

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 31st March 2026

Held in the Ardgowan School Staff Room 5:30pm

Present: Ryan Fraser (Principal), Craig Conlan (Presiding Member), Sonya Creedy, Aaron Gosney, Rouvierre Hattingh.

Apologies: Suzy Oakes, Jess Devlin.

In Attendance: Kiri Ballantyne (Minutes Secretary).

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

Action table following meeting

Person	Action
1 Ryan	Letter of support for Barry Gamble - statue funding.
2 Ryan / Dana / Kiri	Update the enrollment scheme information on our website
3 Ryan / Dana	Check if we have to wait until the enrollment notice goes into the paper to accept enrollments, or can we accept them as they come in.
4 Ryan / Kiri	Remove the Policies from the website and replace with the link to SchooDocs. Advise families that it has now gone live.

5:32pm Craig opened the meeting and welcomed all to the meeting.

The meeting began with a zoom meeting with [REDACTED] (MOE) regarding school transport and the future of the bus run.

Ryan has had a meeting with Craig already. Eligibility Criteria - Zones end at the midpoint between 2 schools. To be eligible students must live more than 3.2ks from a school and be within transport entitlement zones or able to travel to the nearest pick up point within the zone. Distance is calculated following main roads between home address and school. Minimum of 8 eligible students to make a run. 4 or more in one direction / area to get the bus to go there. Must all be in the same area not split around geographically. Students outside the transport zone would have to come inside it to catch the bus.

Children that live outside our transport entitlement zone would not guarantee our bus to keep running, just boost the capacity of the bus supplied.

The bus routes can be altered to some extent to accommodate students if the criteria get met.

Reviews can be done in an unofficial capacity to show schools what the outcome would look like.

No review for Ardgowan has been done since at least 3 years ago.

If we did a formal review now it is not looking good, but no change means we potentially keep the bus until a next mandatory review is held. A review would have a negative impact on the route and the community.

The Board realises that at the next mandatory review we are likely to lose the bus, but if we don't ask for a review we can keep it for now as is. That is a really good outcome for our school in the

short to medium term. During a review it is the live data which we supply at the time so we can't really prepare for a review.

Matters arising from previous minutes. None.

Motion: That the minutes of the 17th February 2026 Board Meeting be accepted as true and correct, and taken as read.

Moved: C. Conlan **Seconder:** S. Creedy **All in favour, motion carried.**

Action Points Arising from the August meeting .

1. Completed at March meeting.
2. Completed.
3. Completed. Logic group stated the MOE wouldn't be keen to expand the current footprint, ideas were discussed around how to create a space within our current footprint. Possibly put in an office between rooms 5 and 6. A prefab would have to come out of our own funds (fundraising). The main project is the toilets, this would be secondary. Would an office solve the problem of a breakout space? We would lose space from both classrooms. Putting a false wall at the end of the deck to create a usable space by Room 6 was also discussed. We can continue to look at the options..
4. Completed.
5. Completed.

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

Meridian Energy - Price increase by approximately [REDACTED]

Ann Roughan - Kakanui School. Year 8 conference information.

School Returns - Acknowledgement of receiving March Roll Return.

Rachelle Haselgrave - MOE. Consultation of placement of excluded student. Ryan had replied, the child is going to another school.

[REDACTED] Resignation. 6 applications for the position. A very important position to have a good relationship with the student and family.

Fiona Stratford - Health Nurse - Notification of Immunisation date for Year 8.

Logic Group - 10YPP Meeting.

Forgie & Hollows - Notice of reimbursement for tree trimming due to wind damage.

[REDACTED] - Principal recruitment package.

ERO - Proposed visit in Term 2 or 3. Request for an appropriate week for this. Ryan explained the changes happening so preferably at the end of term 3 so the new person can have time to prepare.

ERO - Notification of new reporting format. 14 Key areas they look at. Still using the school improvement framework but it will be different, back to more like an audit as opposed to working alongside schools. What the current Govt has put in place will likely be the checks made. Results will be 1 of 4 judgements of each of the 14 areas. Some families choose their child's school based on the ERO report so we do need to make a good impression. Reporting will not be a rating number, just a colour coded report.

BNZ - Confirmation the Term deposit has been set up for 180 days.

MOE - Ramya Adiseshan - New Service Manager - Meeting with Ryan.

Office of the Auditor General - Fact sheets regarding auditing procedures and reporting requirements.

Barry Gamble - Request for support for a statue of Forrester Brown VC somewhere in Oamaru (Short letter to support funding). This would be a good idea to support in the interest of the education of the kids. Ryan to write this. **(1)**
Solutions and Services - Draft Financial accounts for 2025.

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.

School Roll and Compliance:

Enrolled numbers: 126 children currently enrolled.

NAG 1: Curriculum: We have been successful in applying for PLD funding for Sarah Hattingh to complete a leadership course for BSLA through University of Canterbury. This begins in Term 2 and follows on from the previous PLD she has completed.

NAG 2: Self Review: Nothing to review.

NAG 3: Personnel: Dana Goodall has been offered the position of Acting Principal while a new Principal is being appointed. Dana has accepted the position which should be for Term 2. Kate Baumeister will teach in Room 2 for the equivalent 0.6 FTTE to cover Dana. Kate is a great teacher, has been in most classrooms and has fitted in very well. It will provide excellent continuity.

NAG 4: Finance and Property: End of Financial Year accounts 2025. These are now with the Auditor

Craig has noticed a discrepancy in the accounts regarding far less income and expenditure than expected. This was in the monthly cashflow reporting but is correct as the Ops grant (main income) comes in quarterly.

2025 Financial Statements

Motion: The Board agreed that they are happy with the 2025 financial statements as prepared by Solutions and Services.

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

NAG 5: Health and Safety: Nothing to report

NAG 6: Legislation: Ryan has met with Diedre Senior from Weston regarding Out of Zone enrollments for 2027.

An advert will go in the Oamaru Mail on 31st July 2026 to call for enrollments for Term 1 and 2 2027. It will close on 28th August and a ballot will be conducted on 4th September 2026 if needed. The BOT will establish how many out of zone places are available prior to the notice going out to the public.

In February 2027 there will be a meeting with Weston to establish Term 3 and 4 ballot dates. Having two dates should help to eliminate the issue we had this year with two families missing the ballot. If we don't have any places we put the notice in saying nothing is available. Advertise in conjunction with Weston. We would need to update the enrollment scheme info on our website **(2)**.

Double check if we have to wait until the Out of Zone enrollment notice has come out to accept enrollment applications, or whether we can accept them as they come in. **(3)**

Waiting list: what happens if we go to another ballot? Does the next ballot start afresh? Yes - the waiting list has gone. Do we send out a reminder to people to re register their interest? Yes, this can be done. What if their child has already enrolled at another school in the meantime?

Families will need to reapply.

Children on the priority list will take up the spaces first then have the other children on the ballot following the criteria.

Our numbers in all classes are stable throughout. If we specify we take X number of NE and X number of Year level/s that is the way to go. Fill the spaces which are available.

Make some decisions around this before advertising and make sure these are put in the advert.

The new Principal will find information in the Board reports to help them with timing and decisions which need to be made.

Actions toward goals:

Ryan has concerns about the impact of the mandated Attendance Plan and the required actions are going to have on relationships with Whanau. Ryan had contact from his Education Advisor re the Attendance Management Plan being up on our website (it was already up there). Other schools have had appointments scheduled for visits to discuss attendance. As a school we do what we can and try to build relationships with families, then the MOE brings in the heavy handed approach that we are forced to use. Some of this is from other areas of the country which are struggling with attendance. The Attendance Management Plan will be part of the ERO review.

Quality Teaching and Leadership: Ryan and the teaching staff have worked through the first module of the SMART assessment tool. They were unable to get the full experience of the module as the link to the website was not live at the time - they are still building it. However they were able to get information on the process of delivering the assessment to the children. Ryan hopes to look at doing a further module before the end of this term. It is live now and all the children have been uploaded to the system. Some teachers have gone on already, not all yet. It is an incredibly tight timeframe to achieve all the requirements and get effective and fair reporting from it.

The assessment window is week 2 -6. Term 2 assessments must be done, then the system closes off. Reports are written from results and sent out to the Board and Parents.

Teachers are still learning how to set up the assessment and navigate it.

If we don't follow it what happens? We are teaching the new curriculum but assessing using the old systems. This creates gaps in the system and means children are now going to potentially look like they are not where they should be because the goal posts have been shifted.

Teachers base OTJs on several pieces of evidence. Now using this tool means that assessment is heavily weighted on the results of this testing.

A call back day would help to get teachers up to speed with the modules, but it is too close to the holidays to ask people to change their plans. Some teachers will use their CRT days to familiarise themselves with the system and be ready for the testing and reporting phases.

Communications to the community about expectations for reporting and timeframes as it is being implemented will play a big part in keeping parents aware of the changes.

Preferably it would have been better to roll it out in 2027 but the government will not back down on this, they want it in, and up and running. Some schools also lack the numbers of devices at the right level of specification to do the assessments.

Ryan has had our tech guy check out our devices to ensure they are capable, they are reasonably up to date compared to some schools. Some will find their tech out of date at the last minute.

We will deliver it but with teachers putting a lot of extra work to ensure it happens. If the government had slowed things down instead of building the plane while flying it, it would be a lot better.

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.**

School Docs - Ryan has done the final checks. The Health consult needs to be sent out. Camps are proving very expensive, community input is going to be sought about the financial costs of camps, and whether camps should be every 2 years.

Ryan is happy to give his assurances that the final checks have been done. The site will now go live and the old policies will be removed from the website. A link to school docs will replace it. (4)

Information about the development of the newest revised curriculum and how it was brought about, was handed out by Ryan to Board members, it was written by Claire Coleman.

There was no need to go into Public Excluded discussion at this meeting.

Board Members General: Craig thanked Ryan for everything he has done over the past 4 years, he has made an enormous difference to the school. It has been a hard decision to make and been a huge part of his life.

Ryan thanked the Board for their support and professionalism while at the same time questioning and making sure everything is running smoothly and to expectations.

Principal recruitment process update. Following the community consultation the common theme from parents was keep doing what we are doing.

Information packs have been sent out so far. Applications close at the end of the school holidays.

The meeting closed at 7 pm.

Signed:.....

BOT Presiding Member

Next meeting 5th May 2026

Date:.....