# DRAFT MINUTES

## SEPTEMBER MEETING

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| **Name:** | Frasertown School |
| **Date:** | Monday, 14 September 2026 |
| **Time:** | 3:30 pm to 5:43 pm (NZST) |
| **Location:** | Default Location, 5 Russell Parade North |
| **Board Members:** | Mike Wilson (Chair), Amy Crarer, Colin Tarr, Laura Hooper, Louise Greaves |
| **Attendees:** | Tiara Bligh |
| **Apologies:** | Rebecca Awarangi |

# 1. Opening Meeting

### 1.1 Confirm Minutes

**August Meeting 17 Aug 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: Laura
Seconded by: Colin

### 1.2 Interests Register

# 2. Decisions and Discussions

### 2.1 Correspondence

**Correspondence – Ben Quane (Project Management Fee Adjustment)**

The Principal received correspondence regarding an administrative adjustment to Ben Quane's project management fee to correct a minor figure discrepancy required for audit compliance.

**Motion:** That the Board note and ratify the formal correspondence and fee adjustment for project management services as required for audit documentation.

Moved by: Laura
Seconded by: Lou

### 2.2 Matters Arising

# 3. Actions from Previous Meetings

## 3.1 Action List

| Due Date | Action Title | Owner(s) |
|---|---|---|
| 8 Jun 2026 | Community Hub<br>**Status:** In Progress | Frasertown School, Mike Wilson |
| 8 Jun 2026 | Canopy<br>**Status:** Cancelled on 18 Aug 2026 | Frasertown School, Tiara Bligh |

# 4. Management Reports

## 4.1 Principal Report

### Enrolment Scheme & Recapitation/Year 7–8 Review

- **Ministry Advice:** The Principal consulted with Hannah Ruth (Lead Advisor Network, MOE) regarding the recapitation status. The Ministry provided some advice to previous management re concerns about the impact on Wairoa College's Year 7–8 department. Changing the status (decapitating back to Year 1–6) would require a lengthy formal community consultation process.
- **Wairoa College Relations:** The Board acknowledged the positive direction under Wairoa College's new principal, Drew Manning, and discussed supporting Wairoa College Intermediate department by encouraging Year 7–8 transitions/enrolment where appropriate for ākonga.
- **School Capacity & Cohorts:** Current roll sits around 114–115 students. Incoming cohorts present future physical capacity constraints, which will require careful management.
- **Out-of-Zone & Ballot Planning:**
    - Enrolment intentions/future enrolment survey letters are out to in-zone current families (due back Thursday 24th September).
    - A formal waiting list has been established classifying applicants by statutory enrolment scheme priority levels (1st–6th).
    - The Board will determine in the first week of Term 4 whether any out-of-zone balloted places could be offered for 2027.

### Financial & Audit Corrections (Māori Language Factor Funding)

- **Funding Audit Recovery:** An internal audit revealed that the school had been incorrectly claiming Level 3 Māori Language Factor Funding without meeting the required curriculum delivery hours (7.5–12.5 hours/week of curriculum delivery) in te reo Māori. Correcting the March 1 and July 1 returns to the Ministry of Education will see the MOE clawing back $34,000 at the end of 2026.
- **Board Resolution:** The Board agreed to submit corrected returns immediately to ensure full compliance and avoid possible regulatory audit problems.

Moved by: Mike
Seconded by: Amy

### Principal Appointment & Staffing Update

The Board formally recorded and celebrated the successful outcome of the principal recruitment process:

**Motion:**That the Board records, with delight, the confirmed appointment of Julie Scandrett as the new permanent Principal of Frasertown School, wef 1 Feb 2027.

Moved by: Amy
Seconded by: Laura

- **Teacher Bonding Scheme Incentive:** The school was successful in securing funding under the Ministry of Education's Teacher Bonding Scheme. This incentive package has been attached to the currently advertised senior teacher vacancy to attract high-quality candidates to the school.

## Staffing & Leave Approval

The Board reviewed a request for extended sick leave and considered a fixed-term coverage arrangement:

- **Leave Request Details:** Cherie Kipilovic will be applying for up to 6 weeks of sick leave for surgery recovery, scheduled to commence in late October (beginning of Term 4). Cherie currently has 8.5 days of accumulated sick leave available.

**Formal Resolution:** That the Board resolve to offer **Sheree Farr-Ranginui** a fixed-term employment contract for 15 hours per week to cover the sick leave absence of Cherie Kipilovic for up to 6 weeks, commencing upon the start of the leave period in Term 4.

Moved by: Louise
Seconded by: Mike

## Employment & Legal Advice Update

- **NZSBA Advice:** The Principal is working with an NZSBA Employment Advisor to draft correspondence to former management seeking clarifications regarding some expenses.
- **Insurance Notification:** The Board will discuss matters with its insurers regarding any potential employment/financial dispute proceedings to ensure coverage and advice to the school.

## Staff Salary Assessment & Administrative Compliance

- **Issue Identified:** A lack of clarity and process regarding teacher and staff salary assessment documentation (e.g., Form EP7t for EdPay). The Board noted that ITE training and previous administrative oversight had left gaps in how previous relevant service, qualifications, and pay scales were calculated and approved.
- **Corrective Action:** Colin will provide the EP7t forms and process documentation to the Board and administration manager (Tiara). Salary assessments will now be systematically completed and tracked for all new teachers and teaching staff who have been away from permanent teaching positions for 2+ years.
- **Caretaker Employment & Job Description**
    - **Job Description & Contract Rectification:** A comprehensive, job description will be drafted to outline clear duties, expected hours, and responsibilities for the caretaker role.
    - **Safety Audit:** An audit of caretaker equipment, tools, and maintenance tools will be conducted.
    - **Equipment Maintenance & Safe Access:** Any unsafe, non-compliant, or damaged equipment will be tagged out, repaired, or replaced to ensure compliance with Health & Safety standards.

## Curriculum & Professional Learning and Development (PLD) Update

The Board reviewed progress on Structured Literacy resources and confirmed details for upcoming Teacher Only Days (TODs).

- **Structured Literacy Resources:**

    - The essential literacy resources purchased using the additional $5,000 approved at the previous Board meeting have arrived and are actively in use.
    - Teachers now have structured literacy materials to advance classroom instruction, including decodable/home reading books to support parent-reinforced learning at home.
- **Structured Literacy Teacher Only Day (TOD):**
    - Planned for **Friday, 25 October 2026** with external facilitator Sharni Honour to upskill staff on structured literacy implementation.
- **Maths No Problem TOD & Funding Resolution:**
    - Facilitator Alex Laurie reduced the cost of delivering in-person *Maths No Problem* training at Frasertown from nearly $3,000 (Gisborne-based pricing) down to **$2,150**.
    - The cost will be fully covered using Frasertown's Kahui Ako wash-up funds ($2,670.15 available), which were specifically earmarked for Mathematics PLD.

**Formal Resolution:** That the Board of Trustees confirm the **Tuesday, 27 October 2026** Teacher Only Day will focus on *Maths No Problem* programme approaches held at Frasertown School, and that the cost of $2,150 will be met from the Kāhui Ako wash-up funds ($2,670.15) earmarked for Maths PLD.

Moved by: Louise
Seconded by: Colin

## Property & Cultural Project: Whakairo Pou Project Review

The Board received a report on the background of the stalled Whakairo Pou project (representing the five children of Hinemanuhiri) initiated in 2024.

- **Project Review:** The project lacked prior formal Board budget approval, MOE grant confirmation, or proper community consultation. Additionally, the five palisades were installed in an inappropriate location against expert cultural advice.
- **Remediation & Timeline:**
    - The master carver will complete the five pou carvings.
    - The palisades will be cut off the base by the carver, finished, and re-installed on the grass area facing the covered court between 2–8 November 2026.
    - Kaumatua and the Hinemanuhiri Trust will be engaged to provide cultural learning for tamariki and staff.
    - The completed pou will be mounted between 23–27 November, with a dawn blessing and unveiling scheduled for **Friday, 27 November 2026**.

**Formal Resolution:** That the Board note the report on the Pou Project Whakairo Pou, approve the proposed project remediation plan, and agree, in good faith, to fund up to a further $12,000 from resources to bring this project to a satisfactory conclusion.

Moved by: Amy
Seconded by: Colin

## Board Oversight & Employment Committee

- **Delegation & Governance/Finance Controls:** The Board discussed pulling back delegated authority on employment decisions to ensure greater transparency and prevent past issues that became apparent.
- **Proposed Structure:** Consideration will be given to establishing an **Employment Committee**.
    - All future appointments will require Board approval of the overall package and rationale.

- Major recruitment processes (e.g., caretakers, specialist staff, support staff, teachers) will include at least two designated Trustees alongside the Principal.

## 4.2 Financial Report

**Financial Report & Operational Budget Review**

The Board reviewed the August financial reports, approving the overall report while highlighting several specific budget variances and funding opportunities:

- **Waste Management Overhead Variance:**
  - The Board noted that the rubbish removal line item is over-budget (128% spent against a $3,000 annual budget, averaging ~$450–$550/month).
  - *Security Concern:* The wheelie bin lacks a lock mechanism, raising concerns that community members may be dumping household rubbish in the school skip.
  - *Action:* The budget figure for waste removal will be doubled in next year's operational draft. Staff will investigate fitting a lock to the bin to prevent unauthorized local use.
- **Payment Approval Diligence (Xero Process):**
  - The Board acknowledged the updated payment approval workflow via Xero, where Laura (the Trustee with finance oversight) reviews line-item descriptions and invoices every Thursday before payment release.
- **PTA Funds Allocation & Beginning Teacher Support:**
  - The Board reviewed the current PTA account balance (~$2,000, derived from historical fundraising).
  - *Resolution:* From the PTA account a suggestion of classroom setup grants for the school's two beginning teachers to purchase essential classroom learning resources. Equipment purchased will remain school property. The Principal will advise on this at the next meeting.
  - Anticipated upcoming revenue from Pet & Flower Day (~$900) will replenish the PTA account.

**Governance Training (School Financial Literacy):**

- The Board discussed upskilling trustees in school-specific financial governance (Education sector accounting standards vs. commercial accounting).
- *Action:* Colin to share training resources from Wayne Facer (School Accounting Specialist) and contact Cheryl Bunker (NZSTA Governance Advisor) regarding hosting a "Finance 101" workshop for Wairoa district school trustees.

## 4.3 Property Report

**Property & Security Update: School Locksmith & Keying Options**

The Board reviewed updated quotes from Gemmell Locksmiths and an update regarding Ministry of Education (MoE) insurance funding for the school's key system replacement:

- **MoE Insurance Assessment:** The School Property Advisor (SPA) confirmed that MoE insurance funding may be available under 'lost key' provisions.
- **Comparative Locksmith Quotes (Gemmell Locksmiths):**
  - **Like-for-Like Replacement:** $5,142.68 (GST incl.)

    - **Master Key System Upgrade:** $6,843.09 (GST incl.)
- **Funding Approval:** The school has submitted both quotes to the SPA. If approved, the MoE insurance claim may cover the like-for-like amount ($5,142.68), with the school paying the top-up difference (~$1,700.41) to secure the preferred Master Key System.

**Motion:** The Board reaffirmed its decision to proceed with the Master Key System installation as soon as formal outcome notification is received from the MoE.

Moved by: Mike
Seconded by: Colin

**Property & Maintenance: Swimming Pool Repairs**

The Board reviewed maintenance requirements for the school swimming pool, specifically addressing structural cracks and essential pump repairs:

- **Quote (Taylors Pools & Spa):** The school received a repair quote totaling **$5,430.65** (GST incl.) to repair the crack and fix the pump system.
- **Cost Comparison:** To ensure due diligence and competitive pricing, Laura will obtain a second comparison quote from a pool business in Gisborne before any repair work is contracted.
- **Next Steps:** The quotes will be presented to the Board for final approval once the secondary estimate is received so repairs can be completed prior to the summer swimming season.

## 4.4 Health & Safety Review

**Health & Safety Report: Emergency Drills**

The Board received a report on school emergency drill compliance and planning:

- **Fire Drill Performance:** A successful fire drill was held on Wednesday, 9 September 2026. All staff and students were safely evacuated and fully accounted for within **4 minutes and 20 seconds**. The Board commended the Office Administrator for planning and executing an efficient process.
- **National ShakeOut (Earthquake Drill):** Frasertown School has officially registered for the National ShakeOut earthquake drill scheduled for **21 October 2026**.
- **Lockdown Drills:** Additional fire drills will continue throughout the term. Formal lockdown drills are currently paused and will be scheduled immediately following the installation of the new master key system, which will enable all classrooms and facilities to be securely locked from the inside.

**Health & Safety Governance & Policy Review**

The Board discussed the ongoing health and safety review and alignment with SchoolDocs policies:

- **Policy Review Schedule:** Board members agreed to access the online SchoolDocs portal to identify and schedule upcoming policy reviews requiring Board input for the current term.

# 5. Close Meeting

## 5.1 Close the meeting

**Next meeting:** October Meeting - 13 Oct 2026, 3:30 pm

**Signature:**_____ **Date:**_____