



**Fergusson Intermediate School
Board of Trustees Meeting
Held on Monday, 26th May 2025**

Present : Paula Glen, Simon Kenny, Sandra Honey, Rachael Browne, Whaea Ange, Natasha Margrain

In attendance : Anne McPhie (Secretary),

Apologies : Phillip Hartell,

Declaration of Interest : Nil

Speaking Rights Given to: Anne McPhie

Agenda Item	Discussion	Actioned
Approval of Previous Minutes	Tabled as read.	Motion : The Board moved to approve the minutes for Tuesday, 1st April 2025. Moved : Paula Glen Second : Sandra Honey
Conflict of Interest	Nil	
Principals Report	<p>Tabled as read.</p> <p>Discussion -</p> <ul style="list-style-type: none"> - Managing the roll, class sizes are manageable. - The number of stand-downs re term 1 - Family Harm Programme - letting whanau know. Information from police will only go to trusted sources within the school. <p>Simon to ask Toby -</p> <ul style="list-style-type: none"> - Paperwork / sign off camp for next meeting. - Tech programme at a later meeting. - Aaron - recently attended an AI PD, will need a policy for this. Simon will present at the next meeting <p>information received from Evans Bay Intermediate. They are letting</p>	<p>Motion : The Board moved that the Principal's Korero for May 2025 be approved. Moved : Sandra Honey Second : Paula Glen</p> <p>Motion : The Board moved that the programme for Family Harm be approved. Moved : Paula Glen Second : Natasha Margrain</p>

teachers use it for reports although it still must reflect the child.

Presiding Member

Tabled as read.

Motion : The Board moved that the Presiding Members Report be approved.
Moved : Sandra Honey
Second : Natasha Margrain

Motion : The Board moved that confirmation for Simon’s Brisbane Conference and second email confirmation be approved.
Moved : Natasha Margrain
Second : Paula Glen

Board Succession Planning and Voting

Your election timetable

The election timetable below is the official election timetable that applies to your kura, based on the chosen election date of Wednesday 10 September

Electoral Roll closes	Wednesday 16 July
Call For Nominations	Friday 18 July
Close Supplementary Roll	Monday 4 August
Nominations Close	12 noon Wednesday 6 August
Voting Papers Issued	Wednesday 13 August
Election Day	Wednesday 10 September
Close Poll	4pm on Election Day
Count Votes & Declare Results	Tuesday 16 September
New Board Takes Office	Wednesday 17 September

3 parent reps and 1 staff rep required. Will look at promoting at the upcoming Matariki evening.

Paid Union Meeting Support Staff

Tabled as read.

Policy and Procedure Update - Sandra

Tabled as read.
 Adding the Emergency planning as a standard agenda item - put under health and safety.

- List of Hazardous material. Safety data sheet available, Simon to notify Seymour.
- Staff to talk to students regarding lockdown.
- Earthquake - discuss with students that it is noisy, falling objects.

The principal provided the assurance to the board regarding police vetting, teachers registration.

Motion : The Board moved that the Policies and Procedures that were discussed be approved.
Moved : Paula Glen
Second : Natasha Margrain

Finance - Phillip

March Report - tabled - carried forward
 April Report - tabled - carried forward

Motion : Carried Forward to next meeting.

	<p>Surplus - the difference between the 2 months (March/April). Photocopy - concern with the large amount printed out.</p>	
Health and Safety Update	<ul style="list-style-type: none"> - Fire alarm - appliance called out - Foods room set off smoke alarm (oil in frying pan). - Mouse in room 11. 	
Property - Natasha	<ul style="list-style-type: none"> - Money for the hall - roof. - Painting kept some of the money, there are some touch ups still to be completed. - Spouting - has this been done? - Board has been invited to a property meeting in Lower Hutt. Tina will attend in Masterton, she will report back to the Board. 	
Cultural Advisor - Whaea Ange	<p>Finally booked for Te Ora Atamira at the Lower Hutt Town Hall. Simon to meet with Craig Sharp, who hosted previously. Orongomai will be involved, karanga, MC, Karakea organised.</p> <p>Will pick up the Friday te reo next term. Extra practices for kapa haka group.</p>	
Correspondence	All detailed above	
Actioned		
Review	<p>Nice casual meeting. Great policy meeting</p>	
Next Meeting	Monday, 23rd June 2025 @ 6.15pm	
Meeting closed	8.18pm	

Carried Forward/Raised	Action
AI Policy	Simon to talk to Aaron
Camp Sign off	Simon to talk to Toby
Hazardous material - Documents	Simon to talk to Seymour
Kimi Ora	No updates to date, waiting for the budget
Newsletter	Paula / Team next meeting
Finance - March/April Reports	Philip
Board Roles	Paula
Property Updates	Natasha to connect with Tina re meeting
Fundraising Policy	Amy - Term 3/4
Bike Track	Waiting on Kimi Ora/Finance space

Electronically Signed :
 Presiding Member - Paula Glen
 Date : 23/06/2025

