

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 24th June 2025

Held in the Ardgowan School Staff Room 5:30pm

Present: Ryan Fraser (Principal), Craig Conlan (Presiding Member), Aaron Gosney, Rouvierre Hattingh, Jess Devlin, Suzy Oakes.

Apologies: None

In Attendance: Kiri Ballantyne (Minutes Secretary).

Conflict of interest: None declared at the start of the meeting. Conflict of interest declared by [REDACTED] during the Public excluded areas of the meeting.

Action table following meeting

Person	Action
(1) Ryan	Initiate the first steps with adopting School Docs for Policies & Procedures. Find the money in the budget to ensure it is not exceeded.
(2) Ryan	Consult with Rouvierre regarding the Asbestos plan for the school.
(3) Board	Send flowers and a Thank You to Sarah Sutton for her time on the Board.
(4) Ryan	Find out if a replacement staff rep is needed with BOT elections coming up. Sound out staff to see who is keen to become the staff representative on the board.

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

Matters arising from previous minutes.

Motion: That the public be excluded from the following part of the proceedings of this meeting: Discussion of a proposed addition to the minutes.

Reason: To protect the privacy of natural persons(s48(1)(a) of the local Government Official Information and Meetings Act 1987).

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

Motion: The meeting resumed in public at 5:52pm

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

Action Points Arising from the April meeting .

1. Done.
2. Done.
3. Done. A couple more phone calls for Ryan to make.
4. Done.

5. Done. The Insurance company is fine with hiring out the facilities, this is a good result.
6. Done. [REDACTED] has come in to have a look but we haven't heard back from him.
7. Done. Once the core Policies & Procedures are set we can have a look and add anything we want. School Docs update as needed. New policies - School Docs will draft up and then send to the Board for approval / adaptation. There is a Service agreement and questionnaire for the Board to go through initially, then they start to build our site - everything is online. Costs go on U grade, we are grade U3, \$1435 per year. There is no set up cost.

The changeover would take 8 - 10 weeks. We would not have to adopt all Policies in one hit, could still have some of the old ones in effect until everything had changed over, a bit by bit strategy. When policies are up for renewal they are emailed straight out to the community which would be far better than having double ups with our own website. The School is looking good financially and the annual cost is not huge.

Motion: The decision was made by the Board to proceed with adopting School Docs for all Ardgowan Policies and Procedures, with the provision that the cost does not take the school over budget.

Moved: A. Gosney **Seconder:** C. Conlan **All agreed, motion approved.**

- (1) Ryan to initiate the first steps for adopting School Docs for the School Policies and Procedures. And to find the required amount in the budget to enable the project to proceed without going over the budget.

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

JAEs Carpet Cleaners - quote for cleaning carpets.

School Family - Protection order in place.

Maria Karenden- Edwards MOE - PLD planning.

Erica Stanford - Budget 2025

Diedre Senior / Rodney McLellan - Enrolment zone planning.

TELA - New laptop lease documents.

Teachers Council - Application approved for Sue Foster.

Ferdi Koen - MOE Property advisor - Requested our asbestos management plan. (2) Ryan will talk to Rouvierre about this. It is a big document to get through.

Deloitte - Signed and stamped 2024 Financial Accounts.

Additional Correspondence: [REDACTED] (to be considered in Public excluded discussion).

Letter of Resignation from the Board from Sarah Sutton (staff representative). The Board agreed to accept the resignation. (3) The Board agreed to send Sarah Sutton a bunch of flowers as a thank you for her time and service given to the Board and her support of the staff in her role.

(4) Ryan will look into whether there is a need to co-opt someone, or wait till the September 2025 Board election. Ryan will see if there is any interest from staff.

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. 131 students currently enrolled.

NAG 1 Curriculum: There will be 4 students moving from Room 6 into Room 5 at the start of Term 3. This will ease the numbers in Room 6 as we have more New Entrants arriving during the remainder of the year. Room 5 numbers were kept low at the beginning of the year to allow for this to take place. The families of all 4 children have been contacted and are happy for this to happen. Room 6 will be at 19 by the end of the year. Last year we had to do a shift of students throughout the whole school which was disruptive and less than ideal. This will not need to happen this year.

NAG 2 Self Review: Nothing new to report.

NAG 3 Personnel: Nothing to report

NAG 4: Finance and Property: Nothing to report

NAG 5: Health and Safety: Nothing to report

NAG 6: Legislation: Ryan has discussed out of zone enrolment dates with [REDACTED] from Weston. It was agreed that we establish a cut off date in mid term 3, 8th August. An advert has been sent to the Oamaru Mail and was included in the newspaper on Friday 20th June. When the closing dates for applications has passed, a decision can be made on whether the ballot process is required. If so, this will be held on 14th August.

Ryan had also talked with OIS and Fenwick even though, as not being full primary schools it doesn't affect them.

Ryan will try to align the dates with Weston better next year. Look at the possibility of two dates as this is what Weston currently has.

Cohort entry will not affect this.

Learners at the Centre:

Barrier Free access:

Motion: The Board entered Public Excluded discussion at 6.05pm

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

Motion: The Board resumed the meeting in public discussion at 6.19pm.

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

Financial:

Signed and Stamped Financial Statements 2024. The Auditor had two findings of sensitive expenditure.

1. That the Board should pay the staff one drink each at the staff do at the end of 2024.
2. Timing of signing off for the next year's financial budget - should be at the end of current year. The Board agreed they will sign it off as required next time.

The Board moved the following motions to enable Solutions and Services (Accountants) to provide evidence of approval to the Auditors for the 2025 accounts.

Motion: Now that the 2024 audit has been finalised Solutions and Services have provided a full budgeted statement of financial position & statement of cashflows extracted from the Board approved operating & capital budgets for use in the 2025 annual accounts. We acknowledge that these reports are prepared post 2024 audit finalisation to ensure accuracy and usefulness in the 2025 annual accounts. On this basis the Board approves the use of these documents in the 2025 annual reports.

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

Motion: The Board approves the addition of 2025 budgets for the MOE funded notional grants and expense of Teachers' Salaries (\$774,271) and Use of Land and Buildings (\$148,263) for use in the 2025 annual reports.

Moved: R. Hattingh **Seconder:** J. Devlin **All agreed, motion approved.**

Policy Review:

Conflict of Interest and Meeting Protocols.

Purpose: Board reminder and clarification of expectations, as recommended by NZSBA.

Conflict of Interest Policy. The Board reviewed the Policy and are happy for it to remain as is.

Motion: Following review the Conflict of Interest Policy will remain unchanged.

Moved: C. Conlan **Seconder:** R. Fraser **All agreed. Motion approved.**

Meeting Protocols Policy. Ryan finds the 5 day limit to have documents out to the Board before a meeting is a stretch, sometimes it is 4. Ryan requested approval to change the wording of the Policy.

Motion: The Board agreed for Ryan to change the wording on this policy from 5 to 4 days.

Moved: C. Conlan **Seconder:** A. Gosney **All agreed, motion approved.**

Board Members:

BOT Elections:

Returning officer is [REDACTED]

Motion: The Board agreed to appoint [REDACTED] as returning officer. She will be paid the going rate as instructed by the MOE for this service. If it goes to election there is an extra cost to this.

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

For approval: Code of Conduct and Meeting Protocols Delegation - Terms of reference.

Motion: The Board agreed to delegate authority to the Presiding Member to investigate and resolve any concerns raised around Board Code of Conduct and Meeting Protocols.

Moved: A. Gosney **Seconder:** R. Fraser **All agreed, motion approved.**

Motion: The Board accepted and approved the Principal's report as presented by Ryan.
Moved: R. Fraser **Seconder:** C. Conlan **All agreed, motion approved.**

Public excluded.

Motion: The Board moved into public excluded discussion at 6:39 pm.

Moved: C. Conlan **Seconder:** No recorded seconder **No Board members opposed.**

Meeting closed at pm
Next meeting Tuesday 5th August

Signed:.....
BOT Presiding Member

Date:.....