



Fergusson Intermediate School

Board of Trustees Meeting

Held on Tuesday, 17th February 2026

Present : Paula Glen, Simon Kenny, Rachael Browne, Whaea Ange, Saurabh Dhawan, Suzanne Wright, Sandra Honey, James Romans

In attendance : Anne McPhie (Secretary), Amy Perkins

Apologies : Saurabh Dhawan

Declaration of Interest : Nil

Speaking Rights Given to: Amy Perkins,

Agenda Item	Discussion	Actioned
Approval of Previous Minutes	Tabled as read.	Motion : It was moved to approve the minutes for Tuesday, 2nd December 2025 Moved : Rachael Browne Second : James Romans The board agreed.
Conflict of Interest	No declarations for meeting	
Appointing Presiding Member	AGM Called for nominations - Nomination for Paula Glen was put forward unanimously and was accepted. Interest Register for 2026 Updated on doc saved in Board Folder. - tabled. James/Rachael/Sandra/Paula updated, changed date. Code of Conduct - tabled and signed. Look at Google Accounts specifications at a later stage.	Motion: The Board approved the nomination of Paula Glen as Presiding Member for 2026.
Reflection of Phillip Hartell	Paula acknowledged Phillips' passing in late December, and recognised his service to the school community, and thanked the board for representing the school at his remembrance service.	

Principal Report	<p>Tabled as read. The only change is 321 students with 3 pre-enrollments.</p> <p>Mention of TA who was injured. Different plans for the playground are now set to make the student/TA safe.</p> <p>It has been a positive start of the year.</p>	<p>Motion : It was moved to approve the Principal's Report for February 2026. Moved : Sandra Honey Second : James Romans The board agreed</p>
Presiding Member Report	Tabled as read.	<p>Motion : It was moved to approve the Presiding Member Report for February 2026 Moved : Suzanne Wright Second : Ange Wallace</p>
STAR attendance Plans	<p>linked here) Academic and Attendance data will be discussed at the next meeting.</p> <p>Informed from a lot of places, using language which best reflects the way we communicate with our families. Does follow a descriptive format, does use language as required. Chosen not to include tiered response letters from the Ministry.. Recognising that "one size does not fit all" for our community.</p> <p>We have increased the level of internal oversight regarding attendance data. By having "more eyes" on the numbers, we are moving beyond simple daily tracking to identify long-term trends and patterns.</p> <p>Attendance Services in Lower Hutt want to be more proactive with schools. Referrals are sent to them as needed.</p> <p>Importance of the school working with the families, finding the solution.</p>	<p>Motion : It was moved to approve the STAR Attendance Plans. This to be put on our website. Moved : Sandra Honey Second : Suzanne</p>
UH Schools Network Discussion - 26th March, 5.30pm.	<p>Invite extended to BOT. Discussion about schools running out of space. FIS will be hosting. - Schools to talk about enrolment schemes and zones and what we need to do to ensure the Upper Hutt Network is effective, so that children in Upper Hutt can attend a local school that is convenient and not overcrowded.</p>	
Strategic Planning	<p>Strategic Planning and Goal Setting</p> <p>Plan Review: The Board discussed the depth of involvement required for the upcoming Strategic Plan. It was agreed that the current</p>	

	<p>plan will be reviewed and "refreshed" to ensure it remains relevant.</p> <p>Alignment of Goals: It was noted that goals will be determined by specific priorities. A key action is to align the Analysis of Variance (AOV) outcomes directly against the Strategic Plan to measure progress accurately.</p> <ul style="list-style-type: none"> Action Items: Simon is tasked with sourcing or developing a planning template. <p>Full discussion and formal goal-setting are carried forward to the next meeting, which will be the primary focus of that session.</p> <p>Our Annual Plan goals MOE Toolkit here for viewing</p>	
Exit Questionnaire Summary	Tabled and discussed.	
Finance	<p>January Finance Report - Tabled</p> <p>2025 Draft Annual Accounts. Will be completed for 20th February</p> <p>Payment of Teaching Salaries 2026</p> <p>Applications for Grants</p>	<p>Moved : That the BOT to approve the January 2026 Finance Report. Moved : Sandra Honey Second : James Romans</p> <p>Recommendation : That the BOT delegate the authority to approve the draft accounts for Audit to the Presiding Member and Principal. Moved : Sandra Honey Second : Suzanne Wright</p> <p>Recommendation : The BOT approves all staff including relievers will be charged to TS any overuse which cannot be managed within the banking staff will be charged to BG. Moved : Ange Wallace Second : James Romans</p> <p>Recommendation : BOT approval is given for research to be done into finding a Professional Fundraiser to assist with grant applications that align with our school goals. Moved : Paula Glen Second : James Romans</p>

	James to connect with Tina and Paula re BOT role in governance with finances	
Budget Assumptions 2026	<p>Tabled.</p> <p>The Board has moved to approve the 2026 budget with a projected deficit. This decision follows a year where enrolment targets were not met, placing pressure on our cash reserves.</p> <p>Look at utilising two classrooms from Kaitoke block to provide the necessary space for 50 additional students.</p> <p>Look at where to repurpose the spaces for “Kickstart” etc. There is an opportunity to use the tech spaces in the afternoons.</p> <p>Need to find sustainable solutions to get funds. Would look at marketing to attract families to Fergusson Intermediate.</p> <p>There is a meeting scheduled for next month with the MOE regarding zoning. Points to note :</p> <ul style="list-style-type: none"> - Review our roll intake, how it will look for the school. - Look at a marketing plan. - Managing our enrollment zone. - Liaising with Upper Hutt School, but being mindful of the neighbouring intermediate school. - The outcome of the meeting with the ministry, look at where the students are. - Look at bringing in a professional fundraiser to focus on securing grants and sponsorships. - Able to be charged for activities that we can charge for e.g. William Pike. - Reviewing school donation schemes, extra curricular activities. - Tina to look at fund raising plans, extra curricular activities. 	<p>Recommendation : The Board moved that the Budget Assumptions be approved for 2026.</p> <p>Moved : James Romans Second : Paula Glen</p>
Health & Safety Update	<p>Policy - induct contractors, police vetting. Assurance given.</p> <p>Flipboards for ease of navigating scenarios for school t - James to find out.</p> <p>Some tree branches fell from the storm,</p>	

	fences had some damage, no building damage, thank you to Seymour for his mahi to tidy the grounds .	
Property Update	- Special needs toilet completed in January. - Automatic door in admin block completed. - Painting around the hall completed.	
Cultural Advisor	All Students - coming to Ōrongomai for visits Kapa Haka has started. Big group - leading up to the Ōrongomai celebrations and showcase. Lots of talent coming through. Pacifika - looking at using ex students from the college to support this with Jess leaving.	
Policy & Procedure	Carried forward to the next meeting.	
Board Work Plan -	Carried forward to the next meeting. Sandra and Paula to connect.	
Correspondence	6th February Email - OIA Request (Academic Research) - Board policies on trustee use of personal devices . Look at NZSTA website, there is a template that has a standard response. 7th February Email - Scent Ways - have asked whether they can use the school grounds for scent detection training. - The board agreed but to make sure that there is a memorandum of understanding. What does their policy involve? A koha donation.	Action : Paula to respond to the email. Sandra to draft a response. Will send to School Docs to check. Action : Tina to respond to the email.
Review	Shorter time.	
Next Meeting	Tuesday, 24th March 2026	
Meeting closed	8.26pm	

Carried Forward/Raised	Action
AI Policy - carried forward, to be discussed with staff and present needs to board..	Simon to talk to staff.. On school docs that are being looked at. Carried forward to the next meeting.
Board Roles - Descriptions partially complete	Paula
Edge App	Review Communication
Kimi Ora	Update community - when appropriate - no comms as yet
Property	Saurabh to organise a 2nd hui with Tina.

Fundraising policy	Complete - Sandra to update School Docs
Bike track	Carried forward
Suspensions - Checklist/Process/Agenda	Paula - agenda done, checklist to be done. Ronda / Kickstart
Review security cameras	Simon
H & S Role	Paula and Suzanne to meet
Finance Role	Paula, Tina to meet with James
Strategic Plan	Simon
Board Work Plan	Sandra and Paula to meet
H & S Incident Flipboards	James to price out
Enrolment/school promotion/Numbers	Review - Management - to report back to Board

Electronic Signature :
Paula Glen
Presiding Board Member



Date : 24 March 2026