

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

Meeting minutes.

Tuesday 9th December 2025

Held in the Ardgowan School Staff Room 5:30pm

---

**Present:** Ryan Fraser (Principal), Craig Conlan (Presiding Member), Jess Devlin, Sonya Creedy, Rouvierre Hattingh, Suzy Oakes, Aaron Gosney. Rouvierre and Craig arrived just after the meeting commenced.

**Apologies:** None

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

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

### **Action table following meeting**

<b>Person</b>	<b>Action</b>
1 Ryan	Promote understanding and support of the NZEI petition to parents and community at the End of Year assembly on 16th December.
2 Ryan	Communicate to the MOE that the Board supports the continuance
3 Kiri	Send Motion to Accountants re: sign off for EOY 2025 accounts.
4 Ryan	Contact Dean Sutherland - local Graphic Designer re: possible rebranding and logo for the school.

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

**Matters arising from previous minutes.** None.

**Motion:** That the minutes of the 21st October 2025 Board Meeting be accepted as true and correct, and taken as read.

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

### **Action Points Arising from the August meeting .**

1. Completed.
2. Completed.
3. Completed.

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

One School - visit to see a child attending One School next year.

Coastal RTLB - funding for one child approved

Papakaio school - Cohort entry enquiry and request for information.

Numerous MOE bulletins re: Coloured sand recall.

MOE template for asbestos notification

██████████ - asked Ryan for feedback following the roll out of the new curriculum. Concerns around roll out and speed of changes.

Worksafe - guidance regarding getting rid of coloured sand.

School branding matters - Information on rebranding and a new logo ██████████

Gallagher Insurance - confirmation of insurance renewal.

Southern Property - paperwork and payments to complete the deck and carpark projects.

██████████ - annual property visit and consultation.

██████████ - Support staff wash up funding amounts in regards to pay equity claim support.

Trelise - Ritchies - Bus run for 2026. 4 of our bus kids are year 8 and are moving on. We need 8 qualified kids to make the run viable. We have two more New Entrants coming in during 2026 which means we are still under numbers as some children don't qualify for the bus free and have to pay. They have to live more than 3.2km away from school and to be on the run to be eligible for free bus service.

We will still get the bus in term 1 and 2 but the future beyond that is uncertain. We get a small grace period and need to hope that we get more kids coming in. We will fight for it.

Craig and Rouvierre arrived partway through this discussion.

**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.

137 students currently enrolled.

#### **School Roll and Compliance:**

Teacher Only Day Fri 20th March 2026 - NOPPA Conference, Maths focus.

NOPPA Conference has been cut down to one day with less sessions, have the focus on maths. Ryan will use one of the PLD days for the conference.

**Motion:** The BOT agreed to Friday 20th March being a Teacher Only Day with the school being closed for the day for this purpose.

**Moved:** C. Conlan **Seconder:** A. Gosney **All in favour, motion carried.**

**Transition Programme.** Anna W. has held 3 group transition sessions for New Entrants starting in Term 1 2026. This is the first time that the cohort entry has had an effect on the children transitioning to school. The children are coming to the sessions in one group and connections between kids and parents are strengthening.

**PLG sessions.** Teachers participated in their final PLG sessions of the year. Feedback from staff has been positive on the whole. With the Kahui Ako disbanding we are still going to be a part of this initiative, but the structure will be different, It will be driven from within the school. Once a term catchups with other schools, Papakaio and Glenavy.

Outside support from facilitator ██████████ will now come at a cost.

**Coloured sand - Asbestos.** Following the recall of the coloured sand, and the testing we had carried out, we have gotten rid of all these products. All testing of our sand products proved negative for asbestos. We got off quite lightly compared to some other schools. This was out of the blue, random testing was done in Australia and it was found accidentally.

**Physical restraint.** One of our staff who is trained in physical restraint had to physically restrain a student. The incident was reported to the MOE and followed up with the family and staff member as per requirements and processes.

**Stand Down.** 1 day stand down of one student on 27th November for Gross misconduct. Support is ongoing for this child particularly around transitioning to a new classroom for next year. The processes were all followed.

**Changes to Education Act.** Parliament has passed the education and training amendment act 2025 introducing several important updates for schools. Ryan talked the Board through some of these changes. Attendance plans - now required in every school, this is potentially going to cause friction from parents as it makes Ryan look like the bad guy, it is about working alongside parents rather than leaning on them. The North Otago Attendance services has lost the contract and it has gone to another company, we will see what comes of this.

Strengthening new teachers' achievement requirements - this is good.

Strike notice period extended, Changing membership of the Teaching Council to give a ministerial majority. The whole point of this Council was to be away from Ministry control and this also introduces the possibility of having bias one way or the other depending on political alignments.

Delay of Strategic Plan update until 2027.

Some implications are concerning, some are very positive.

**Te Tiriti o Waitangi pledge.** The recent decision by the government to remove the requirement for BOTs to give effect to Te Tiriti o Waitangi in schools has caused some major concern within education. Supporting it does not take anything away from any other cultures, this is our national identity and founding document.

Ryan also gave the Board information regarding a petition from NZEI. The need is for a guaranteed TA in every class. Currently our TAs are not guaranteed consistent employment as we are dependent on MOE funding to employ them (part time). We have some very experienced and competent TAs who provide invaluable support to the children. If funding was centrally funded it would no longer come from our OPS grant and support staff hours would be more certain. The funding we get is based on █████ per hour which is not even minimum wage, our TAs get far more per hour than this which is topped up from the Ops grant. It would be great to have this funding centralised and that is part of what is being pushed for.

Ryan has created a statement indicating the Board's support to continue to uphold Te Tiriti o Waitangi. In the past our teachers have done PLD for Te Reo, the funding for this has been removed.

**Motion:** The Board agreed to support the NZEI petition and allow promotion of it to gather support. It was agreed for Sonya (NZEI Rep) to put information up in the staffroom and school office. Have it up at the End of Year prizegiving - Ryan to explain it to parents and community on the day. **(1)**

**The Board agreed unanimously to support the petition.**

**Motion:** The Board agreed to continue to give effect to Te Tiriti o Waitangi at Ardgowan School. Ryan will communicate this to the MOE. **(2)**

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

**School based Immunisation Plan.** Health NZ Te Whatu Ora is proposing a change to the school immunisation programme. Moving from HPV immunisation of Year 8s to codelivery of the HPV and Boostix/TDap in Year 7. The changeover will take a year to implement, families can still opt out, letters will go home to families, have a consent information date and forms. The right checks and balances are in place. The Health nurses stay in place for 20 minutes following immunisation to ensure no reactions.

**Motion:** The Board agreed they are happy with the change to the immunisation programme as long as parent consent remains in place to give freedom of choice, and there is no possibility of any child getting the immunisations by accident.

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

### **NAG 1 Curriculum:**

#### **Learners at the Centre:**

**Attendance Management Plan.** Ryan has put together an Attendance Management Plan as required by the MOE. Communication with our community is the vital part. We need our families to be aware of the Plan and support the targets of getting 90% of the kids here. 90% justified attendance.

Attendance Matters give us reports from the SMS at the end of each term.

Tier 1 less than 5 days absent per term. 95% attendance

Tier 2 90 - 95%

Tier 3 85 - 90%

Tier 4 below 85%

The unjustified absences include holidays in term time. Families go away during term time, this will not change.

Teachers do not get time off during term time unless it is LWOP. Extra workload for Ryan needs to be taken into consideration.

The North Otago Attendance Service has been amazing, it is a shame to see it being disbanded.

The Board agreed that Ryan is only to report back as and when he considers necessary, and when circumstances dictate. Minimise any unnecessary workload for him.

**Barrier Free Access:** Curriculum Updates. In October the government notified changes to the Maths and English Curriculum areas. We have spent the last few years working on implementing the previous changes, and a lot of this has now been undone. The revised planning has been shared with staff today.

The Arts, Health and PE Science, Social Sciences, Learning languages and technology curriculums have been released for consultation. At the next NOPPA meeting principals will come together and give feedback on the content. It is a 6 month process. Once it has been discussed at Principal level it will come back to be shared with the staff.

Knowledge and Practice Learning outcomes have been counted in the New Entrant area. Our teachers have to cover 227 learning outcomes before a child has spent 1 year at school. This does not take into account that these children are new to school and are just learning the basics of being in a classroom.

The expectations remove all the fun stuff like camps, outdoor education and games. Teaching children the life skills they need at that age is all missed out. Teachers also have to do an hour of

reading, writing and maths every day, so there is only an hour and a half to fit these things in. Lots of change and so many challenges to face.

Sonya feels that some subjects aren't done justice as there is not the time to give them, this does not feel good to teachers.

**Data**

**Motion:** That the public be excluded from the following parts of the proceedings. Reason: To protect the privacy of natural persons (s48(1)(a) of LGOIMA) and that (Name) be permitted to remain in order to offer support and guidance (if applicable).

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

The meeting went into public excluded discussion at 6:50 pm.

The meeting exited public excluded discussion at 7:10 pm.

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

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

**NAG 3 Personnel:**

[REDACTED]

[REDACTED]

**NAG 4: Finance and Property:**

**Motion for 2025 End of Year Accounting purposes:**

**Motion:** The Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2025 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

**Moved:** S. Oakes **Seconder:** S. Creedy **All agreed, motion approved.**

Kiri to send this motion to the accountants. (3)

### **Draft 2026 Financial Budget.**

Ryan talked the BOT through the 2026 Financial Budget narrative.

Income - additional [REDACTED] from OPS Grant.

Adjustments through the year 11 pre enrolments to come in which will have effect on funding.

Targeted funding goes directly to TA wages.

Washup funding for TAs from the Pay Equity agreement

Expenses - Staffing has the largest cost.

Teacher wellbeing (reliever) days included.

Cyclical maintenance has [REDACTED] allocated. Painting of the metalwork around school. Barge boards at the end of Room 6.

Subscriptions line increase - School Docs is the main cause of this.

Maths budget increase for classroom resources. It means that resources can stay in that classroom instead of being constantly shared around.

Chrome books [REDACTED] and associated digital tech costs.

[REDACTED] towards school camps.

A deficit of \$3680.00 predicted at the end of 2026. [REDACTED] after capital purchases.

We are looking really good for the 2025 year, we will end up with a surplus at the end of the year. There are some big expenses still to come out and Ryan is happy to wait until the OPS grant comes in during January to initiate a term deposit.

**Motion:** The Board agreed to sign off the 2026 Financial Budget as presented by Ryan.

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

**NAG 5: Health and Safety:** Nothing to report

**NAG 6: Legislation:** Nothing to report.

### **Principal's Report:**

**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:**

There is a staff lunch planned for Wednesday 10th as a thank you to staff and a farewell to Spencer.

### **Other:**

**Rebranding and logo refresh** - Ryan has been looking into this with a very experienced graphic designer, looking at the process and cost. Following some initial consultation the graphic designer comes back with files of the logo which can be used in any system. [REDACTED] for files containing the letterhead and email header.

The website needs a full upgrade, it is old and shabby.

The Graphic designer produces a logo and gets feedback up to 4 times from the school. Once approved, the school owns the logo.

This is a large cost. Could we look at local designers? Would this be cheaper and have more buy in if they are local people?

Eventually look at changing the uniforms, the yellow is not great as it stains badly.

Put it out to the kids and see what they come up with, then take it to the designer. Dean Sutherland is a graphic designer - local. Ryan will follow up on contacting Dean. (4)

The meeting closed at 7:40pm.

Signed:.....

BOT Presiding Member

Date:.....

Next meeting 17th February 2026 to be confirmed.