

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 13th May 2025

Held in the Ardgowan School Staff Room 5:30pm

Present: Ryan Fraser (Principal), Craig Conlan (Presiding Member), Aaron Gosney (late to meeting), Sarah Sutton, 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

Action table following meeting

Person	Action
(1) Ryan	Seek advice from the MOE regarding out of zone enrollment procedures. Report findings to the Board via email.
(2) Ryan	Add wording about being 'New Entrant specific' to Cohort Entry Policy
(3) Ryan	Send out a notice to the community informing of the decision to implement the Cohort Entry.
(4) Ryan	Contact families of children starting school in Term 4 regarding Cohort Entry.
(5) Ryan	Consult our Insurers about cover/ extra requirements for hiring out the COLA.
(6) Ryan	Contact an electrician for advice on lighting for the COLA.
(7) Ryan	Look into the process to adopt School Docs for School policies, including costs.

5:30pm Craig opened the meeting and welcomed all to the meeting.

Minutes from the previous meeting 1st April 2025. Had been circulated to the Board prior to the meeting via the Shared BOT Drive.

Matters arising from previous minutes.

██████████ needed to sign the Board of Trustees Code of conduct.

Action Points Arising from the April meeting .

1. Rouvierre and Suzy signed the Board of Trustees Code of Conduct for 2025.
2. Done. Kiri will follow the process through as necessary.

Motion: The minutes of the 1st April 2025 Board meeting were approved as a true and accurate record and were taken as read.

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

Correspondence: Had been shared to the BOT members prior to the meeting. As below.
Daniel Cook - Deloitte. Request for follow up information after his onsite visit.
ARGEST - Information about changes to BWOF. Zero tolerance for exits being blocked or obscured.
Building maintenance records to be kept in the inspection folder. Ryan clarified this with Ian from Wormald who does our inspections - it is only the maintenance which arises from BWOF work needing to be done, not big projects like the re-roofing.
Everyday Matters attendance report from Term 1 received.
MOE small schools programme. Notification of installation of acoustic panels in the classrooms.
Michael Forgie - Following discussion with Ferdi Koen he is keen to meet to start the deck project.
Kahui Ako Newsletter - Diedre Senior / Damian Brown.
Moeraki Marae - Request to reschedule our planned visit to a date in Term 4 (17th October TBC).
MOE - Secretary of Education - Bulletin for school leaders.

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. 130 students currently enrolled. Two new entrants have started in Term 2, one family with 2 children has moved away.
Pre-enrollments for 2026: 19 with 3 being in zone.

School Roll and Compliance:

Enrollments for 2026 and Out of Zone Enrollment notice.

Our ideal maximum number for the end of the year is 145 children. Looking at starting 2026 at 122 which is a best guess, taking into consideration Year 8s leaving and Year 6s going to OIS, [REDACTED] children leaving.

We have 16 pre enrollments for 2026 which are out of zone, we have documentation for these children. Some of these families have been willing to hold off enrolling until next year to try to get in. Ryan has allowed for 5 in zone enrollments, our zone is very small.

We have to advertise what is happening with our out of zone enrollment applications by September. Eg. we have ?? number of spaces at year levels. Or Out Of Zone is closed off. We will follow the MOE requirements as per the priority order. Legally can we just accept the current pre enrolls or do we have to advertise and hold a ballot?

Any extra year 7s staying on will not have a great impact. Are there any that go to other schools which finish at Year 6 that may want to come here as Year 7s? This is unknown, but is possible.

We are not going to be able to accept all the out of zone applications - all are for New Entrants.

What is the risk if we give 3 spaces to the in zones and leave just 2 in zone spaces available, then get a big new family move into the area? Big classes. What would be the pressure on the teachers and the classes? The Board agreed to follow Ryan's recommendations regarding this, looking after the teachers and children we already have is a top priority. Other schools have 27 plus in their classes, we are averaging 25 in our senior rooms and 17 in our junior rooms, it is about keeping a high standard of education for all.

[REDACTED] arrived at the meeting at 5:56pm.

There are a few houses on the market in our zone currently so we could potentially get a couple of families who move into our area.

Plan: Advertise the out of zone to the community, get all enrollments in then go through the process. Get guidance from the MOE. Ryan will talk to the MOE tomorrow (1)

Motion: The Board agreed to reserve 5 in zone spaces for 2026. Accept the 3 in zone current pre enrollments, set aside 13 out of zone spaces for 2026.

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

Ryan will come back to the board via email once he has talked to MOE, his senior advisor is on leave currently. There is some information on the MOE website.

NAG 1 Curriculum: Nothing new to report.

NAG 2 Self Review: Nothing new to report.

NAG 3 Personnel: Nothing to report

NAG 4: Finance and Property:

Small School project - Acoustic Panels. Data gathered during the testing has indicated our classrooms qualify for acoustic panels to be installed. This will take place from 15th July with each class being required to shift into the library for a day until it is completed. Not ideal but it cannot be avoided. Each class will take a day.

Classrooms do not have to be cleared of furniture.

Meeting with [REDACTED] re: Deck. Ryan had an initial meeting with [REDACTED]. He is looking at some options and suggested a full clean of the deck before the project starts. Ryan would like to replace some boards and turf on the ends of the deck. Mark each board we want replaced in order to get a fair quote. Replace the kick boards on the steps and get capping for the edges - which is very expensive. Tidy it up and hopefully cut down on maintenance for a few years.

NAG 5: Health and Safety:

NAG 6: Legislation:

Reporting and Assessment 2025.

New Maths and English curriculum assessment is moving from curriculum levels to teachers making judgements about the Phases of learning. Ryan does not want to overload the teachers with adding in new testing strategies for reporting, we are soon coming up to mid-year reports. By holding off until 2026 he believes it will enable our teachers to understand the new curriculum in more depth and to be able to make the overall teacher judgements with more certainty and accuracy.

The MOE has revealed a new online reporting tool, teachers will not have the opportunity until term 4 of this year to undertake training - too late for 2025 reporting.

2025 reporting to parents is supposed to include 4 progress descriptors (Needs support, Progressing towards, Proficient, Exceeding), which are now in draft form and will be released next week. The MOE is insisting that all these new things be implemented in 2025 as this is the minister's expectation, however it is not mandated as yet.

Ryan does not know a school that IS going to be adopting the new reporting for 2025, there are no tools. The 4 Descriptors will enable reporting to be designed around these but it is too late now.

This looks very like national standards in another format.

e-Asttle will be non-existent as a tool for assessment next year, there will be a new assessment tool to track students right the way through. Teachers are stressed at the moment with starting assessments for mid year reporting.

Motion: The Board decided to support Ryan's recommendations for continuing the current reporting system to parents in 2025 instead of adopting a new reporting system with no tools to support assessment. This is to support staff wellbeing.

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

Training for Teachers will begin in Term 4.

Quality Teaching and Leadership:

Cohort Entry Draft Policy: Ryan has put together a draft policy for the BOT to consider. He has looked at the one School Docs has and also other policies he found online. Accompanying the policy is an information sheet for parents that will be included in our enrolment packs. As a BOT we need to consider when the Policy will be adopted, we are required to give one terms notice to our community before officially adopting it.

The Board reviewed the Policy, Ryan read it through explaining the bullet points. Information for parents, benefits, links for parents. This would only be for New Entrants just starting school, other children moving into the area who have already been at school would have the opportunity to come straight away.

Ryan to add into the Policy that it is specific to New Entrants just starting school only. (2).

Ryan to send out a notice informing the community next week, term 4 start for cohort entry (3)

The Board has already agreed with Cohort Entry in principle.

Motion: The Board agreed that inline with advice given from the MOE, and the correct implementation processes being followed, Cohort Entry will be implemented at the start of Term 4 2025.

Moved: S. Sutton **Seconder:** J. Devlin **All agreed, motion approved.**

Start dates for each term will vary. Two intakes - week 1 and week 6 of each term.

Ryan will contact the families of children starting in Term 4 once the policy has been put in place.

(4)

Finance: We had to repay the [REDACTED] underspend on the roof but the surpluses in our accounts are looking healthy. Next ops grant will be paid in July.

Updated Finance report 2024 Annual accounts.

Motion: The Board retrospectively approves the updated audit fee agreement. Craig has obtained approval from Board members via email and communicated this approval directly to the auditors.

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

Policy Review: Appointments Policy

NZSTA has become NZSBA. Ryan has changed this wording in the policy. Ryan has also updated the procedures which go with the Policy.

Motion: The Board agreed they are happy with changes to the Appointments Policy.

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

Board Members: Utilising the COLA to its potential within our community.

It was suggested to put lighting in the COLA to enable it to be hired out at night. Something to look into, getting a couple of grants, what sort of lights, what would cost be, would it be worth it? What happens with games etc taking up space in the new stadium, is this an opportunity for us to provide an alternative venue for practices?

Would there be safety issues with hiring it out, as in insurance?

Can you charge to hire it out with there being open public access? Have a lockable key box to operate lights? Have a timer on the lights so they could not be accidentally left on.

We would definitely get community buy in, Ryan has seen community members using it already during weekends and evenings.

Email to the insurer to see what requirements would be, Ryan (5), surely it would be fairly low risk as there is no access to a school building eg classroom, required. We would have to have a booking system.

The Freemasons are an option for applying for grants as they indicated they would support a stand alone project to add on to the structure. Plunket Electrical or Redpaths may have a lighting designer.

Sarah is happy to approach the Freemasons. Ryan will look into an electrician to give a quote. (6) Lights are extremely expensive to run, look into the different options available.

It is awesome to have the COLA, we have used it for many events and wet lunchtimes already, and haven't had to cancel anything. Kids love it during wet days having the extra space to run around in.

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

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

Other:

Craig is not convinced that NZSBA policies are the best to go with for our school. School Docs may be better? Ryan has talked to other schools and there is a lot to work through to begin with, but once over that it is a lot easier. Once the Policies are formed they are then sent out to the community for feedback, then approved by the Board.

School Docs have legal teams that create the policy and add in any changes of legislation as it becomes applicable, then send these to us.

It does cost - Ryan can look into it. Ryan has access to it via another school in the area so is already using it to some extent. We still wouldn't get updates added in that way but it is a good way to be able to view them at this stage.

Look at putting it into the budget for 2026.

Ryan to look into School Docs - cost etc. (7)

Public excluded. The meeting did not go into public excluded discussion.

General

█ is now going to be in Twizel every second Tuesday from now on. This will affect █ ability to be at some Board meetings.

Meeting closed at 6:43pm

Next meeting Tuesday 24th June

Signed:.....

BOT Presiding Member

Date:.....