

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 21st October 2025

Held in the Ardgowan School Staff Room 5:30pm

Present: Ryan Fraser (Principal), Jess Devlin, Sonya Creedy, Rouvierre Hattingh, Suzy Oakes, Aaron Gosney.

Apologies: Craig Conlan

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	Send Year 1,2 and 3,4 camp RAMS forms to Board members as necessary.
2 Ryan / Sonya	Draft a letter to the community explaining the reasons for the strike action.
3 Ryan / Kiri	Circulate the BOT letter regarding the strike via email, Skool Loop and Facebook.

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

Matters arising from previous minutes. None.

Motion: That the minutes of the 5th August 2025 Board Meeting be accepted as true and correct, and taken as read.

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

Action Points Arising from the August meeting .

1. Completed - Yes.
2. Not completed yet, Ryan is wary of committing that amount with some large invoices coming in at this time of the year. We have to cover the costs of the deck and carpark project initially, funding for this, although confirmed, has not yet been received.
3. Completed. Cost is █████ per year per Teacher Aide for LAT.
4. This is still in progress - Ryan is working through it as it happens.
5. Ryan is working through this process, has a draft letter ready to go.

Schools are still going to work together on a like for like basis, similar sized schools on spirals of inquiry.

The deck is looking great, some issues with sharp metal ends around the carpet on the Room 6 end. Ryan has put tape over these and notified the contractors that remedial action is needed as they are dangerous.

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

Erica Stanford - Notification of new Year 11-13 subjects in 2026.

[REDACTED] - Notification of declining the offer of enrollment for their child as part of the ballot system.

[REDACTED] - WBHS - Transition meeting to gain Year 8 student information.

[REDACTED] - Acceptance of enrollment position as per the ballot system.

[REDACTED] - Oamaru Police - Request to attend assembly to award a community citizenship award to a student.

Southern Property - Notice of completed School physical property evaluation. Part of our new property plan going forward.

Southern Property - Directions on how to apply for the Property Maintenance grant.

Michael Forgie - Closing documents for the deck and carpark projects.

Te Mahau - Notification of an extension of the new Strategic Plan. This is now required to be completed by 1 January 2027, not 1 January 2026.

Te Mahau - Notification of successful application for Structured Literacy Support. Allocation of 0.1 FTTE.

Te Mahau - Notification of successful application for Structured Maths Support. Allocation of 0.05 FTTE.

School Docs Team - Notification to check our site for feedback on new Policies.

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.

NAG 1 Curriculum: Year 1,2 and 3,4 camps are being held in term 4. Year 1 and 2 (11th December) are doing a day trip in Oamaru and visiting the Penguin Colony along with the Whitestone City tour. The Year 3 and 4 (4th - 5th December) are travelling to Duntroon to the Vanished World Centre, staying the night at school and doing some adventure based learning with Youthtown here at school on the second day. RAMS forms are being completed, will be sent to the Board by Ryan as necessary.

(1)

NAG 2 Self Review: The MOE has advised that the new Strategic Plan does not have to be submitted until January 2027, not January 2026 as previously required.

Ryan's best guess is that the MOE will start handing out the Strategic plans to schools based on MOE requirements. Then schools will be required to add in their Annual Plan details - possibly.

Ryan will carry on with what we are currently doing, use the data from the community consultation for planning and carry on as normal. The Community Consultation gave some great feedback for guiding our future direction.

NAG 3 Personnel: Ryan is currently drafting a second letter to Dana confirming the disestablishment of the Kahui Ako. All Kahui Akos have been scrapped by the government effective January 2026. A lot of money was going into the Kahui Akos and the pot for Education is only so big. Disestablishment has likely occurred to enable the government to use the funds elsewhere.

NAG 4: Finance and Property:

Michael Forgie anticipates there will still be money left in our 5YA budget following completion of the deck and carpark projects. Ryan is looking into the possibilities for this - concrete pad at the end of Room 6 - currently getting quotes. The excess money can either be spent now or put into the budget for the future.

In our 10YPP it only has replacement of heat pumps currently in the plan.

We have received a Property maintenance grant of [REDACTED]. It is designed to help schools catch up with any maintenance which is required. Projects we will use this for are cleaning the roof over the deck area (algae), painting the barge boards at the end of Room 6, and the deck roof support poles, adding fill to the playground, and maintaining the aluminium joinery (doors and windows) throughout the school. The Arborist who is coming on Tuesday is part of this. Strong wind has caused damage to trees and some areas need a tidy up for safety reasons.

NAG 5: Health and Safety: Nothing to report

NAG 6: Legislation: Nothing to report.

Other: With the Kahui Ako to be disbanded the LSC roles will be changed. There is a roll out of LSC funding allocated to individual schools over the next 3 years. We have been allocated 0.26 FTTE in the first year of the roll out. An information pack will come out in October.

How is staffing to be structured? There are a few options. We can employ someone new for our school, or apply the role to a current staff member, or join forces and funding with other local schools to employ someone across those schools.

At the moment we have [REDACTED] (LSCs) who both come in to support our Tier 2 kids. Next year we won't be able to access those two people. There are a few options. [REDACTED] is our SENCO and has been our special Ed teacher, this is right within her skill set. One positive with this is that there are no travel costs with a person already in the school. She would be in the classroom some days, working individually with children at other times.

Structured Literacy Funding - we have been allocated 0.1 FTTE.

Structured Maths - we have been allocated 0.05 FTTE. The structure is the same as for Reading Recovery- we need to match the 0.1 and 0.05 with our own teacher allocations. Ryan is working on what this will look like with the staffing we have been allocated for 2026. This covers children up to Year 6 as well so will help a lot more children.

Opportunities like this could be offered to all staff, and spread rather than offered to one person. It is good to offer all staff the opportunities instead of a select few. This adds to staff morale and spreads both the workload and the reward.

With Government elections coming up again soon education is a constant political football - it shouldn't be like this.

School Docs update. Ryan is working through checking the site and answering some final questions - has now finished these. Our site is now ready to go.

The BOT has the ability to decide when the site goes Live.

The BOT is able to view all Policies before the site goes Live.

The sub committee will need to meet and go over any high risk Policies before giving the go ahead for the site to go Live.

School Docs recommend that the BOT members all familiarise themselves with the content of the site and the Policies before opening it up as Live.

A [REDACTED] Policy needs to be created by adapting the current one available on School Docs. It gives us the option of future teaching for the children in certain areas.

Ryan has requested a PLD session for the BOT members so they can familiarise themselves with the site and the contents. Between 9am and 4:30pm Tuesday or Friday. Sub committee to do the PLD following feedback from the BOT members.

Ryan has had a zoom meeting with the site developer - a big overhaul of the site so there is now going to be a function which allows Schools to upload relevant Procedures and documents that relate to specific Policies. They will be linked to that specific Policy. This will be rolled out in April / May 2026.

We will have a link on our website to the School Docs site. Access codes will apply when Policies are being reviewed and updated.

Learners at the Centre: MOE Everyday Matters sent through attendance data for Term 3 2025. 56% of students attended regularly (above 90%) over the term. This is down from 59% for the same period in 2024. 73% of absences were due to illness and 14% due to family holidays.

Ryan sent a few attendance letters out last term. Students going on holiday during term time is a concern, currently attendance services are looking into the potential penalties to families for this. The STAR system will be fully introduced and enforced next year. Ryan is already following the STAR system.

Bringing in penalties may encourage parents to play the system in stating kids are unwell rather than on holiday. Teachers do send home packs to children who are away for extended periods for families who request it, or ask that they keep a diary. Parents would rather take kids overseas during the term than during the holidays.

Ryan is concerned about the ongoing relationship between school and families.

New Curriculum Update: The new planning documents are ready to be shared with staff, but will not be shared at a time which is already stressful for teachers.

Ryan received an email indicating that the revised curriculum has been revised yet again. This means that all the work for planning that has gone into this is now obsolete and a waste of time. No one was consulted or informed about this coming, the Government has just dropped it out of the blue.

The Teacher Only Day on 28th October was planned to go over the initially revised content, this content has now changed. Ryan has received assurances that the newly revised information will be available.

The SMART tool was also supposed to be available to help with assessment for 2026 reporting; this has also now completely changed with the latest curriculum revision.

Recently, Ryan and Dana were on a zoom meeting with curriculum leads who hadn't even seen the tool, they had no idea of what was in it and were unable to answer any questions that schools had. Trials of the tool were proposed to be run in October - a terrible time of the year to run something like this, it should be trialed over a year long period. Ryan has questioned why this is being rushed through with tools that are not ready to go, ineffective or improperly trialed. Teachers are being set up to take the fall for improperly prepared systems.

Higher level decisions are being made at a ridiculous speed, but no information is being filtered down to anyone. Teachers feel ineffective as things are flip flopping all over the place and no time is given for them to process the changes. They also have no voice or input into the changes.

The BOT agreed they would like to support the teachers through the changes but are unsure of how they can best help. The Teacher Only Day will go ahead on Tuesday incorporating the latest changes as much as possible.

This is just another example of why teachers are striking, the government and media has portrayed it as being only about pay but this is not the only reason. A 1% pay increase is less than inflation, so effectively teachers have been offered a pay cut.

Teachers would like a Teacher Aide in each classroom to deal with class situations and allow the teacher to actually teach.

Could an email or letter go out to the community from the BOT explaining the real reasons why teachers are striking? So many parents have the wrong idea due to the media reporting that it is all about money. There is a lot of frustration out there with families struggling to survive financially. A lot of younger teachers are leaving the profession or going overseas. The sector has double the number of older people in it than 10 years ago.

Sonya has NZEI documents that detail the reasons for the strike. All our teachers are union members. All our CRT relief teachers are union members apart from 1. Support staff are not members. The school will close for the strike day as there would not be the numbers of staff to safely run the school for the day.

The Board proposed to put out a letter to the community explaining the reasons for the strike and the Teacher Only Day. People would be happier and more supportive if they have the correct information. Teachers are not paid for strike days and lose part of their holiday pay.

Teachers are aware they need parents in the equation, schools don't work without the support of parents and children.

Put the letter up on Skool Loop and Email. Facebook as well. Ryan and Sonya will draft it and send it to the Board for approval in the morning. It needs to go out tomorrow (Wednesday 22nd). **(2) and (3)**

Board Members: Jess has organised the coffee van for staff on Wednesday 22nd. The BOT will also organise something for staff nearer the end of the term.

Carpark - we went with MCM as the contractor and the job has been completed. They have done a good job. They went 40mm deep with the surface cover. Steve MacLeod came and cleared the orchard area - it has made a big difference.

Principal's Report:

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

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

The meeting closed at 7pm.

Signed:.....
BOT Presiding Member

Date:.....

Next meeting Tuesday 9th December.