

**Ardgowan School Board of Trustees Meeting**  
Meeting minutes.  
Monday 15th September 2025  
Held in the Ardgowan School Staff Room 5:30pm

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**Present:** Ryan Fraser (Principal), Craig Conlan, Jess Devlin, Sonya Creedy.

**Apologies:** Rouvierre Hattingh, Suzy Oakes, Aaron Gosney.

**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	Find out from SchoolDocs if some Policies are able to be viewed prior to the website being finished.
2 Ryan	Put \$30,000 into a term deposit when he is happy the finances will allow for this comfortably. Take into consideration any large upcoming costs.
3 Ryan	Look into the possibilities and costs of having Teacher Aides with LAT granted.
4 Ryan	Keep the Board posted on developments with the wind up of the Kahui Ako and looking to continue it in some form.
5 Ryan	Send a thank you to Dana for her work supporting and representing Ardgowan in the Kahui Ako.

The meeting had been postponed from Tuesday 9th September until Monday 15th due to illness.

**5:35pm** Craig opened the meeting and welcomed all to the meeting, returning and new members.

**Election of Presiding Member following Triennial elections:** As the Triennial elections have just been held, a new Presiding member needs to be elected. Craig Conlan has been Presiding member up until the elections.

Nominations were called for the role of Presiding Member.

Craig Conlan - **Nominated by:** Ryan Fraser **Seconded by:** Jess Devlin Craig accepted the nomination.

No further nominations were received.

Craig Conlan was unanimously elected as Presiding member for the remainder of 2025.

**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:** Ryan Fraser **Seconder:** Craig Conlan **All in favour, motion carried.**

### **Action Points Arising from the April meeting .**

1. **Completed.**
2. **Completed.**
3. **Completed.**
4. **Completed.** Ballot. One family declined the acceptance, the first family on the list also declined. The position has been offered to the number 2 family on the list and they are considering their options. They need to advise by 26th September if they are taking up the offer.
5. **Completed.**
6. **Completed.**
7. **Completed.**
8. **Completed.**

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

Craig Conlan - BOT Triennial Election nomination forms.

Pearsons - Notification of Murray Pearsons official retirement.

Teacher Study Award - Notification of unsuccessful Sabbatical application. Ryan may look at applying again in the future.

██████████ - Quote for carpark work from MCM Contracting \$7975 + GST

Deloitte - Charlotte Murray - Set up a meeting for initial 2025 Audit questions. Kiri and Ryan completed this.

Gallagher Insurance - Addition of COLA to our insurance. Ryan was surprised it wasn't already included as he had requested this some time ago via email.

Gallagher Insurance - Policy update.

██████████ Completion of Asbestos management plan.

██████████ - Forgie and Hollows - Notification that deck carpet will be completed after 15th September - it is now in the country.

██████████

Te Mahau - Notification of Flexible funding to support a child ██████████

School Docs - Anna re: Policies and Procedures. Discussed later in the meeting.

**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.

134 students currently enrolled.

**NAG 1 Curriculum:** Nothing to report.

**NAG 2 Self Review:** Ryan has met with Craig and Jess to go over the questions for some of the School Docs Policies. We are in control once the website goes live. Ryan would like input as to which policies the Board would like to go over prior to the website roll out. Some concern expressed over the high risk policies. Form a sub committee to go over a few before the website goes live? Ryan will look after the procedures to ensure everything aligns. At the next meeting consider the Policies - maybe we could have access to some of the more important ones before the website is finished.

**(1)** Ryan to find out if we can access certain policies prior to the completion of the website.

It was suggested to have an out of cycle meeting to go over the policies we can access.

Of particular concern to review are the Concerns and Complaints Policy, and also the Risk Management Policy.

**NAG 3 Personnel:** There has been a lot of sickness among the staff since the last Board meeting in August. 37 sick days including leave for [REDACTED] On top of this there has been sickness through the support staff with teacher aides and cleaners being away.

Some schools have been joining classrooms together. A Waimate school had to shut. Lots of nasty bugs filtering through the community. Preschools are also affected.

Ryan contacted the MOE on one occasion in August as he was unable to staff two classrooms. They advised that due to the big push around attendance we were not allowed to close the school.

Fortunately, one relief teacher was able to be found, and a staff member came back from their day off to fill the gap.

Possible solutions were discussed should this happen again:

Request parents to keep children home if possible.

Obtain Limited Authority to Teach for some Teacher Aides to enable them to teach in some emergency situations - Teacher Aides would need to be agreeable to this. Having LAT could possibly entitle them to be paid more when having to fill this role - (2) Ryan to look into this. It would cost extra to have a relief teacher in anyway.

**NAG 4: Finance and Property:** The car park project has been given the green light to go ahead.

Ryan hopes to have it completed during the term 3-4 holiday break. We have two quotes - as above in correspondence - Michael Forgie predicts that it should come in within the allocation left in our 5Y Property plan budget.

The flip side is that [REDACTED] who is local, and we have been consulting with, may not get the job. MCM has the cheapest quote, so will be likely to get the job. Ryan has queried some discrepancies between quotes. In one the asphalt thickness is 30ml, in the other 40ml. 50ml should be the optimum. There is already a base there so it won't need such a great thickness.

[REDACTED]

Sandy from Solutions and Services visited recently to go over 2025 initial accounts questions. Sandy noticed we have a large amount sitting in our savings account and has suggested we look at putting some in a Term Deposit. We have the Q4 Ops grant to come in during October - around [REDACTED] Ryan recommends that [REDACTED] could be safely put into a Term Deposit.

The risk is potentially having a lot of expenses and having to break the Term Deposit. We just wouldn't make any interest if we had to break the deposit. A term of 6 months is ideal.

Ryan to have a think about the possible bills to come in, Staff Holiday pay, GST. (3)

**Motion:** The Board agreed to put [REDACTED] into a Term Deposit subject to Ryan being happy with cashflows and the interest rate for the period invested.

**Moved:** Craig Conlan **Seconder:** Jess Devlin **All agreed, motion approved.**

**NAG 5: Health and Safety:** Nothing to report

**NAG 6: Legislation:** Principal, Teachers and Support Staff around the Country attended Paid Union Meetings in August. Offers made by the MOE were discussed and rejected. There is to be a vote on

the next steps in the near future. Another offer has been sent to teachers and has been rejected. No offers for Principals as yet.

Sonya is the NZEI staff rep - the feeling is there will be a strike for a number of reasons. No shift on giving the classroom support that has been asked for. The government is making it look like teachers are just after extra money. There has been no acknowledgement of the required extra support in classrooms. This puts extra pressure on teachers, teacher aides, and children in classes. They are also trying to take away some teacher professionalism by dictating what Teacher Only Days are to look like. There is no money to pay travel for call back days, childcare etc. No money for out of town travel to attend these days. Also no acknowledgement of the Treaty of Waitangi. Initial indicative votes have indicated that strike action is likely. Teachers are considering combining with PPTA, nurses, and fire fighters.

Sonya requested that the BOT support teachers by approving NZEI posters to go up advising as to why these issues are being raised. Why we are doing what we are doing. NZEI has advised that as long as BOT approval is obtained first, the posters are fine to go up.

Sonya went through the content of the posters with the Board.

Principal negotiations are partially around the rate of change which is constantly occurring, and the overwhelm which is happening for Principals, trying to understand and implement the changes, and support staff at the same time.

The Board members present unanimously approved the posters to be displayed around the school in support of our teachers and support staff.

**Enrollment Ballot:** Jay Morris (NZ Police) conducted the enrollment ballot on Friday 15th August. The successful families were notified, and a waiting list created of the unsuccessful candidates. 5 out of 6 families offered positions have taken the offer up. One family is now moving out of the district.

**Other:** Principals in the Kahui Ako had a meeting to discuss the process of winding the Kahui Ako up, and also to find a way for schools to continue to collaborate regarding professional growth cycles. There would be a financial commitment required from schools for this. With a good number of schools still wanting to be a part of it Diedre and Damian are looking into the costs and how to make this equitable for all schools, large and small. Ryan has indicated he would be keen to still be a part of the collaboration in whatever form it takes. It has been great value for our teachers so far. Just the networking and getting to know teachers in other schools is a big plus. The PLD that comes from it would be an advantage.

There will be another meeting in Term 4, Ryan will keep the Board posted on developments. (4)

Craig asked for a thank you letter to be sent to Dana for representing Ardgowan in the Kahui Ako. Ryan has this under control and will ensure this is done. (5)

**Learners at the Centre:** Nothing to report.

**Barrier Free access:** Nothing to report.

**Quality Teaching and Leadership:** Ryan attended a Principals liaison meeting recently where the MOE shared that PLD around the SMART assessment tool that was promised for Term 4 2025, has now been pushed back until 2026. This will make assessing and reporting in Term 4 tricky, especially to make sure it is accurate and valid, both for parents and the Board.

The difficult thing is that next year we have to report on the new curriculum. Without the assessment tool being there it makes it very hard.

**Cyclical maintenance.** In every annual budget we set an amount aside for cyclical maintenance. Block 1 is due for painting in 2026, does it need it? If the Oamaru stone is sealed it lasts well. The barge boards on the end of Room 6 and the green on the deck poles need painting. Get a painter in to give us some quotes and come up with a plan for the next 3 years. Costs have definitely gone up so it is worth keeping the maintenance up.

**Motion:** The Board approved the Cyclical maintenance plan and the amounts in it.

**Moved:** Craig Conlan **Seconder:** Ryan Fraser. **All agreed, motion approved.**

**Board Members:**

Craig suggests that we have a short term plan to achieve 3 goals, School Docs, Risk Assessment review, Risk Register and controls in place, and the Strategic Plan.

There is an everyday risk management plan in the school, but Craig wants to look at the higher level possibilities. What controls are in place?

Also before the end of the year. Strategic Plan - everything is in hand with this. Ryan is getting some responses from the kids - he will take a questionnaire into the classes, randomly select 5 or 6 from each class and get their views.

Examples of questions:

Do they feel safe at school?

Do they feel they belong at school?

Do they feel their teacher cares for them and the class?

How well do problems get dealt with?

PRIME maths, how is that going?

Are they liking school, what do they love the most?

If they could change one thing, what would it be?

Responses to the community consultation so far have agreed that the Strategic Plan is remaining applicable.

The Board discussed having a fish and chip evening at the school, and have a conversation around the Strategic plan as a community. This is when you get people's real opinions, when they are relaxed. Conversations are more real, bounce off each other and promote conversation.

**Policy Review:**

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

**Moved:** Ryan Fraser **Seconder:** Craig Conlan **All agreed, motion carried.**

Signed:.....

BOT Presiding Member

Date:.....

Next meeting Tuesday 21st October.