



Fergusson Intermediate School

Board of Trustees Meeting

Held on Tuesday, 7th October 2025

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

In attendance : Anne McPhie (Secretary), Amy Perkins

Apologies : Nil

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 Monday, 1st September 2025. Moved : Paula Glen Second : Rachael Browne The board agreed.
Principal welcome	Welcome to Suzanne and Saurabh.	
Appointing Presiding Member	Called for nominations - Nomination for Paula Glen was put forward and was accepted.	Motion: The Board approved the nomination of Paula Glen as Presiding Member for 2025 Moved : Sandra Honey Second : Rachael Browne
Conflict of Interest Register	<p>Tabled and reviewed at the beginning of each meeting. Making everyone aware of other interests that could conflict with the school.</p> <p>This ensures everyone is fully aware of possible conflicts. New Board members are required to complete their conflict of interest declarations and add them to the register (located on the Board's Google Drive).</p>	

Code of Conduct	All Board members to sign, completed and filed in the Board folder.	
Board Role Allocations	<p>Presiding Member - Paula Glen Finance - Amy will fill this role temporarily by updating finance info to board. Health and Safety - Suzanne Wright (EOTC to be added to this portfolio). Property - Saurabh Dhawan Policy and Procedures - Sandra Honey Cultural Advisor - Whaea Ange Complaints Committee -</p> <p>For handling formal complaints, a Complaints Committee will be established. This committee will be nominated and confirmed at each Annual General Meeting (AGM).</p> <p>The committee will comprise of three Board members:</p> <ol style="list-style-type: none"> 1. The Presiding Member. 2. The Staff Representative. 3. One other nominated Board member - Sandra Honey. <p>This committee's structure will be reviewed at every AGM.</p> <p>The process is keeping all people safe throughout the procedure, not just in the final outcome. Crucial to this is a high degree of transparency, specifically:</p> <ul style="list-style-type: none"> • Clearly defining who communicates what and when. • Establishing expected timelines for all responses (how and when). <p>Once the formal complaint process is fully established, it must be communicated clearly to all concerned.</p> <p>Role descriptions are a work in progress. Carried forward to the next meeting.</p>	<p>Motion : The Board moved that the Board roles were approved, notably the Complaints Committee. Moved : Paula Glen Second : Whaea Ange</p>
Casual Parent Rep Vacancy	<p>Casual Vacancy The Board noted that we have a casual vacancy for a parent representative seat due to the resignation of Natasha Margrain. In line with the Education & Training Act 2020 and School Board Election Regulations, the Board must determine how this vacancy will</p>	<p>Motion : The Board moved to go for the Selection process to fill the parent representative vacancy Moved : Paula Glen Second : Sandra Honey</p>

	<p>be filled. The Board discussed the options (by-election or selection) and resolved that: Resolution: That the Board intends to fill the casual vacancy created by the resignation of Natasha Margrain by selection.</p> <p>As“by selection” was chosen: The Board directs the Presiding Member to notify the school community of this resolution, as required, allowing the 28-day period for a request for an election.</p> <p>The new appointee for this role will be selected by “selection” process and should ideally possess a finance background. We aim to have this individual in place by the end of the current term. The recruitment process must commence in the next few weeks to adhere to the required timeline. Specifically, the Board is obligated to notify the community of the vacancy and has 28 days from that notification to resolve the appointment.</p>	
<p>Welcome on Board</p>	<p>Tabled - training. Will follow up with Schooled if they have registered new board members. <i>“Schooled Election Pilot will handle the reporting to the MoE and NZSBA, as well as sending the required documents to the District Court, as required.”</i> If unable to attend, there are online sessions.</p>	
<p>Communication</p>	<p>Urgent action items may sometimes be communicated by Paula via email or text message.</p>	
<p>Principal Report</p>	<p>Staff Strike Instruction Planning - 23 October 2025</p> <p><i>Can principals or staff elected board members be involved in board decision-making if they are also members of the union that is on strike?</i> <i>Principals and teachers who are striking union members should not be involved or vote in any board decisions about school closures or staffing during strikes as they have a conflict of interest.</i></p>	<p>Resolution : Expectations for non striking staff - up to the management on what the non-union staff will do. Should the strike go ahead, the school will be closed for instruction due to reduced staff and Health & Safety. The board agreed. Moved : Paula Glen Second : Sandra Honey</p>

A principal who is a member of the union striking can provide information to the board but must not influence the decision-making or vote in any way. - Noted

21 NZEI members and 12 staff who are not union members. (4 teachers)

Can't choose to be open for supervision.

How does this affect the open days for schools, does not affect the days as entitled to strike.

The communication is to come from the board to the community. Paula and Simon to compile and place on fb and email.

Discussion on edge App carried forward to the next meeting.

New Principal Mentor

Tabled. Presiding member to write a letter confirming his application for the Principal Mentor Programme. The programme is for experienced principals mentoring new principals. No cost to the school, just Simon's time.

Good practice to support new and other principals and pass on the knowledge. Good professional development for Simon. The board agreed.

Kimi Ora Satellite Unit

Tabled and discussed.

Still a lot of questions. Simon said that someone from the ministry and Ian Rattray came in and discussed it with him. The Board is delegated the power to manage the crown land. It is a big decision.

Carried forward to next meeting

The Board has not yet committed to the proposal and expressed concern regarding the immediate next steps. Open to the idea but need to see the overview of what it will actually look like. The need for Kimi Ora is acknowledged, just need to have all information for today as well as the future.

Strategic Planning

Coming up and due next year, Simon is currently working on this. Community

Motion : The Board moved to confirm Simon's application for New Principal Mentor programme

Moved : Paula Glen

Second : Rachael Browne

	<p>consultation is part of the review process.</p> <p>Enrolment Update Discussed student intake numbers expected for 2026 - advised align with our goal numbers of 336, room to allow a little movement, Ballot from Out of Zone not required, and accepted those out of zone that had applied prior to the cut of date.</p>	
2025 Camp	<p>The camp was very successful. There were some incidents.</p> <p>Overview Report on the camp to be presented at the next meeting. Amy to follow up.</p>	
Policy and Procedure Update	Carried forward to next meeting	
H&S&W Update	<p>Concussion at camp. Student taken to Palmerston North - injured knee.</p> <p>Plan in place for a new student with high needs which needs supervision.</p>	
Finance	Tabled and discussed.	<p>Motion : The Board approved the accounts for August 2025</p> <p>Moved : Rachael Browne</p> <p>Second : Sandra Honey</p>
Property Update	Modifications needed for a student with high health needs for doors and bathroom. Will start after the christmas break.	
Cultural Advisor	<p>Preparing timetable for Upper Hutt Cultural Festival.</p> <p>Rākau (Tama) session with selected boys on Tuesday afternoons.</p> <p>Matua Mike and Whaea Ange are donating two awards for Prize Giving - Maori Progress and Maori Achievement.</p>	
Board Work Plan - Review	Carried to next meeting	
Correspondence	Living Wage email - Paula to forward to board members	
Actioned	New meeting times - Tuesday @ 6.15pm	
Review	Thank you to our new board members for joining us.	

Next Meeting	Tuesday, 21st October 2025 @ 6.15pm	
Meeting closed	8.45pm	

Carried Forward/Raised	Action
AI Policy - carried forward, complete by end of term 3.	Simon to talk to Aaron - discussed. On school docs that are being looked at. Carried forward to the next meeting.
Board Roles - Descriptions	Paula
Edge App	
Kimi Ora	Simon to book in Ian Rattray and someone from the ministry to talk at the next board meeting.
Camp Followup	Amy
Fundraising policy	Carried forward
Bike track	Carried forward

Electronically Signed :
 Presiding Member - Paula Glen
 Date : 21/10/2025

