



Fergusson Intermediate School

Board of Trustees Meeting

Held on Monday, 1st September 2025

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

In attendance : Anne McPhie (Secretary),

Apologies : Nil

Declaration of Interest : Nil

Speaking Rights Given to:

Agenda Item	Discussion	Actioned
Approval of Previous Minutes	Tabled as read.	Motion : It was moved to approve the minutes for Monday, 28th July 2025. Moved : Whaea Ange Second : Paula Glen The board agreed.
Conflict of Interest	Nil	
Principals Report	<p>Conference Reflection It was amazing. Aboriginal welcoming, equivalent to a karakia. The conference was about connection and collaboration.</p> <p>Validating just around how we can work around school - everybody wants to be seen, heard and valued. It is a good tool to work with. Lots of catch phrases.</p> <p>Class placement tool called School Creator or Pluto. The company will come in to do a demo for this tool. Hope to start this year. It is a social network tool for the classroom.</p> <p>Enrolment Still looking at the numbers, Amy and Simon to look at. Simon will notify the board if a ballot is required.</p>	<p>Motion : It was moved that the 2026 Term dates be approved. Moved : Paula Glen Second : Sandra Honey The board agreed.</p>

	<p>2025 Dates Tabled. These dates are in consultation with the Upper Hutt Cluster.</p> <p>2026 Term Dates: Term 1: Mon 2 Feb to Thur 2 Apr - 86 half days Term 2: Mon 20 Apr - Fri 3 Jul - 106 half days Term 3 Mon 20 Jul - Fri 25 Sep - 100 half days Term 4 Mon 12 Oct - Tue 15 Dec - 90 Half Days</p> <p>Total 382 Half Days - this includes a Cluster TOD 23 October. (We are waiting on permission; if we don't get permission, we will finish a day earlier)</p> <p>We don't have to make up the interim date. TOD 23 Oct 2026 - need permission to have this. Confirmed all school start - 2nd Feb 2026</p> <p>It would be helpful to have SLT meet the new families individually. Would need to think logistically. Simon is looking into this.</p>	
<p>Presiding Members Report</p>	<p>Tabled as read. Transition to new Board.</p> <ul style="list-style-type: none"> - NEXT board to set new Complaints Committee It is important to have procedures in place. - Confirm New Roles on handover of new board. Terms of reference - Sandra to put together. <p>The Board confirmed :</p> <ul style="list-style-type: none"> - Co-opting Cultural Advisor for next 12 months. <p>Everyone looks at their roles on the drive. There is a lot of information to put together.</p>	<p>Motion : It was moved to co-opt Whaea Ange, Maori Advisor to the Board. Moved : Paula Glen Second : Phil Hartell</p>
<p>Policy and Procedure Update - Sandra</p>	<p>Tabled and read. Some alterations to be made to policies via school docs following reviews</p>	
<p>Health and Safety Update - Phillip</p>	<p>EOTC Sign Off</p> <ul style="list-style-type: none"> - William Pike Tramp - - Board approve - subject to Ed updating extreme weather conditions. - Kickstart Bike and Adrenalin Forest Trip- paperwork completed this afternoon. Great opportunity for the 	<p>Motion : The Board moved that the overnight camp at Powell Hutt be approved. All agreed. Moved : Paula Glen Second : Natasha Margrain</p>

	<p>6 students. Trip to Adrenaline Forest. The only concern is the risk of the zipline course etc, it is high risk. Being aware and accepting the risk and Board to sign off. No school staff going. No cost to the school. Good opportunity, Board approved.</p> <ul style="list-style-type: none"> - Phillip said that there is a lot of debris being thrown over their fence at his home. - The back gate latch doesn't work - Mitre Grove gate. - Staff wellbeing - a lot of staff sickness or staff with kids who are sick. 	
Finance - Phillip	<p>Tabled and read.</p> <ul style="list-style-type: none"> - Expecting some heavier expenditure at the end of the year - The budget is where it should be. - The biggest overage of expenditure continues to be paper. - No big variances to be of concern at this stage. - Annual budget - deficit by \$98,000 by the end of the year. Actuals we are doing ok. - Staffing will go down when Amy is back. 	<p>Motion : The Board moved to approve the July 2025 Financial report. Moved : Phillip Hartell Second : Paula Glen</p>
Property Update	<p>10YPP / 5YA Amendment Paula signed off. Additional roof on the hall southern veranda.</p>	
Cultural Advisor - Whaea Ange	<ul style="list-style-type: none"> - Have received all the responses for the Te Ora Atamira - 14 schools involved, booked for 12th November. - Upper Hutt Cultural Festival - the day before - venue to be advised - 11th November. - Confirmation of the whole school Friday mornings for powhiri etc. - Had a great day with the 2 intermediates working together at the Ōrongomai. 	
Review of Suspension Process	<ul style="list-style-type: none"> - Reflections - always room for improvement but we are here for the students and staff. The Board does a good job at being fair and looking at best interests moving forward. - Guided pretty strongly by procedures. 	<p>Motion : The Board moved to approve for payment of future suspension/ reconsideration meetings. Moved : Sandra Honey Second : Phillip Hartell</p>

	<ul style="list-style-type: none"> - Learning each time after each process. - Paula talking to NZSTA - sent through suspension guidelines. To do up a guideline for the future suspension process. - NZSTA advised Option is To have a suspension committee, hard for all the board to be available. Don't need to have all the members at the suspension meeting. The board does not agree with this. - NZSTA advised Staff rep should not be there, as it could be seen as a conflict of interest. The board disagrees with this too. Having a Staff Rep attend is valuable. - Simon's reports mention other students' names, is there privacy issues? Very hard to keep student A, etc. Last names are not used. Simon is mindful of this. - Board to Set up a template checklist. Simon follows a flowchart. - Paula suggests having an Agenda for each suspension meeting. Have an expectation chart for parents. Setting the tone for the meeting, what can be expected from a suspension meeting. - Having the student there but making them aware that their behaviour is unacceptable. - NZSTA advise that good practice to allow Board time with Suspension meeting date, to allow Board to come up with appropriate conditions to return to school if needed. - Discussed Board honorarium payments. Board Agreed, Future suspension meetings/ reconsideration meetings, members to be paid. To notify Tina. 	
Board Work Plan	<ul style="list-style-type: none"> - Succession planning. - Anything to hand over to Paula for the new board - tips for their new roles. - Presiding Member email account to go to the new Presiding Member - not be deleted. - Health Curriculum - every 2 years, consult with the community. - Reviews, Strategic Planning with the new Board and Amy. 	

	- Budget Review	
Correspondence	Resignation from Natasha - Anne to contact Election Pilot. Paula to check process on replacement member	
Actioned		
Review	Paula thanked the outgoing board	
Next Meeting	Monday, 20th October 2025 @ 6.15pm	
Meeting closed	8.55pm	

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.
Replacement Board Parent Rep	Anne and Paula to investigate
Communicate with Tina on decision for honorarium payments	Anne
Hand over roles to new Board	Paula/Board
Set up Suspension Agenda, Check List	Paula
Update school policies with School Docs	Sandra

Electronically Signed :
 Presiding Member - Paula Glen
 Date : 07/10/2025

