

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 17th February 2026

Held in the Ardgowan School Staff Room 5:30pm

Present: Ryan Fraser (Principal), Craig Conlan (Presiding Member), Jess Devlin, Sonya Creedy, Suzy Oakes, Aaron Gosney arrived late due to a fire call out.

Apologies: Rouvierre Hattingh

In Attendance: Kiri Ballantyne (Minutes Secretary).

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

Action table following meeting

Person	Action
1 Rouvierre	Sign the 2026 Board of Trustees Code of Conduct.
2 Rouvierre	Check personal details and conflict of Interest register items are up to date.
3 Ryan	Indicate to Logic group the Board is keen to look at adding a breakout space - Portable.
4 Ryan	Update the Board re Enrollment planning for 2027 following meeting with Diedre Senior.
5 Ryan and Craig	Prepare a letter to two families as per Public Excluded.

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

Election of Presiding Member: Ryan called for nominations for Presiding Member.

Craig Conlan - **Nominated by:** S. Oakes **Seconded by:** J. Devlin

Craig accepted the nomination.

No further nominations.

Craig Conlan was duly elected as Presiding Member for 2026. All in agreement.

Matters arising from previous minutes. None.

Motion: That the minutes of the 9th December 2025 Board Meeting be accepted as true and correct, and taken as read.

Moved: R. Fraser **Seconder:** S. Creedy **All in favour, motion carried.**

Action Points Arising from the August meeting .

1. Completed.
2. Completed.
3. Completed.
4. To be done in the next few days. Dean is Oamaru based in the old Ireland engineering building.

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

██████████ - Bus information for 2026. We have had some students leave and a family move out of the bus run route. We may lose the bus in the next couple of terms. We have very few eligible kids on the current route but we need a minimum of 8 kids, at the moment we have 2. Other bus kids are eligible but don't use it. Ryan is working on the bus route in our zone and trying to get more kids who are eligible added.

██████████ - **NZ Police** - Notification of safety patrols around school during the first couple of weeks of term 1. Police have been present on quite a few mornings and afternoons.

MOE Property department - Property funding for 5YA for July 2026 to 30th June 2031. \$164,180

Logic Group - Start of consultation process and physical inspection for 10YPP.

Deloitte - Digital authorisation request to complete financial statement for 2025.

Forgie & Hollows - Asbestos testing invoice for coloured sand. They did not charge for pick up or courier costs but the testing invoice still came to \$948.

██████████ - **NOPPA** - Update and plans of new curriculum feedback meeting.

NZEI - Notification of upcoming Paid Union Meetings. Sonya will attend as staff representative.

NZEI - Notification of Principals negotiations starting on 17th February.

Greg Comfort - School Docs - Notification of online meeting and follow up.

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.

Starting numbers: 125 children.

School Roll and Compliance:

Literacy and Numeracy target groups: These have started for the year. Parents of these students have been notified. Groups consist of students who are just below or at the expected level and are designed to consolidate their learning. Groups will run for two terms, then reassess and possibly have another group for the second two terms. Having the staffing is great to run these groups but timetabling has been a challenge - finding teachers and space to work in. This way (small groups several times a week) the impact for the kids is the best possible. Are there any better options? There are other possibilities, with teacher ██████████ living close she is able to travel more often however coming to teach for 1 hour at a time is not ideal. Planning time can be done when groups are disrupted e.g. camp weeks.

Annual Plan: This links into the 2026 Plan.

Part 1 Learners at the Centre - has been updated to reflect the push on attendance through a variety of communication avenues. And Implementation of the School Attendance Management Plan.

Part 2 Barrier Free access - has been updated to reflect the implementation of the new teaching standards, focus areas from the Teachers Council throughout the school processes and documents, Spirals of inquiry. Dana is doing PLD with regard to this.

Part 3 Quality Teaching and Leadership - Develop assessment and reporting practices that fit with the new curriculum and improve teaching and learning within the classroom. Implement planning structures for the English Curriculum throughout the school. Develop an Ardgowan maths curriculum with structures and procedures which incorporate the PR1ME approach and also covers the new Maths curriculum.

Teachers will need to use some of their CRT time to learn the ins and outs of the assessment tools.

Board code of conduct: The one on School Docs refers to the NZBA document. We already use this. Ryan has cross checked the two documents and they match up almost completely. Aaron arrived at the meeting during this discussion. All Board members present signed the Code of Conduct agreement for 2026. Rouvierre to sign **(1)**

Board Conflict of interest Register: This needs to be updated / amended where appropriate. Board members present reviewed their own information on the doc. Aaron added that he services the lawnmower for the school through his business. Sonya added that she is the NZEI Representative. Rouvierre to check his details and that any conflicts of interest declared are current. **(2)**

School Docs: We are ready to move forward. Ryan has done the final checks and the site is live but not yet shared to the community. School Docs suggested a list of Policies to review before we give the green light.

It is very legalised wording, they have lawyers and people with specific expertise designing the policies. We need to make sure that the procedures in place support and deliver effect to the policies. The Board asked Ryan if he is comfortable that this is the case. Policies to review are: Privacy Policy, Health and Safety Policy, Concerns and Complaints. From reviewing, one thing that stood out for Ryan was the Governance and Management policy. The Board is ultimately responsible for ensuring things are done correctly. Some things are already in place such as the Good employer statement (made annually). Financial delegation policy - the Board needs to inform the person responsible (Ryan) in writing, which is something we need to start doing.

Motion: The Board agreed to adopt the SchoolDocs Policies as a whole subject to assurances from Ryan that the Policies and Procedures line up and are collaborative. And following a sub committee review of the top 3 policies Health and Safety, Privacy, Concerns and Complaints, being carried out within the next week.

The site will be rolled out to the community following this, in around 2 weeks.

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

Policies will be reviewed on a regular basis at each meeting, feedback from the community goes to school docs then they update the Policies. There is a pre prepared list to review each month. We notify our parents which policies are up for review via newsletters, emails etc.

10YPP: Ryan met with Logic Group over the holiday break. Contractors were also onsite to do a physical assessment, in particular plumbing, electricity etc. Information is collated then consultants suggest projects according to MOE priorities. Ryan asked the Board if there are any projects they would like to investigate.

The priority list is Health and Safety first, Environment second, Modern learning environments third.

Staff feedback is that we lack breakout space for groups or teachers on release. We use either the library or the staffroom which means the spaces are having to double up at times.

With MOE Property regulations it is extremely difficult to extend the footprint of the buildings. It would be amazing to get a removable container or portable building for this purpose. Rooms 5 and 6 don't have an office between the classrooms so teachers on CRT have nowhere to go.

A space large enough to have a desk, shelves and space for up to 10 children would be amazing. Having the extra learning space would benefit all the kids. It is low risk financially because it could be on-sold.

Ryan will put this forward to Logic group when they start to put the plan in place. (3)

Interactive TVs would be awesome, but they are not Property, they would come under assets. We have painful issues with casting to the current TVs.

Solar panels would be great. We currently pay huge power bills. If we added solar the MOE may drop their funding because power bills aren't as high as they used to be. Something to look into for the future.

Refined Budget: Ryan has added in 2 extra hours per week for the caretaker wages - extra cost with this. Spencer had declined the offer of the extra hours. We have a new groundsman Louis Imbruglia who is a trained arborist and horticulturist- he is doing a great job and interacting with the kids well which is very important. 8 great candidates for the position.

Ryan has also added in some interest income.

Final figures indicate a predicted [REDACTED] deficit following capital expenditure for 2026. Last year we got a considerable amount of extra funding so this year may end up a bit tighter as less funding is likely to come in.

A term deposit has been started of [REDACTED] with the BNZ. This will mature in 270 days.

Allowances for inflation have been included. Camps are becoming more expensive every year and will need some serious review. Have them every second year, still do camp-like activities on day trips. Do more localised activities. Transport is by far the biggest expense.

Add camps to the community consultation later in the year.

Nearest camps are Gunns Bush, Danseys Pass, Kurow campground. Communication with parents is greatly appreciated. Costs have escalated even since the end of 2025.

Calendar of Meetings: Ryan presented the proposed calendar of Board meetings for 2026.

The Board agreed with the proposed dates provisional to some further individual checking.

Meetings are set for Week 3 of each term, and then either week 9 or 10. Aaron requested a copy of the dates be given to the Home and School so their meeting dates don't continue to clash.

2027 Enrollment Planning: Ryan has reached out to Diedre Senior at Weston to meet and come up with a timeline for advertising potential ballots for 2027. He will update the Board once this meeting has taken place. (4)

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:** S. Creedy **All agreed, motion carried.**

The meeting went into Public Excluded discussion at 6:50pm

The meeting came out of Public Excluded discussion at 7:18pm

Moved: R. Fraser **Seconder:** S. Creedy **All agreed, motion carried.**

Learners at the Centre:

Attendance Management Plan. The new attendance person has come from Auckland, she is completely new to the role. Ryan has met her in the holidays. Positive interaction with families is a vital part of the role.

Barrier Free Access:

Quality Teaching and Leadership:

SMART assessment tool: This year teachers are required to report on Year level achievement not curriculum levels. To do this we will be using the new SMART assessment tool to help with overall teacher judgements. Tests and tools are online for this. Teachers are still learning what is required of the children and what tools are available.

NAG 2 Self Review: Nothing to review.

NAG 3 Personnel: Louis Imbruglia has started as Caretaker working [redacted] hours per week.

NAG 4: Finance and Property: Nothing to report

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:** S. Creedy **All agreed, motion carried.**

Board Members General:

Camp cost is a concern. There is one family of concern. If there is effort made to put a payment in regularly then that is fair enough. It is very hard to make children miss out but on the other hand some families don’t put a lot of effort in helping themselves.

Board and Staff function. Organise something each term, make it easy rather than putting it on one board member to organise make it a once a term thank you. Eg. coffee van plus message from the Board thanking staff. Morning Tea time, keep it low key, some Board members turn up. Pre order from the coffee van.

Tuesday 24th was the agreed date for this.

The meeting closed at 7:28pm.

Signed:.....

Date:.....

BOT Presiding Member

Next meeting 31st March 2026.