

BOT Meeting on 5th May 2025 at Ward School Library

Present: Aaron Sangster (Principal), Angela Loe (Chair), Sam Lunn (Deputy Chair), Nicole Cochrane, Ratapu Moore, Hamish Murray, Niki Macfarlane, Julia Chapman (secretary).

Opened the meeting at : 17.34pm

No alterations to the agenda).

No apologies received

Minutes of the meeting from 4th March 2025 were accepted as a true and accurate record.

Motioned by Angela Loe *Seconded:* Niki MacFarlane *Carried all in Favour.*

Board Correspondence:

Steve Crockett visited Aaron from real estate agency and has asked to advertise his agency in Ward School news letter. If anyone sells there property through him Ward School gets \$500.

Religious instruction is in term 3 now as Sarah had an injury and unable to teach during term 2.

Policy Reviewed:

Planning and preparing for Emergencies, disasters and crisis policy, and Communication during an emergency, disaster or crisis policy both reviewed. Angela to update communication policy to reflect use of school app.

Discussion around the Emergency Management plan needing updating. Aaron is responsible for this in term 2 and there is discussion around dealing with children in emergency plan.

Health and Safety:

Carla has mentioned about the possibility of the big gum tree branches coming down in high winds. The edging of play ground breaking and rotten, needs to be assessed and plan to fix. Sam Lunn to look into both of these.

Financial Report:

 Ward School Management Report March 2025.pdf

We have a surplus of 21.6k in bank account. Bank staffing is right where we need it currently.

Over all things are looking good.

Ratapu motioned to ratify the accounts as true and accurate.

Motioned by: Ratapu Moore. Seconded by: Angela Loe.

Property:

The healthy homes report completed on School house, and failed on insulation in ceiling, drafts around windows, and compliance of smoke alarms. Sam in discussion with Absolute Energy company for an official estimate, but verbal estimate of insulation is around \$2200 and \$900 moisture barriers around windows etc. Everyone agreed that best to just get it done, and compliant. Sam to go ahead to organise getting this completed ASAP

The Chimney has been done today for Robyn and hedges around school house to be done By George ideally before the winter.

Classroom 2 has been all completed by Autex, great job looking good.

There is holes and cracks appearing in bike track already. Discussion on this and Sam to keep an eye on it.

10 year property plan discussion will happen this year with Ministry of Education. Aaron is going to follow up when this will happen.

Funding Application: nothing

SUE reports:

Angela Loe has checked the processes and authorisations used to make payments to staff members, including the payments made to the principal and others in the school with payroll responsibilities

Principal's report:

Aaron delivered his report [#3 BOT Report April 2025_.docx](#)

PAT tests for reading and maths years 4-8 . Discussion of comparison of this year, and last. Retest end of year with no major concerns. Maths results are stronger. Literacy is the goal to focus on. Teachers and teacher aids putting plans in place and working alongside some students to increase support with literacy learning

The Heritage centre opening went very well. Kids represented the school well with great behaviour and a brilliant Kapa Haka performance.

Science fair is happening term 3 and classes are starting work on this.

Aaron is going to attend the rural principals conference at the end of May in Christchurch and also PBL4 work shop and meeting with facilitators this term.

A junior student in rockpool now allocated 15 hours a week from high health need funding. This is a fixed term contract so no need to advertise the position. Aaron has a plan for this, and will talk to staff and appoint these hours over the next coming weeks.

Strategic planning discussion

Strategic plan due for updating in 2026. A discussion was had around how we can start the process this year. Aaron and the BOT wanting to really gather support and understanding of what is important to our families of Ward School. Angela, Ratapu, Hamish and Niki have created a subcommittee alongside Aaron to start this process. Their main aim is to work out the best way to gather understanding of what is important to our families and how our school values, and strategic plan will reflect this.

Annual Plan Discussion

After the workshop with Lisa Dunn (from STA), Ange has drawn up a plan for what needs to be discussed at each meeting. A discussion was had around this, and things added to the plan as needed. Discussion had that this was a flexible plan, all BOT members have access to add things as they feel necessary. Will be discussed at each meeting from now on.

General Buisness:

Staff function discussion to create great staff morale. Aaron is going to try set up staff meeting to discuss any issues within school and just making sure everyone on same page. Aaron is also aiming to improve communication throughout the staff.

The bus review is up this year and discussion around putting it out to tender.

School attendance overview for term one discussed. 58 percent of students have regular attendance (greater than 90% attendance at school). Discussion around how we can get better attendance at school.

There will be an election in September Angela Loe will talk to STA about how we manage this with the bi-election we have just held, and a structure going forward. Ideally to hole a bi-election 18 months post triannual election to create good succession planning for the BOT, so that we are not getting 100% new BOT each election.

Meeting closed at : 6:58pm

Next meeting: 5th June at 5:30pm

ACTION LIST:

ACTION:	Person Responsible	Time
Contact STA in regards to election in september and bielection	Angela	Prior to next meeting
Update reviewed policies online	Angela	ASAP
Put BOT minutes on School Loop App	Aaron	Once mins published
Check boxing around playground and gum trees	Sam	ASAP
Get estimate and start process to get School house up to compliance	Sam	ASAP