



**Fergusson Intermediate School
Board of Trustees Meeting
Held on Monday, 28th July 2025**

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

In attendance : Anne McPhie (Secretary), Amy Perkins

Apologies : Natasha Margrain

Declaration of Interest : Nil

Speaking Rights Given to: Amy Perkins, Anne McPhie

Agenda Item	Discussion	Actioned
Approval of Previous Minutes	Tabled as read.	Motion : The Board moved to approve the minutes for Monday, 23rd June 2025. Moved : Whaea Ange Second : Paula Glen
Conflict of Interest	Sandra noted that she is involved with working with different agencies through Statistics New Zealand in a governance role which includes the Chief Exec of ERO and Ministry of Education.	
AOV Presentation - Amy Perkins	Analysis of Variance - presented, discussed and tabled.	
Principals Report	Tabled as read. - Camp updates : 1. Confirming that the buses have seatbelts as requested by the BOT. 2. External Provider agreement provided as requested. A credit of \$27,208 has been given back which will be apportioned over the 3 camps. 3. The transport plan still needs to be confirmed regarding who is driving any vehicles for each camp. This will be done once the parent volunteers meet with syndicates regarding camp.	Motion : The School Camp at Camp Makahika for 2025 be signed off. Awaiting the transport plan after the parent meeting - School to ensure this is completed. Approved : Paula Glen Second : Sandra Honey

	<ul style="list-style-type: none"> - Final sign off for camp from the board. 	
<p>Presiding Members Report</p>	<p>Tabled as read. Co-opting Cultural Advisor - September 2025</p> <ul style="list-style-type: none"> - Co-opt Whaea Ange onto the new incoming board. - Paula to compile a blurb for Board Elections to send to parents. <p>Role Review Board Role Descriptions</p> <ul style="list-style-type: none"> - thank you Ange for sending it through to Paula. Making it clear for the expectations in the board role. - Induction process for the new board to be started - Each board member has to have a look at their roles and modify - core responsibilities, important to liaise with the school. And then will be revised - Guidance for the health and safety would be helpful for Phillip. Ange to ask at Work Safe for basic guidance on the educational side. 	
<p>Policy and Procedure Update - Sandra</p>	<p>Nothing to report for this meeting.</p>	
<p>Health and Safety Update - Phillip</p>	<p>Nothing to report. Staff wellbeing - Be nice to have a good stream of relievers. Simon is impressed with the resilience of our staff. Martin to stay on for term 4 to help cover classrooms. Look at a mid-year staff gathering. The board would like to do a coffee run for staff - Wednesday to acknowledge their efforts at another busy time of year with visitors to school - Simon and Anne to organise.</p>	
<p>Finance - Phillip</p>	<p>Tracking as expected. Nothing of huge concern - paper is the major usage. \$1309 surplus, expected to reduce in coming months</p> <p>Explanation of the ratio was given to Paula and shared. Still some work to be done. Staff banking report is under utilised by \$26,000.</p> <p>Mileage - Tina proposing for support staff to match the same as teaching . The recommendation is 83 cents for mileage.</p>	<p>Motion : The Board approves the June 2025 Financial report. Moved : Phillip Hartell</p> <p>Motion: The Board moved to approve the mileage charge be reimbursed for support staff at 83 cents per KM Moved: Paula Glen Second: Phillip Hartell</p>

	<p>Discussion regarding the school donation. This current board does not agree to charge a set school fee to our whānau and The Board moved to continue to opt in to the school donation scheme for 2026 of \$150 per student.</p> <p>Capital expenditure - dryer, some laptops that aren't compatible with windows 10. \$7,000 put towards the laptops.</p> <p>Audit Report Tabled as read. Paula emailed on behalf of the Board to Tina for all the work that she has put in for completion of the audit.</p>	<p>Motion : The Board moved to continue to receive the school donation scheme for 2026 of \$150 per student. Moved : Phillip Hartell Second : Paula Glen</p> <p>Motion : That the board approves the audit report prepared by Moore Markhams for the period ending 31 December 2024, as presented. Moved : Phillip Hartell Second : Paula Glen</p>
<p>Property Update</p>	<p>Building and Design work - LSPM Accessibility Upgrades & Conflict of Interest tabled.</p> <p>Hall roof, interior roof off library & laser cutter room roof are scheduled to be completed this week (Pharoah Construction)</p> <p>Ian is getting quotes for the replacement of the flat hall roof (admin block side)</p> <p>He will then prepare paperwork for MOE to get the funding from our 5YPP</p> <p>Spouting is almost completed.</p> <p>Still issues with the piping freezing up, could be evidence of a split pipe.</p> <p>The pumps keep firing up, being monitored.</p>	
<p>Cultural Advisor - Whaea Ange</p>	<p>Busy, planning for Te Ora Atamira. Ange to touch base with Simon. Wednesday, 12 November in the Town Hall, Lower Hutt. Using tech staff, change St Brendans tech day to assist with staffing availability. Needing help for the day. Board have offered support.</p>	
<p>Board Work Plan</p>	<p>Have highlighted, making sure that things are covered and checked each meeting</p> <p>Term dates to be confirmed for the next meeting.</p> <p>Compliance maori and pacific focus - term 4 - review for the community voice - strategic plan. Hard to make a plan until confirmed</p>	

	<p>staff and classrooms. A newsletter can be a community consultation. Health and PE community consultation, the rest is at the school discretion. Pulse survey - 1 per term. Student comms could be a lot better - Fergy News. A lot of content goes on EDGE. Keep checking the Board plan, Strategic Planning when Amy returns.</p>	
Correspondence	Nil	
Actioned		
Review	Good to have Amy here Positive meeting.	
Next Meeting	Monday, 1st September 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.

Electronically Signed :
Presiding Member - Paula Glen
Date : 01/09/2025

