

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 5th September 2023

Held in the Ardgowan School Staff Room 5:30pm

Present: Simon Berry (Presiding Member), Ryan Fraser (Principal), Sarah Sutton (Staff representative), Aaron Gosney, Becca Isbister, Craig Conlan (present via zoom as unwell), Jess Devlin..

Apologies: None

In Attendance: Kiri Ballantyne (Minutes Secretary)

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

Action table following meeting

Person	Action
(1) Kiri	Organise and conduct MidTerm Board elections.
(2) Ryan	Organise a visit from MOE person to advise on the Treaty of Waitangi and how the Board plans to best incorporate it into the school.
(3) Ryan	Advise the Board of a plan to best use the \$6,000 funding for Principal support and wellbeing.
(4) Ryan	Start planning / ideas for End of Year Prize giving and fun family event to follow.

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

Minutes from the previous meeting - 8th August 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 8th August 2023 Board meeting were approved as a true and accurate record and were taken as read.

Moved: S. Sutton **Seconder:** B. Isbister **All agreed, motion approved.**

Action Points Arising from August meeting

1. Ryan has followed up and had a discussion.
2. Hannay Levy - advised us to go ahead with the application process, preliminary go ahead can then be sought, then when funding is secured it is all go.
3. Craig signed up for the course.

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

New Era - Change of hours - change of hours - 2 hours every 2 weeks instead of 4 per month - same amount of time but more often.

Pembroke School - Incredible Years funding for Marck Chua. Invoice has been sent.

Open Polytechnic - Enrolment information - Maree McBride.

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.

The roll is currently at 124 children. Need to get to 126 by November to get extra funding.
8 Pre-enrolments in so far for 2024.

NAG 1 Curriculum:

Poetry Competition was successful - Neighbours Ian and Fliss Butcher sponsored and judged it.

Senior school travelled to SKC to view the Man of Steel production.

Zone Cross Country held at Papakaio, students did well with 17 qualifying for NO Cross Country. 16 participated with 4 coming in the top 10.

We have started hosting a Hato Hone St John pet therapy session once a week, 1 hour visit to read with 4 children needing support.

Students have been participating in ICAS exams - voluntary.

Netball festival - 2 teams competed, the event was successful.

Art works completed for Burns Memorial art exhibition - Free buses for the children to view the exhibition.

NAG 2 Self Review:

Ryan has met with his professional learning group. Discussing goals and progressions.

Fire drill conducted. Took 2 minutes and 9 seconds to complete until children all lined up on the back field.

Lockdown drill completed - Identified phone in Room 2 not working. Now rectified.

NAG 3 Personnel: Maree McBride has enrolled in a TA course through the Open Polytechnic. We will be supporting her in this course.

Sarah Sutton is a tutor teacher for the student teacher currently in the school. Tahlia Sherwin is in room 5 until the end of Term 3.

There has been a lot of sickness throughout the school. Multiple days where three teachers were away, Ryan has been in classes for 8 days. Phoned 11 relievers one day but no one was available. A class has been split but not rostered home so far like other schools have had to - dire situation with regards to relievers. Ryan worried about staffing for next year onwards as teachers having more CRT time means relievers will be in even greater demand. No relievers around as it is.

Craig asked about CRT time and would teachers be willing to look at teaching for a bonus during this time - teachers do testing during this time so unsure about any appetite to be paid more to stay in the class during these days. Could offering this possibly be a breach of contract? We would need to be careful to follow the rules on this.

NAG 4: Finance and Property: Darryl from Rycole Joinery has made a noticeboard which will go up outside the staffroom. It just needs to be painted.

Asphalt in the car park is getting significant potholes. Ryan is looking into MOE funding for this.

NAG 5: Health and Safety: 15th August child stood down for 2 days.

Physical restraint 24th August. Restraint was used to keep a child hygienic. Parent phoned, all reporting completed.

A physical restraint folder is held in the office, Ryan has also put it online to be tracked via the correct channels. Ryan is in the process of catching up with the parent around their safety plan and learning requirements for the individual child in question.

NAG 6: Legislation: Mid term Board elections for Becca and Simon

Election date 15th November. Covid put the triennial elections back so this has moved the date for this back. Kiri nominated to be Returning officer. Joy McGee from Weston did it last time.

Motion: The Board moved and accepted that the date for the Ardgowan MidTerm elections is to be set as 15th November 2023.

Moved: B. Isbister **Seconder:** S. Berry. **All agreed, motion approved.**

Motion: The Board moved and accepted that Kiri Ballantyne (School Secretary) be appointed as Returning Officer for the MidTerm Board elections.

Moved: B. Isbister **Seconder:** S. Berry. **All agreed, motion approved.**

Kiri to organise the Midterm election requirements. **(1)**

End of Year reporting:

New planning and reporting framework for May 31st next year. Only new thing added in at this stage is a report on the Treaty of Waitangi - how the Board has given effect to this.

A lady in the MOE that Ryan knows of is well up on this and Ryan would like to bring her in to advise on this. Maybe at the next meeting? Ryan to investigate when this could happen. **(2)**

Other:

Kakanui School has become a member of the Kahui Ako. Simon signed the document to acknowledge this. Lead Principals' positions are up for renewal, the shared model is working well, one to stay on and mentor a new one and look at a rotational approach over the next few years. The preferred status is one person in the job so if one person put their hand up that would be how it worked - not the best in Ryan's opinion as the current approach is working very well.

Information evening was held for parents of Year 6 children - 1 attended, 1 apology - disappointing to say the least. No families came from contributing schools from flyers sent out.

A large number of children will be going out if we lose the year 6s to OIS (23 in total at school now). Our Year 7 & 8 kids had made a presentation for the night and a lot of effort had gone into it. We could make something up for facebook to help promote the school.

Teacher stability is potentially an issue for parents as staffing in the senior room has changed many times in the last few years.

A \$6000 payment for professional support and development for Ryan is coming in the October Operational grant. Courses, mentoring, coaching, release time are just some of the options for its use. Lots of questions need to be answered about how it can be used. A follow up payment in 2024 Operational grant as well. Ryan will bring a proposal to the Board for approval once he has had time to think about the best use for him, it needs to be relevant and a good use of the time as well as the money. **(3)**

Motion: The Board approved the Principal's report as presented by Ryan.
Moved: S. Sutton **Secunder:** J. Devlin **All agreed, motion approved.**

Community Consultation:

Ryan asked the board for suggestions as to what do we want to find out, specifically?

What would encourage the year 6 children to stay?

Health and PE - we do a specific consultation every 2 years. Google Forms at the parent interviews didn't work as parents couldn't log in.. This will go out with the consultation.

Strategic Plan - comes up for discussion for renewal in 2025 so need to look at it at the end of 2024.

Could ask how well are we following the SP - are we achieving the goals as set out in the SP.

OIS - is seen as a stepping stone to high school, bigger, widening friendship groups. Are parents making the decisions to move their child? Or kids wanting to go? Kids going with their friend groups. Ask the children why they want to go to OIS. Siblings go and then younger ones follow suit.

Activities that set us apart and encourage children to want to stay. Do what we do well, take advantage of opportunities as they come up.

Open up the open night to all families, have another go at it, sell it to them a bit more often. Share things about Year 7 & 8 kids and what they are doing more. Is it worth giving it another go to hold another evening - show the passion. It may take a few years to get the whole group to stay, they have to see the benefits in it.

Open senior events up to other schools. Eg disco. HBuild strong sports teams, build connections through sports and activities. Build on high school connections with all high schools, buddy program with leavers. OIS is very well resourced, we cannot compete with that so have to build on what is great about our local curriculum.

Update on bike route Going out to tender for chunks of it. Trying to save on time, the road will be closed in sections. Tender papers to go out mid August. It will happen \$300,000 has been put aside for it.

Outdoor structure - Becca:

OCT application sent in 14th August, (\$80,000), notification it has been received but nothing further as yet.

Oceania - application sent in on 14th August, hadn't heard back from them at all but has sent them a prod. Nothing back at the moment so not looking promising.

Becca is hopeful that we will get something from OCT.

Home and School Lip Sync event is competing with 4 other events on the same night. Date change would have been good but it was unable to be changed due to a technicality around the liquor licence and caterer availability. Maybe a Christmas timing for this event would be better?

Teacher Only Day:

The MOE have allocated Teacher Only Days and we have to use them between 13th - 24th November. Friday 24th November is the date Ryan is suggesting.

The Board approved the date of 24th November to be a Teacher Only day.

Public Excluded. No reason to go into public excluded.

General business: Community feel and involvement is something to build upon. Room 6 is having a parent's dinner which is being well attended. A fish and chip evening or dinner was suggested across the whole school. It is hard to get a response at the moment nothing is going to happen overnight. It is good to hear the positives which are being said out there about the school. Paul Olsen said that there is always a period of doldrums after LSM. Have an event just for the sake of it. Fish and chips, backyard cricket, mountain biking, games, something fun. Suggestion to have a fun afternoon after prizegiving either at school or at WBHS. Prize Giving at 10am then games and BBQ afterwards. Ryan to have a think about what this day will look like. (4)

Meeting closed at 7pm

Next Meeting: 24th October 2023 5:30pm

Signed:.....
BOT Chairperson

Date:.....