MINUTES (in Review)

OCTOBER MEETING

Name:	Frasertown School
Date:	Tuesday, 13 October 2026
Time:	3:30 pm to 6:30 pm (NZDT)
Location:	Default Location, 5 Russell Parade North
Board Members:	Mike Wilson (Chair), Colin Tarr, Laura Hooper, Louise Greaves, Rebecca Awarangi
Attendees:	Tiara Bligh
Apologies:	Amy Crarer

1. Opening Meeting

1.1 Confirm Minutes

September Meeting 14 Sept 2026, the minutes were confirmed as presented.

Pou Project Update

The Principal provided a detailed accounting update regarding the $20,000 Pou Project funding from the Cyclone Gabrielle Relief fund and audit checks:

- **Funding History & DIA Audit Resolution:**
  - Contact was made with the Department of Internal affairs regarding the Pou project funding application in 2024.
  - It was confirmed the grant has been officially signed off and closed following verbal confirmation provided by previous management in June 2026.
- **Carver Payments & Location Fixes:**
  - The master carver was previously paid $15,000 (materials/carving) plus $3,000 (palisade installation).
  - A further $6,000 account has been submitted to progress the remaining carving work and re-siting.
  - Carver's business management agreed to assist in absorbing the installation costs of moving the palisades to the correct location facing the covered court.
- **Budget Line Resolution:**
  - Formal Resolution: That the Board approve charging the $6,000 progress invoice for the Pou Project to Budget Line 2036 (Social Sciences Curriculum). The Board noted this will overspend the specific line item, but accurately reflects the social/cultural curriculum nature of the project.

Moved: Rebecca

Seconded: Laura

AGREED

Staff Salary Assessments Outcome

The Board received positive confirmation regarding the back-pay determinations for the two beginning teachers. The Ministry/EdPay determined the effective back-pay dates apply from their initial appointment and this backpay has been actioned.

The Board reviewed the previous minutes and confirmed they were a true and accurate record. The minutes were accepted without amendment.

Motion: That the minutes of the previous meeting be confirmed as a true and accurate record.
Moved by: Louise

Seconded by: Laura

AGREED

1.2 Interests Register

2. Decisions and Discussions

2.1 Correspondence

Correspondence & Leave Approval

The Board formally reviewed and approved the written leave request for staff member Cherie Kipilovic:

- **Leave Approval:** The Board noted the timing of the extended sick leave request (commencing around Week 6/7 of Term 4) and formally granted approval..
- **Formal Signing:** Chairperson, Mike signed the approval documentation on behalf of the Board of Trustees.

Moved: Mike

Second: Laura

AGREED

2.2 Matters Arising

3. Actions from Previous Meetings

3.1 Action List

Community Hub Project Update

- **Site Selection & Consultation Outcome:** It was reported on recent meetings with the Frasertown steering group. The group indicated they are not interested in locating the proposed Community Hub on school grounds, citing a desire for independent operational control and unrestricted access during school hours.
- **Board Position:** The Board noted the outcome and agreed that maintaining a clear focus on core school operations is the best path forward for the school over the next 3 to 5 years.

Pacific Membrane Canopy Update

- **Ongoing Action:** Colin noted that due to competing high-priority operational demands, he has not yet made contact with Phil from Pacific Membrane regarding the canopy structure.
- **Status:** The canopy resolution remains an active item on the Board's action register for follow-up as time permits.

4. Management Reports

4.1 Principal Report

Principal's Report

The Board received and reviewed the Principal's Report.

Roll Projections & Class Structure (2027 Planning)

- New Entrants/Year 1: Starting at 7–8 students, scaling to 13–15 throughout the year.
- Year 2/3: 22
- Year 3/4: 27
- Year 4/5: 26
- Year 5/6/7: 23

- **Starting Roll Estimate:** Projected to open at 104–106 students at the start of Term 1, growing to 110–112 students with incoming in-zone new entrants.
- **Staffing & Operational Funding Baseline:**
  - Base ministry staffing and operational funding are pegged at a grading roll of 124 students for 2027. This will be confirmed after the March roll return.
  - Out-of-zone enrolments do not generate additional Ministry property and staffing grant adjustments, requiring careful allocation of available ballot spaces.

Enrolment Scheme & Out-of-Zone Ballot

- **Formal Resolution:**

  The enrolment scheme states that each year the Board of Trustees will determine the number of places that are likely to be available in the following year for the enrolment of students who live outside the home zone. The Board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

  It is proposed to put a public notice in the Wairoa Star on Thu 15 October with an on-line enrolment for children wishing to be in the ballot being completed by midday Wed 28 October and the ballot being held on Fri 30 October.

  Moved: Colin

  Seconded: Louise

  AGREED

- **Ballot Terms & Notification:**
  - Public notice for an out-of-zone ballot has been published via social media, skool loop and the Wairoa Star. The draw will take place on October 30th 2026 for the 2027 school year.
  - Available ballot places are two new entrants and three for year 5/6.
  - Successful ballot entry guarantees enrolment for the duration of the student's schooling; however, it does not automatically guarantee places for future incoming siblings if space is unavailable in subsequent years.

2027 terms and holidays

That the Board approve the following terms and holidays for 2027:

Term 1	Mon 1 Feb	Fri 9 Apr	46 days
Term 2	Tue 27 Apr	Fri 2 Jul	47 days
Term 3	Mon 19 Jul	Thu 23 Sep	49 days
Term 4	Mon 11 Oct	Wed 15 Dec	46 days

188 days (376 half days) are required for those schools who use the 2 curriculum days they are entitled to in 2027. These are pencilled in for Thu 25 March (day before Easter break) and Fri 24 Sep (end of term 3). Two ToDs could be had on Thu 28 and Fri 29 Jan using call back provisions in the PTCA. ToDs and curriculum days can't be counted in the days open for instruction.

Moved: Rebecca

Seconded: Mike

AGREED

Personnel

That the Board delegate to the finance oversight trustee and the relieving principal the task of processing correct documentation and arrangements regarding the ongoing employment of the school caretaker/groundsperson

Moved Mike Wilson

Seconded Louise Greaves

AGREED

Staff Performance Management

- **Compliance Gap Identified:** A management review revealed a lack of formal job descriptions, annual appraisals, or Professional Growth Cycle (PGC) requirements for staff over recent years.
- **Corrective Governance Framework:**
    - Relief management team will implement Teaching Council compliance processes in Term 4 of 2026.
    - **Mandatory Requirements:** Each teacher must participate in at least two formal reflective discussions per year, one formal classroom practice observation, and maintain documented professional learning logs.
    - **Board Reporting:** The Board will require formal performance appraisal compliance reports on a quarterly basis (every third meeting) and mid-year for the Principal.

Principal Appraisal & Leadership Support

- **Appraisal Process:** The Board reviewed Principal Appraisal processes and approaches. The external consultant (who has conducted the incoming Principal's appraisals at her current school) was recognized for providing highly insightful, objective evaluations.
- **Recommendation:** The Board agreed to discuss appraisal and support options with the incoming Principal and to suggest continuity during the transition to Frasertown, with a view to rotating external appraisers every 2–3 years thereafter.

Summer Holiday Liaison & Point of Contact

The Board confirmed governance and operational communication arrangements for the upcoming 2026/2027 summer holiday break:

- **Holiday Governance Point of Contact:** Parent Trustee **Mike Wilson** has agreed to serve as the designated Board point of contact and communication liaison for the school throughout the 2026/2027 summer break. Mike is to be provided with keys and codes and all relevant agencies will be notified he is the point of contact.

4.2 Financial Report

Financial Report & Approval Process

The Board reviewed the October financial report and all payments for ratification have been approved.

Moved: Laura

Second: Rebecca

AGREED

- **Financial Governance & Payment Controls:**
    - The Board noted the successful implementation of refreshed financial controls and approval workflows in Xero.
    - All vendor invoices and bills now undergo formal pre-approval by the Trustee with Financial oversight Laura Hooper prior to payment processing, ensuring strict oversight and audit compliance.

4.3 Property Report

Swimming Pool Repairs (Completed)

- **Pump & Leak Resolution:**
    - Local volunteers/contractors (Corey, Kendra, and family) successfully resolved the pool leak, installed a new pump ($1,300), and repaired the backup pump for $200 (providing a functional spare).
    - **Dosing System Corrected:** The automated chlorination timer was misconfigured (dosing at 11:00 PM while the pump was powered off, causing severe water discoloration last season). The timer schedule and chemical levels have been recalibrated.
- **Reimbursement:** The Board confirmed direct reimbursement to Corey and Kendra for out-of-pocket pump and testing expenses ($1,300), expressing sincere gratitude for saving the school substantial commercial repair costs.

The Board discussed ongoing seasonal water quality testing, chemical balance (pH and chlorination), and daily maintenance options for the pool ahead of the summer season:

- **Maintenance Requirements:** Independent pool expert Corey advised that once active swimming begins, the pool water must be tested and chemically adjusted every 2 to 3 days. Corey has agreed to assist with training and remain available as a technical backup.
- **Agreed Strategy (Fixed-Term Contract):**
    - To ensure chemical safety, consistent compliance, and operational peace of mind, the Board agreed to seek a **fixed-term contractor or local company** to oversee pool maintenance and testing from mid-November through the end of February.
    - Corey will be engaged to train the appointed contractor on the site's specific pump and automatic dosing setup.

4.4 Audit visit

Annual Audit Preparation & Assurance Reports

The Board discussed upcoming audit preparations following notification of a preliminary audit visit by Crowe (auditors appointed on behalf of the Office of the Auditor-General):

- **Preliminary Audit Visit:** Auditor representative will conduct a preliminary audit visit across Wairoa schools. For Frasertown School, the audit focuses on the 2026 financial year.
- **Audit Assurance Reports Required:**
    1. **Board/Governance Assurance Report:** Questions on fraud risk, financial controls, and governance oversight to be completed collectively by the Board and signed by Presiding Member.
    2. **Management Assurance Report:** Operational and internal control assessment to be completed and signed by the Relieving Principal.

Next Steps: Relieving Principal Colin will draft the Management Assurance Report and circulate it to the Board as a reference to assist trustees in completing and signing off the Governance Assurance Report.

4.5 In Committee

PUBLIC EXCLUDED IN-COMMITTEE SESSION

It was moved:-
That the public be excluded from the following parts of the proceedings of this meeting. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:-

Sensitive expediture clarifications explanation. *Clause 6(c) – Making available this information would prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial.*

Moved: Mike Wilson

Second: Laura Hooper

AGREED.

RESUMPTION OF PUBLIC MEETING

It was moved:-
That the BoT resume in open session.

Moved:Rebecca Awarangi

Seconded: Louise Greaves

AGREED

The Chair reported that, whilst in closed session, the BoT considered the matter as listed and that the necessary recommendations and/or next steps were resolved and duly recorded in in-committee minutes for this session.

5. Close Meeting

5.1 Close the meeting

Next meeting: November Meeting - 10 Nov 2026, 3:30 pm

Signature:_____ **Date:**_____