



**Fergusson Intermediate School
Board of Trustees Meeting
Held on Tuesday, 1st April 2025**

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

In attendance : Anne McPhie (Secretary),

Apologies : Natasha Margrain

Declaration of Interest : Nil

Speaking Rights Given to:

Agenda Item	Discussion	Actioned
Approval of Previous Minutes	Tabled as read.	Motion : The Board moved to approve the minutes for Monday, 24th February 2025. Moved : Phillip Hartell Second : Rachael Browne
Conflict of Interest	Nil	
Principals Report	Tabled as read. Simon acknowledged Rachael as SLT leader and at Board level. Jess is grateful for her support. Survey data - tabled as read. Mindfulness : Students - not so positive regarding mindfulness. Teachers - makes a positive difference, a nice way to reset. Perhaps do a variety of mindfulness? Teachers take turns, do a variety of music. Staff absences - variety of reasons. To continue monitoring. Simon to check in with staff with the higher absences.	Motion : The Board moved that the Principal's Korero for April 2025 be approved. Moved : Paula Glen Second : Phillip Hartell

	<p>Discussion regarding warm jackets for staff for cooler months - support with wellbeing. Simon doing designs, getting quotes. Is there a way of funding or subsidising? Won't be coming out of the 2025 budget.</p> <p>Neighbours fence located by the bike shed. Leaning into her property. Would like reassurance that no balls etc hit against the fence. Will look at costs for fixing the fence.</p>	
<p>Presiding Member</p>	<p>Met with Simon and Tina, checked in with Toby. Dinners were well received for parent interviews. Discussion was had regarding payment of meals. Look at adding in the 2026 budget for staff wellbeing. Managing expectations for what the price of the meal can be. Well appreciated and received by the staff. Will need clarification from Tina.</p> <p>Look at expanding/revisiting principals' discretion. Phillip to discuss with Tina.</p> <p>Board newsletter, combined with school newsletter to be out by end of the term.</p>	<p>Motion : The Board moved that the Presiding Members Report be approved. Moved : Phillip Hartell Second : Sandra Honey</p>
<p>Policy and Procedure Update - Sandra</p>	<p>Board Assurances - refer to principals report. Making sure that the staff is aware of the assurances for Health and Safety and Induction.</p> <p>Policy. Tabled and updated.</p> <p>Read the updates on the demo site.</p> <p>Physical Restraint Rules and Guidelines - Board noted the changes to the minimizing physical restraint policy.</p> <p>The board noted the delayed schedule review of the Concerns and Complaints policy and its subtopics.</p> <p>AI policy - carried forward to the next meeting. Sandra has put it on the site, model site. Needing to be careful of general</p>	<p>Motion : The Board moved that the Policies and Procedures that were discussed be approved. Moved : Paula Second : Phillip</p>

	AI. Needs to confirm the policy.	
Finance - Phillip Fundraising Camp	<p>Tabled as read.</p> <p>February Report Tabled</p> <p>Ratio holding firm. Tina to send out an explanation of the ratio.</p> <p>The Board approves the Statement of Financial Position Budget for 2025.</p> <p>Draft 2024 Annual Accounts - Tabled. Submitted for completion to the Auditor. Deficit of \$24,813. Anticipating a short fall, look carefully at expenditure. Conscious of planning for the future.</p> <p>Delegations of Authority don't have any figures attached to it. Anything outside of the budget should come to the board for approval. Board delegates authority within the budget (less than \$1,000).</p> <p>Fundraising - Round the Riverwalk - Board supports Eds Fundraising Initiatives around the RISE Challenge walk</p> <p>Working on fitness with students for next term. Have spot prizes. Would like to have every student raise \$35 each. Motivate students to buy into the prizes. Consider the timing. Fundraising towards Learning Support.</p> <p>Camp Trying to make it affordable. Communication to the parents to go out.</p>	<p>Motion : The Board moved that the February Financial Report be approved. Moved : Phillip Hartell Second : Sandra Honey In favour : All</p> <p>Motion : The Board approves the Statement of Financial Position Budget for 2025 Moved : Phillip Hartell Second : Sandra Honey In favour : All</p>
Health and Safety Update- Phillip	<p>The Neighbor in Mitre Grove would like students to stop standing on the gas main cage.</p> <p>Students also throw acorns/feijoas over the fence - used as missiles. Add to student notices.</p>	
Property - Natasha - via Principal report	<p>Some windows are being replaced in the hall, and have gone over budget.</p>	

Cultural Advisor - Whaea Ange	Kapa haka is huge - 80 students. Spoke to Simon - Hutt Fest 2 day Wānanga - work with students for 2 days in the term 1 holidays. Looking for a venue for Have tried over Wellington. FIS will run this event, and will be looking for volunteers.	
Correspondence	Institute for Directors - email from Holly Pears	No action
Actioned		
Review	Policy and Procedures - a lot better being moved forward.	
Next Meeting	Monday, 26th May 2025 @ 6.15pm	
Meeting closed	8.20	

Carried Forward	Action
Fundraising Policy	Amy - review
Budget	Phillip - done
School docs	Sandra - done
Board Roles	Paula
Succession Planning	Team - newsletter
Bike Track	2025 - still waiting for Kimi Ora. Bike track will naturally be made by the students.
Kimi Ora	Carried forward - Simon to email John
Staff Code of Conduct/AI Policy	Sandra - carried forward
Newsletter	Paula/Team - anything to add

Electronically Signed :

Presiding Member: Paula Glen

Date : 26/05/2025

