MINUTES (in Review)

AUGUST MEETING

Name:	Frasertown School
Date:	Monday, 17 August 2026
Time:	3:30 pm to 5:30 pm (NZST)
Location:	Default Location, 5 Russell Parade North
Board Members:	Mike Wilson (Chair), Amy Crarer, Laura Hooper, Louise Greaves, Rebecca Awarangi
Attendees:	Tiara Bligh, Colin Tarr

1. Opening Meeting

1.1 Confirm Minutes

June Meeting 8 Jun 2026, the minutes were confirmed as presented.

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: Amy
Seconded by: Laura

1.2 Interests Register

2. Decisions and Discussions

2.1 Correspondence

IT Accounts and School-Owned Resources

The Board discussed a former staff member's request for access to resources held on the school's IT systems.

The Board noted that school-related documents and resources created using school equipment, school accounts, school time, or for the purposes of the school's operations are considered school property and remain available to the school.

It was noted that the former staff member subsequently withdrew their request for access. The Board therefore agreed that no further action was required in relation to the request.

The Board also discussed the need for a clear and consistent offboarding process for departing staff, including the management of IT accounts and access to school systems. The Ministry of Education's guidance regarding IT account management for departing staff will be followed.

Action:
A formal offboarding process for departing staff, including IT access and school-owned resources, will be follow MOE guidelines to ensure consistent procedures are followed in future.

2.2 Matters Arising

2.3 National Board Election

NZSTA Board Election Results The Board noted the results of the New Zealand School Trustees Association (NZSTA) national elections, which closed on 30 July 2026. All candidates endorsed and voted for by the Frasertown School Board of Trustees were successfully elected to their respective positions.

- **President:** Valerie Alexander-Vui
- **National Board Members:** Valerie Alexander-Vui, Na Rahinia, Lusila Aiono-Tahaafe, James Graham, Ofisa Tonu'u, and Dan Van der Kapp

3. Actions from Previous Meetings

3.1 Action List

Community Hub

The Board received an update regarding the proposed Frasertown Community Hub.

One meeting of the **Frasertown Steering Committee** has taken place. The Presiding member was unable to attend as he was overseas but provided the committee with the school's views and ideas prior to the meeting. No minutes or further update have yet been received. A further update is expected following the next Steering Committee meeting.

The Board discussed the history of the proposed community hub site, which was previously used as a recreation facility with a hall, tennis courts and indoor recreation areas. The Council has previously set aside funding for the redevelopment of the site.

A range of ideas have been raised by the community, including sporting facilities, rugby and netball facilities, community spaces and housing. The Board discussed the importance of considering the ongoing maintenance and management of any future facilities.

The Board also discussed the potential for Frasertown School to play a role in providing community facilities. The school already provides a range of facilities for community use, including the canopy and swimming pool, and has hosted community events and activities.

It was noted that the school is well positioned to provide a safe, well-maintained community space that can be used by the school during the day and made available to the wider community for appropriate activities outside school hours.

Pacific Membrane Canopy

The Board discussed the ongoing issues regarding the incomplete and damaged canopy structure installed by Pacific Membrane (Phil) dating back to 2019/2020. It was noted that work remains uncompleted, materials are missing, and components are now damaged due to improper installation and weather exposure. Despite full payment (less a small retention), the vendor has consistently ignored communications and provided substandard service.

To resolve the matter, the Board agreed on a strategy to issue formal correspondence outlining potential escalation steps—including referral to the Disputes Tribunal, reporting to professional industry bodies (such as Licensed Building Practitioners/Master Builders), and issuing formal notifications to the New Zealand Principals' Federation and the New Zealand School Trustees Association.

Action Item: Colin to investigate, review relevant industry listings, and draft formal correspondence to Pacific Membrane outlining the required remedies and potential regulatory and legal escalations.

4. Management Reports

4.1 Principal Report

Māori Language Factor Funding (MLFF)

The Board reviewed the school's Operations Funding Notice regarding Māori Language Factor Funding levels. It was noted that the school is currently classified at Level 3 ($38,000 per annum, requiring 7.5 to 12.5 hours per week of instruction in Te Reo Māori across all classrooms).

Following the departure of specialized teaching staff, the school is currently operating at Level 5 (separate Te Reo Māori instruction for less than 3 hours per week). To ensure regulatory compliance and accurate funding reporting, the Board directed that all future student enrollments be classified at Level 5, and that the Ministry of Education be notified of the adjustment.

Motion: That the Board reclassify the school's Māori Language Factor Funding level from Level 3 to Level 5 effective immediately, classify all new student enrollments at Level 5, and adjust future operational funding expectations accordingly.

Moved: Mike
Seconded: Amy
Carried

Kapa Haka

Motion: That the Board notes the contracting arrangement of Nigel Ross (Kapa Haka tutor) to assist for 2 hours per week (at a reasonable rate) for waiata-a- ringa me haka learning and for competition team training.

Moved: Rebecca
Seconded: Laura
Carried

Vetting of Support Staff

The Board received an update on Police Vetting for non-teaching and support personnel and it came to light a number anomalies which require further investigation. Note that through communication with police management, unvetted staff have been processed and there are no issues.

Principal Recruitment & Staffing Options

The Board reviewed the progress of the Principal recruitment process:

- **Information Packs & Applicants:** Five potential candidates have requested information packs.
- **Closing Date & Next Steps:** The Board agreed to allow the current Principal advertisement to close as scheduled on Saturday, conduct preliminary interviews with shortlisted applicants, and evaluate whether to appoint or re-advertise.

- **Deputy Principal (DP) Position:** The Board discussed running a parallel recruitment process for a 3-Management-Unit Deputy Principal role to create a strong leadership structure for an incoming Principal.

Action Item: Colin to finalize preliminary candidate discussions, compile application packages for Board review following the Saturday deadline, and prepare the job documentation for the Deputy Principal vacancy.

Motion: That the school advertise the vacant teaching position on the open market as a 3 MU deputy principal (senior classes) role and that following the outcome of that process consideration be given to the possible internal advertising for an assistant principal (junior classes) role.

Moved: Colin
Seconded: Louise
Carried

Ministry Transport & School Bus Routes Hui

The Board discussed an upcoming online hui scheduled with Ministry transport representatives regarding proposed adjustments to local school bus routes. Concerns were noted regarding potential route reductions and their impact on rural students.

To ensure effective input during the meeting, the Board agreed that Amy, Mike and Louise will join the online hui alongside Colin.

Action Items:

- Colin to confirm and distribute the meeting invitation for **Wednesday, 2 September 2026 at 2:00 PM**.

Solar in Schools Feasibility Assessment

The Board received an update regarding eligibility for the Ministry's solar energy installation initiative. Assessments to determine roof suitability and site capability are scheduled for late 2026. Further evaluation will take place once site assessment results are received from the Ministry.

Curriculum

Motion: That the Board approves a $5000 contingency fund from reserves to be utilised by the co-principal and
curriculum lead to purchase crucially required literacy curriculum resources to directly support classroom
programmes

Moved: Laura
Seconded: Louise
Carried

Principal's Report The Board formally received and accepted the Principal's Report as presented, noting appreciation for receiving the documentation prior to the meeting.

Motion: That the Principal's Report be received.

Moved: Laura
Seconded: Mike
Carried

4.2 Financial Report

Financial & Budget Review

The Board received a detailed financial update regarding the 2026 operating budget.

To ensure clear oversight and manage a two-year financial recovery plan, the Board agreed to adopt the revised 2026 budget and appoint a dedicated finance oversight trustee.

Motion:

That the Board adopt the revised 2026 budget as prepared by Eclypse Accounting in July 2026.
That the revised budget with expected net deficit as tabled and discussed be noted.
That Laura Hooper be appointed as BoT Finance oversight trustee and that the BoT authorise the principal, in
consultation with the Finance oversight trustee to commit funds within revised budget parameters and that
any expenditure outside the budget (or in areas of significant overspend) be considered and determined by the
full BoT.

Moved: Rebecca
Seconded: Amy
Carried

Financial Report & Ratification of Accounts

- **Invoices for Ratification:** The Board formally ratified payments totaling $65,354.
- **Financial Delegation & Controls:** To prevent unauthorized spending and ensure dual sign-off, all non-standard operational expenses over a set threshold must receive prior Board or designated trustee approval.
- **Xero System Access & Approval Protocols:** Moving forward, EFTPOS/debit card fund transfers and invoices will require dual approval. Laura will be set up with Xero approval access to review, scrutinize, and approve loading bills alongside the Principal/Finance Trustee.

Motion: That the financial report be accepted, the payments totaling $65,354 be ratified.

Moved: Laura
Seconded: Louise
Carried

4.3 Property Report

Container

The Board discussed a hazard regarding the storage container on site, noting that sunken ground has jammed the doors shut, rendering the contents inaccessible.

Action Item: Mike to follow up with Chris regarding options to re-level or adjust the sunken ground to restore safe access to the container.

Playground Maintenance (Bark Replacement) The Board noted that the playground bark has become compacted and requires replenishment to maintain safety standards. The purchase and delivery of fresh bark will be arranged upon Mazz's return.

Action Item: Tiara will order playground bark for purchase and delivery.

Emergency Management & Security Systems Review The Board discussed significant safety and security concerns regarding classroom access, emergency drill compliance, and key management:

- **Lockdown & Building Security:** The Board noted that all classroom cannot currently be locked down from the inside, presenting a serious health and safety vulnerability.

Correspondence has been sent to the Ministry of Education Property Officer regarding this issue.

- **Emergency Preparedness:** It was identified that the school is not compliant regarding mandatory termly emergency drills (fire, earthquake, and lockdown), and that no updated Emergency Management Plan is currently active.
- **Master Key System Upgrade:** Concerns were raised regarding the current key system there is an unknown number of duplicated keys. The Board reviewed a proposal for a master key system upgrade estimated at approximately $6,000.

Action Items:

- Staff to draft an updated Emergency Management Plan and schedule mandatory fire, earthquake, and lockdown drills for Term 3 and 4.
- Colin to follow up with the Ministry Property Officer regarding lockdown capabilities for the new classrooms and obtain comparative quotes for the master key system installation.

Motion: That the Board approve the master key system upgrade up to a budget of $6,000 plus GST, authorize Colin to seek potential Ministry of Education/insurance co-funding, and obtain comparative pricing from local locksmith providers.

Moved: Louise
Seconded: Rebecca
Carried

4.4 Health & Safety Review

SunSmart School Grant Application

The Board discussed submitting an application for the SunSmart School Grant to secure funding for portable shade structures (umbrellas or heavy-duty pop-up gazebos) to replace old, damaged equipment and improve sun protection for staff and students during outdoor activities and swimming instruction.

The application deadline requires a formal letter of endorsement from the Board. The total grant pool is $3,500, with typical individual school allocations ranging from small sun-protection resources up to full equipment grants.

Motion: That the Board approve and sign a letter of support for the SunSmart School Grant application for the school.

Moved: Laura
Seconded: Louise
Carried

5. Close Meeting

5.1 Close the meeting

Next meeting: September Meeting - 14 Sept 2026, 3:30 pm

Signature:_____ **Date:**_____