



**Fergusson Intermediate School
Board of Trustees Meeting
Held on Tuesday, 21st October 2025**

Present : Paula Glen, Simon Kenny, Rachael Browne, Whaea Ange, Saurabh Dhawan (via satellite link)

In attendance : Anne McPhie (Secretary), Shirley Jones, Kimi Ora Principal, Kevin Currin (Asset Manager School Property, MOE)

Apologies : Suzanne Wright, Sandra Honey

Declaration of Interest : Nil

Speaking Rights Given to: Kevin Currin (Asset Manager School Property, MOE), Shirley Jones, Kimi Ora. Tina Hogg

Agenda Item	Discussion	Actioned
Approval of Previous Minutes	Tabled as read.	Motion : It was moved to approve the minutes for Monday, 7th October 2025. Moved : Ange Wallace Second : Rachael Browne The board agreed.
Conflict of Interest	Nil	
Principal welcome		
Kimi Ora Satellite Unit Guests - Kevin Currin (MOE), Q & A (30 Mins)	Ministerial funding for the new satellite units was released last Friday. Key information Summary : Goal : Four satellite units open by Term 3, 2026. First Unit : Fergusson Intermediate due to its greenfield status. Location : Merton Street, attached to Fergusson Intermediate. Location supports separation of students along with partnership and support of the two kura when suitable. Pickup and dropoff will be at their own entrance on Merton Street. Timeline : Construction expected to begin February/March. Responsibility : Shirley Porteous	

(Principal) is responsible for the day to day running.
Financial : No ongoing costs for the school. Property occupancy, FIS will invoice for extra coffee etc with The Ministry to top up on the financial side.
Staffroom Access: Kimi Ora staff would share the main staffroom with Fergusson staff. Staff and students feel inclusive to FIS.

Layout :

- 2 classrooms
- 6-7 students per class with 1 teacher and 3 TA's. Looking at 1 class coming from Pomare School and 7 new students.
- Visits from outside providers (therapists).
- CRT release teachers.
- Behaviour team that works with the specific students.
- Own Bathroom facilities, hoists etc. Toilets for staff. Similar to Pomare School layout.
- The key person is Satellite coordinator who will be based at the Merton Street site.
- The admin team is based in Naenae College/Intermediate site.
- The Outreach team are teachers. FIS currently has 1 outreach teacher here.
- Exterior lighting - yes. They will have a look at security lighting.
- The phone system is separate.

Where do they go from here - Taita College, Looking at a secondary Hutt valley site, hopefully up and running T3, 2026 (were looking at Heretaunga College), will need to have a conversation with UHC.

School will be fenced, it is a contained but safe space. There is an outside teaching learning space. This area is intended for students to use as their own defined space.

Will use their own cleaners. Pay contractors directly?

Fire bells - will be looked at as part of the build, integrated into the FIS system for

	<p>safety purposes.</p> <p>The unit will follow all FIS lockdown procedures as required, but practice drills will be excluded to ensure the students are not unsettled.</p> <p>Two key things :</p> <ul style="list-style-type: none"> ● financial - what is expected. ● Integration - what FIS wants. <p>Board understanding the need. Getting the pathways right. Huge growth of intermediate students. Will narrow down so that it works for everyone. These are vulnerable kids and want a school who would make them welcome. Will cater for years 7 - 9 and then go to college satellite.</p> <p>Opportunities are there to share experience.</p> <p>Having to be flexible to see what works and doesn't. POD will be set up with Fergusson.</p> <p>Communication with the community - polite to inform close neighbours. Will have a letter to give to the neighbours. MOE to help us with comms.</p> <p>Being aware of the mosque next door- Important to keep a positive relationship with them.</p> <p>It is a need and we can accommodate working with our community and also a chance to educate the community and be inclusive. Will put together an innovation plan which can be distributed to the neighbours. Keen to have a community consultation. If there is an open evening, Kimi Ora staff will attend.</p>	
Principal Report	<p>Tabled as read.</p> <p>Discussed staff movement. Going through the process now. Lots in the report.</p> <p>Discussion Kimi Ora</p> <p>The Ministry has a system if you incur costs, the school can claim back.</p>	

	<p>Partnership together with Kimi Ora. Will change the landscape but in a good way. Marketed as everyone is welcome, sense of self, opportunity on a richer scale. Kimi Ora will stay in contact with FIS. Simon will notify staff and then the community.</p> <p>Strike Update Sent a letter out to the community to confirm the school's closure. Very busy term.</p>	
Presiding Member Report	<p>Casual Vacancy Update Advertised last week. One candidate has come forward and met with Simon and Paula. This candidate possesses a wide range of knowledge and has expressed interest in fulfilling the vacancy, which will expire next year. The appointment must be formally discussed and passed at the next meeting. No responses requesting a vote have been received as yet. A Board Register has been set up. Role Updates - (was able to give a copy of the finance role to the parent who came in today).</p> <p>Training NZSTBA Discussed. Will keep an eye open for further training.</p>	
Policy and Procedure Update	Carried forward to next meeting	
H&S&W Update	<p>Camp Review - tabled as read. A very detailed document. Thank you to Ed, Rachael, and Toby. Have booked Makahika in 2 years time, can cancel if not needed at no financial loss.</p>	
Finance	<p>Tabled as read. The report is accurate. The Board is to approve the following :</p> <ul style="list-style-type: none"> - End of Year Staff luncheon - Destruction of personal files who left prior to 31/12/2018 - The purchasing of x30 chromebooks and x4 laptops 	<p>Motion : The Board approved the accounts for September 2025 Moved : Ange Wallace Second : Rachael Browne</p> <p>Motion : The Board approve the purchasing of x30 chromebooks</p>

		<p>and x4 laptops - Total \$17,500 Moved : Paula Glen Second : Ange Wallace</p> <p>Motion : The Board approved the End of Year Staff Luncheon of \$55.00 per head. Moved : Paula Glen Second :</p> <p>Motion : The Board approved the destruction of personal files who left prior to 31/12/2018 be destroyed. Moved : Paula Glen Second : Rachael Browne</p>
Property Update	Saurabh to organise a meeting with Tina.	
Cultural Advisor	<ul style="list-style-type: none"> - 2 awards have been carved. Will be brought to the school at some point. Work out names, criteria and story. - Now sorted, booked and organised for the Te Ora Atamira. Getting the students ready for the 2 big performances. - Discussion on making sure that the right student leaders are picked for the awards. - Big celebration with ,Ōrongomai, dates to be confirmed for next year. - Waitangi Day 2026- Fergusson Intermediate will be attending. 	
Board Work Plan -	Carried to the next meeting - community consultation to be sent out - what we are doing right or wrong. Budget.	
Correspondence	<p>Living Wage - FIS to sign the pledge to join the other schools. Paula to sign and send.</p> <p>Media Release - the new curriculum . Spent a couple of years working on the curriculum, now changed. Want to move into a 1 year curriculum. No assessment tools, want to start term 1, 2026.</p>	
Actioned		
Review	<p>Good to have Shirley and Kevin here.</p> <p>Nice to have Saurabh on-line to attend the BOT meeting.</p> <p>The Board organised some meals for the Hartell family.</p>	

Next Meeting	Tuesday, 2nd December 2025 @ 6.15pm	
Meeting closed	8.25	

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 - carried forward
Edge App	Review Communication - part of the community consultation. Carried forward
Kimi Ora	Awaiting paperwork regards to consultation from Kevin.
Camp Followup	Amy - good feedback
Fundraising policy	Carried forward
Bike track	Carried forward
Suspensions - Checklist/Process/Agenda	Paula - carried forward

Electronically Signed :
 Presiding Member - Paula Glen
 Date : 02/12/2025

