were planned to be done at one time by different contractors. Nothing has happened since then. Simon could ask Grant Campbell what is happening. Could be a traffic management issue, not sure what is happening but it is a live project so will go ahead, it is just the timing and lack of communication which is causing doubts. The roading person at the Council is an interesting character to deal with and staff are changing so it is difficult to have continuous contact with them and know exactly what is happening.

Outdoor structure - Becca: Brought Suzy and Rouvierre up to date with how far the project has gone so far. Oceania Dairies application - replied that he will get back to Becca after their next sponsorship meeting - not sure when that is. OCT - application still under review and they have a Board meeting today (24th), Becca has been checking on their website but nothing as yet. Hope to hear something soon.

These structures are very popular up North and becoming more of a thing which is great feedback to have. There are funding specialists that you can employ to get funding for you. Could have a look at this next year. Quotes are only current for 30 days and costs creep up quickly. We have \$167,000 in the bank as savings so far.

Becca is happy to stay in the school email for now to follow through on this part of the project. The Board agreed to this as Becca has all the information and has been the lead on this project.

Public Excluded:

Simon explained the Public Excluded minutes to Suzy and Rouvierre. These are for looking at data, disciplinary things, complaints, issues which are not discussed as a public issue.

We have not gone into Public Excluded since June 2023 so the Board viewed and agreed that the June Public Excluded minutes held were true and correct. Simon signed the June minutes off.

Public Excluded. No further reason to go into a public excluded meeting.

Year 6 - 7 cohort. We have a group of 7 confirmed as staying next year, 5 unknown, the rest (11) going to OIS out of a total of 23.

We have Year 8s, Year 6s and Year 3 Brethren children who leave each year so a triple whammy numbers wise.

8 New enrolments confirmed for next year and 3 - 4 enquiries for Year 2 and NE children.

Continue to get things out in the community about our programs and activities, opportunities, both cultural, sporting and local curriculum. Older children have greater opportunities to be involved in leading roles in productions etc than at a bigger school.

The current idea is to get a 3 year rotation going with camps in regards to venues so families know what is ahead.

It was commented that the website needs updating and the possibility of getting a newsletter out into the community to show what we've been doing this year.

General business:

Meeting closed at 6:48 pm

Ryan thanked Simon and Becca for their involvement and commitment for their 3 year terms and provided a supper for Board members.

Next Meeting: 28th November 2023 5:30pm

Signed:.....

Date:.....

BOT Chairperson