

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 5th August 2025

Held in the Ardgowan School Staff Room 5:30pm

Present: Ryan Fraser (Principal), Craig Conlan (Presiding Member), Rouvierre Hattingh, Jess Devlin, Suzy Oakes, Aaron Gosney (arrived part way through the meeting at 5:51pm).

Apologies: None.

In Attendance: Kiri Ballantyne (Minutes Secretary).

Conflict of interest: None declared at the start of the meeting. [REDACTED] left the meeting with a conflict of interest as the Committee went into Public Excluded discussion at the end of the meeting.

Action table following meeting

Person	Action
1 Ryan	Run a sub committee meeting to answer points in the SchoolDocs questionnaire.
2 Ryan	Organise flowers and a Thank you to Sarah Sutton for her time on the Board.
3 Ryan	Send a letter to [REDACTED] confirming the disestablishment of her role in the Kahui Ako.
4 Ryan	Update the Board as the 2026 enrollment ballot process is worked through.
5 Ryan	Add a question regarding the Strategic Goals into the Community consultation.
6 Ryan	Send out a notice advising the school community of the PUM on August 20th
7 Ryan	Promote the Board Elections and the fact that nominations are open until Wednesday 13th August.

5:35pm Craig opened the meeting and welcomed all to the meeting.

Matters arising from previous minutes. None.

Motion: That the minutes of the June 24th 2025 Board Meeting be accepted as true and correct, and taken as read.

Moved: C. Conlan **Seconder:** R. Fraser **All in favour, motion carried.**

Action Points Arising from the April meeting .

1. Ryan has made a start on the School Docs questionnaire. It is very in depth so the suggestion was made to form a sub-committee to answer some of the questions from a Board perspective.

Jess Devlin, Craig Conlan, Suzy Oakes. Ryan will send out communications to see when it suits for the group to meet. **(1)**

2. Ryan and Rouvierre met last week. There is already a report available from a previous Logic group inspection, which Rouvierre is putting into an excel sheet. This will help in creating our own register. Most of the work is already done.

3. Still to be done - Ryan will organise this **(2)**.

4. Ryan contacted NZSBA, they recommended waiting until the Board elections as they are now so close.

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

Abby Siao - TA application - unfortunately she had already been offered a job elsewhere.

Ian Cathcart - WBHS - Year 8 transition information.

Moeraki Runanga - Notification of no bookings being taken as they are short staffed. So no trip in October. Bringing people into the school instead is an option.

Pete Stringer - Forgie & Hollows - Notification of carpet tiles lifting in Room 5. Will be rectified by the people doing the deck - they are the same company who laid the tiles.

Attendance Matters - Term 2 data.

Southern Property - Notification of new crown agency being formed to oversee school projects

Logic Group - Small schools improvement plan. Timing of work to be completed - acoustic panels.

LED lights have arrived, still to be installed in the office. The panels were installed very quickly, ahead of the planned timeframe. They have made a huge difference in the classrooms.

Kahui Ako - Deidre Senior / Damian Brown - Action required for ending roles within the Kahui Ako as per the government decision. January 28th. [REDACTED] contract goes until March 4th which gives her some short term income protection from the drop. Ryan will send her a letter confirming the change **(3)**.

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.

133 students currently enrolled.

NAG 1 Curriculum: Funding applications open on 1st September for Structured Literacy Approach 2026. This has replaced the Reading Recovery funding which we used to apply for, it follows the same modelling. If we get it we need to match the staffing allocated eg. 1:1. The main difference is that it is for interventions for learners Yr 0-6. Reading Recovery was only up to Yr 2. Ryan will apply for the funding as soon as it opens.

A teacher only day is being planned for Tuesday 28th October - the day after Labour day. This will be taken for maths PLD which the government offered as part of the new curriculum update. The focus so far has been on the new English curriculum, so it will be good to switch the focus more to maths. An MOE support person will be coming in - Ryan has just received notification of this.

Motion: The Board approved the planned Teacher Only Day on 28th October for Maths curriculum planning and PLD. The school will be closed for this day.

Moved: R. Fraser **Seconded:** C. Conlan **All in favour, motion carried.**

NAG 2 Self Review: Nothing to report.

NAG 3 Personnel: Disestablishment of the Kahui Ako - as above, it is being disbanded as of 28th January 2026. This means we will not have access to the same collaborative opportunities as we have had within the Kahui Ako. Dana Goodall will also lose her across school role. Schools who are members see value in trying to retain some of the collaboration, and will look at how this can be managed moving forward. The Board agreed that it makes sense for schools to continue to join forces.

NAG 4: Finance and Property: [REDACTED] (local person with previous ties to the school) has had a look at the carpark surface. He is happy to put together a proposal and price for work to be done. In the meantime Ryan has requested that he put some crusher dust in the pot holes, and gravel AP20 on the top carpark. He will also put together a plan and quote for repairing the broken asphalt - this could potentially be quite expensive.

This sort of maintenance is not covered by the MOE. The 5YA fund has very little left currently, but we won't know how much until the deck project has ended - invoices are still to come in. If the project is deemed an urgent Health and Safety risk the MOE may come to the party with funding.

[REDACTED] has not put in an invoice as yet for the gravel.

NAG 5: Health and Safety: Nothing to report

NAG 6: Legislation: Enrollment out of zone - the enrollment notice period will come to an end on 8th August.

21 enrollment applications received so far.

3 x In zone,

0 x priority 1,

5 x have siblings already here,

0 x siblings of ex students,

0 x siblings of former students,

2 x children of BOT employed staff.

6 x places to fill by way of ballot (11 enrollment applications).

4pm Friday 15th August is when the ballot will be drawn. The draw will be supervised by Jay Morris of the NZ Police. The ballot is drawn until all names are entered on a list.

All successful ballot enrollments will be notified within 3 days. If they do not take up the place within 14 days, the opportunity goes to the next family on the list.

Ryan has asked Jay Morris to oversee but hasn't heard back as yet. Suzy knows of a JP if needed (family member). There are also several other JPs in the area.

The ability to plan is very important, if we know numbers well ahead of time it really helps. The ballot is open to all age levels but we have only had New Entrant applications for 2026.

In the future we could specify X number of places available in certain Year levels (If there are places available in a particular age group).

At this stage we don't know how many we will retain in the Year 6 - 7 age group through to 2026.

Ryan will keep the Board updated on the ballot process. (4)

Other: Steve Haywood - past Ardgowan Principal, visited recently. He mentioned that the 125th Anniversary of the school is coming up in 3 years time. He indicated there is already significant interest from alumni and in the community for possible celebrations. Three years will come around very quickly and this is a project which needs to be done properly. Do some research - [REDACTED] would be a good person to draw on as she is a local historian. Form a committee of current and former people to help organise it.

Start and End dates 2026: Ryan proposed a starting date of Tuesday 3rd February 2026. And an end date of Wednesday 16th December 2026. Do the 'Meet the teacher' day on Monday 2nd. The BOT looked at the options which the MOE had provided.

Motion: The Board agreed to a start date of Tuesday 3rd February 2026, and end date of 16th December 2026.

Moved: J. Devlin **Seconder:** S. Oakes **All in favour, motion carried.**

Community Consultation: Ryan has put together a questionnaire to gather information from the school community to feed into the next strategic plan. He will hand out paper copies at the parent interviews on 6th and 7th, so hopefully there is a good response. Hopefully it will be an equitable way of gathering feedback from the community. The Board went through the questions. A couple of changes and additions were made including:

(5) Ryan to incorporate the 3 Strategic Plan goals into a question. Do you agree with the goals, do they still hold true to how the school functions? How applicable are the current goals to our future direction?

Put questions in simple terms for greater understanding. Keep the survey short.

Increase our focus on wellbeing, Less of something / more of something?

Are people happy with how we communicate? Yes/ No.

How can it be improved? Less / same / more.

Paid Union meeting 20th August. In the past it has been just either Teachers, Principals, or Support staff. Meaning that there would be staff at school for kids unable to be picked up. This time it cannot happen like that as the meeting is for all staff in a union at the same time.

This is right throughout the country, NZEI people travel the country to run the meetings so need times to be spread in order to make it to several different meetings.

The Board accepted that the meeting is going ahead. A note will go out to parents this week advising them of the PUM on 20th August. **(6)**

Learners at the Centre: Analysis of attendance data to date has been completed. A few children have had extended periods away from school for various reasons. 6 children were of concern, initial support letters have gone out to the identified families.

Attendance data from Everyday matters shows that 77% of our children are attending regularly over the term, up from 65% at this same time in 2024.

Barrier Free access:

The Senior Management team had a PLD session with [REDACTED] (MOE Curriculum advisor). The team used work already completed by the staff to create a draft writing approach that fits in with the new curriculum and is backed by up to date pedagogical approaches. This is a work in progress and will eventually be shared with the staff.

Quality Teaching and Leadership:

A new student assessment tool has been signed off by the MOE. It is produced by an Australian company, Janison Solutions. It is called the Student Monitoring Assessment Reporting Tool (SMART).

Financial: Nothing to report.

Policy Review:

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

Moved: R. Fraser **Seconder:** C. Conlan **All agreed, motion carried.**

Board Members:

BOT Elections: Promotion of elections and nominations. The three people on the board coming up for renewal need to be re-nominated if they wish to stay on. If more than 3 nominations are received it goes to election. (7) Ryan will start promoting it through our communication channels. This is for a three year term. Nominations are open until Wednesday 13th August.

Policies coming up for renewal - accept them as is for now as it is only a short period until we take up the School Docs and they will be updated anyway. Policies: Meeting protocols, Conflict of interest.

Motion: The BOT moved to accept the Meeting Protocols and Conflict of Interest Policies in the interim until School Docs comes into effect.

Moved: C. Conlan **Seconder:** S. Oakes **All agreed, motion carried.**

Property: The deck looks good following the replacement of some boards, the yellow edging is starting to blend into the general look. The washdown helped a lot.

[REDACTED] left the meeting at 6:36pm as there was a conflict of interest to be discussed affecting both.

Signed:.....
BOT Presiding Member

Date:.....

Next meeting Tuesday 9th September