



Fergusson Intermediate School

Board of Trustees Meeting

Held on Tuesday, 2nd December 2025

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

In attendance : Anne McPhie (Secretary), Ian Rattray (Ruruku Director), Tina Hogg, Amy Perkins

Apologies :

Declaration of Interest : As noted below

Speaking Rights Given to: Amy Perkins, Ian Rattray (Ruruku Director), Tina Hogg

Agenda Item	Discussion	Actioned
Approval and Welcome to new Board Member/ Casual Vacancy	Welcome to James Romans who will oversee the Finance portfolio. Board agreed to his position of casual vacancy Parent Rep as per email thread.	
Approval of Previous Minutes	Tabled as read.	Motion : It was moved to approve the minutes for Tuesday, 21st November 2025 Moved : Whaea Ange Second : Rachael Browne The board agreed.
Conflict of Interest	Sandra - working with the MOE CE as noted in the 2025 Interest Register.	
Property Update - Cyclical Maintenance and 5YP	Discussion led by Ian Rattray - On top of where we need to be. Next drop for 5 year funding is 2028. Half way through the current cycle. Repair of Water Pipes While the buildings are currently in good condition, the 60-year-old site infrastructure presents significant challenges, notably the aging boiler-fed central heating system. The current plan is to replace the boiler in 2028. This replacement will necessitate a move away from natural gas, requiring decisions	Motion : The Board approved the Cyclical Maintenance and 5YP Moved : Paula Glen Second : Saurabh Dhawan The board agreed

regarding increased electrical capacity, which will involve considerable updating.

Cost-limiting measures are being explored, potentially eliminating the need to lay new gas pipes. A separate immediate issue is the 60-year-old water pipe network, which is shallow and prone to freezing during winter. To address urgent leaks, funds originally allocated for the bike track will be reallocated, with the necessary pipe work scheduled to be completed during the Christmas break.

If the job is more than the allocated funds, the ministry will fund it.

The new financial template now includes an allowance for inflation. The accounts will be submitted to the auditor for review. Regarding property maintenance, the necessary work for 2025 is scheduled to be completed over the Christmas period. A total of \$15,000 has been formally reallocated from the \$75,000 bike track project budget to cover the immediate costs associated with the water pipe leak repairs.

Special needs unit Kimi Ora - well in plan, consents will be lodged before christmas. Looking for a start early in the new year. Fully operational by term 3.

A small digger will be on site next week to dig a hole to test the foundation.

Ruruku has won the contract to build the buildings. There is a need in the Upper Hutt area.

The Ministry of Education has committed to fully fund the construction of the link connecting Merton Street to the main cycleway. Furthermore, there is potential to develop additional cycleways in the future. Unspent allocated funds will be retained for future use.

There is an anticipated service life until 2028. Should the boiler require replacement sooner, sufficient funds have been allocated to cover the cost.

	<p>Shade Structures: The MOE prefers attached sunshades to building, generally disinclined toward freestanding shades. The school porches are good here.</p> <p>There has been no allocation of additional external funding. However, the existing \$75,000 designated for the bike track project remains available and can be reallocated toward other priority capital projects as deemed necessary.</p> <p>Thank you to Ian and Tina for attending the meeting.</p>	
<p>Principal Report</p>	<p>Tabled as read.</p> <p>Principal Professional Growth Cycle: Simon addressed his own goals, he has a professional learning group responsible for formally signing off his progression. Attention was also given to defining staff capability for terms 1-3, especially with Amy being on maternity leave. The departure of some staff members has proven this was a valuable opportunity for their own growth and development.</p> <p>Consultation and Well-being Surveys: The results of the Community Consultation have been successfully distributed to the community. Staff were provided with the well-being survey earlier in the year along with an opportunity to complete this survey, The goal is to get a staff and student survey out each term.</p> <p>International Confederation of Principals Convention September 2026: Link provided. This opportunity involves an international event where New Zealand is acting as the host country, with up to 52 countries to attend. This forum provides a crucial platform for connecting with a wide range of nations to discuss and understand national and international developments in education.</p>	<p>Motion : It was moved to approve the Principal’s Report for December 2025. Moved : Paula Glen Second : Sandra Honey The board agreed</p> <p>Resolution: It was moved that Simon is approved by the Board to attend the Confederation of Principals Convention 2026. Moved : Paula Glen Second : Sandra Honey</p>

	<p>Curriculum: Despite external pressures and shifting government priorities, Fergusson Intermediate remains steadfastly committed to delivering a balanced curriculum. While acknowledging the pros and cons of adapting to these external urgencies, the school is focused on leveraging the benefits to enhance student outcomes. Our core commitment is to maintain sustained educational practices, a strong localised curriculum, and the consistent integration of Te Reo Māori. We are grounded and committed to our existing curriculum framework.</p> <p>Tech Fee Structure: This was discussed with SLT. Discussion was made on moving to a high trust model for Technology, including a significant take-home component. This shift necessitates increasing the existing flat Tech fee over time to ensure high-quality materials (estimated at \$50 for the take-home component). The Board recognised the need to balance this with the community's varying income availability along with rising costs of expenses. Tech fee to be aligned with tech budget. A formal review for a fee increase will occur in Term 3, 2026. Action: Amy to follow up on the implementation and financial details.</p> <p>Camp Experience: Consideration will be given to increasing the camp experience and looking at affordability with possibly looking further afield. Taking into consideration Y6 experiences, and costs for families There is a two-year camp rotation.</p>	<p>Motion Carried: The Board unanimously agreed to implement the proposed price increase, setting the new cost at \$50.00 per student per annum. Moved : Paula Glen Second : Suzanne Wright</p>
<p>Presiding Member Report</p>	<p>Tabled as read. It has been a busy term. Great to have James on the Board. Had a walk around school with Tina and Saurabh. Will spend time with Suzanne & James beginning in 2026 for onboarding.</p>	<p>Motion : It was moved to approve the Presiding Member Report for December 2025 Moved : Saurabh Dhawan Second : Suzanne Wright</p>

Policy and Procedure Update

Risk management

- Sun shade - unable to have it (refer to above Property update). To promote sunsmart practices at school.
- Sun block - promoting this
- Emergency evacuation - fire practice each term.
- Bullying and harassment online - dealing with conflict and problems through the year. We have filters, things in place to stop accessing inappropriate material online. Teachers have oversight into accounts. Expectation that all teachers are promoting safe practice on devices. We do it in a myriad of ways.
- Behavioral Management plan - depending on behaviour there are different procedures. Behaviour approach is more in line - who do we see. Needs to be revisited in 2026, zero tolerance what does it look like? A lot of communication, the best result is that it is managed at the time. Understanding behaviour, our response, our expectations across the school.
- No authorisation of non teaching staff to search students bags - need to get parents to come in.
- Searches - keeping a doc / it does get documented on EDGE.
- To keep a written doc on searches, on edge and specific doc. Good reminder that we need to safeguard ourselves.
- Restraining Course - 2 TA's to do.

- **Staff Leaving Gifts Policy:** The formula for purchasing gifts for departing staff is set at \$50 per full year of service, with a maximum cap of \$500. Any gift purchased must align with this required amount. It is permissible to purchase a specific, alternative gift provided its cost does not exceed the calculated amount. It was noted that this year's expenditure will be unusually high due to the departure of several staff members with over ten years of service at FIS. The Principal has assured the Board regarding the financial management of this expense, and the Board expressed

	its satisfaction with the arrangement.	
Health & Safety Update	Paula and Suzanne to get together and discuss.	
Finance	<p>Tabled as read. The report is accurate. Term deposits to cover the rest of the payments for 2025 and over the holidays.</p> <p>Amy to forward the Fergusson Fundraising policy to Sandra to update to school docs.</p> <p>Draft Budget Status: Portions of the draft budget have been completed. Board agreed to delegating the draft budget approval to the Presiding Member and Principal and the final 2026 Budget will be presented and approved at the full Board meeting in February.</p> <p>James to liaise with Tina.</p>	<p>Motion : The Board approved the accounts for October 2025 & Draft Budget review Moved : Paula Glen Second : Sandra Honey</p> <p>Motion : Amy Perkins moved that the fundraising policy be approved. Moved : Saurabh Dhawan Second : Suzanne Wright</p>
EOTC - Masterton	<p>Tabled as read. Paula liaised with Toby to tidy up a few areas within the docs. Safety Measure : having eyes on students around the lagoon.</p>	<p>Motion Carried: The Board approved the EOTC trips to Masterton. Moved : Suzanne Wright Second : Paula Glen</p>
Property Update	<p>Security Camera: Saurabh discussed the possibility of installing additional security cameras around the school, particularly in unsupervised blocked off areas, to enhance staff & student safety. Concerns were raised regarding privacy and the necessity of a centralised system. It was noted that cameras may lack deterrent value. Cameras are located in the corridor area in each block - the set up and monitoring of these cameras need review.</p> <p>Action : For safety reasons, the art board that covers the art room door needs to be removed. Simon to advise staff.</p>	
Cultural Advisor	<ul style="list-style-type: none"> - Maori awards and recognition to be presented by Matua Mike and Whaea Ange as arranged with SLT. - 2 big performances this term which 	

	were successful - 50th anniversary at the marae next year.	
Board Dates for 2026	Tabled. Approved.	
Board Work Plan -	Carried forward to the next meeting.	
Correspondence	Nil	
Actioned		
Review	A bit longer tonight.	
Next Meeting	Tuesday, 24th February 2026	
Meeting closed	9.15	

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
Property	Saurabh to organise a 2nd hui with Tina.
Fundraising policy	Complete - Sandra to update
Bike track	Carried forward
Suspensions - Checklist/Process/Agenda	Paula - agenda done, checklist to be done.
Community Consultation	Completed
Removal of Art on Art room door	Simon to arrange
Review security cameras	Simon
Draft Budget Review	Simon and Paula
H & S Role	Paula and Suzanne to meet
Finance Role	Paula, Tina to meet with James
Tech Fee Update	To be passed onto Tina and Tech team - Amy

Electronically Signed :
Presiding Member - Paula Glen
Date : 17/01/2026

