

Te Kura o Paetumokai Featherston School
Meeting of the School Board on Wednesday 25th March 2026
Staffroom 6.00pm

KARAKIA

1 WELCOME

1.1 Present: Vanessa Phillips (Principal), Megan Stanley, Adam Mattsen, Courtney Smith, Amanda Cuff, Abby Waterson (staff representative), Sandra Walters (SB minute secretary).

1.2 Apologies: Sara Cory Isbister

1.3 Conflicts of Interest: None

1.4 Confirmation of Minutes:

Motion by Adam / Seconded Courtney: that the minutes of the previous SB meeting held on 25th February 2026 are confirmed as a true and accurate record.

Carried.

1.5 Actions from Previous minutes:

Wellbeing Survey: NZCER wellbeing survey is only for teachers. TAs cannot action it. SB needs to create a google form so all staff can action it. Can be delegated to the principal to administer. Send it out in holidays to be returned end of week 1. Megan to devise set of 5 short questions and circulate to Board.

Fundraising An Email from Jasmine Turner and Amanda re a parent-led fundraising committee was tabled.

Vanessa received a quote from AV to update technology in the hall \$39,000.

Board is supportive in principle with the establishment of a parent-led fundraising committee. Board to work with Jasmine to create a memorandum of understanding, including the proviso that the Board works with the committee on what is being planned and when, what funds are being raised for etc. Amanda to action.

2 PRINCIPAL'S REPORT

Principal's report taken as read.

2.1 Attendance: Discussion on how to report student attendance to the Board. End of each term will suffice.

2.2 Riversdale Trip: Was for a Ki o rahi tournament.

Motion by Courtney/ Seconded Abby: that Principal's report be accepted.

Carried

3 BOARD PAPERS

3.1 Technology Invoice Increase

Vanessa to investigate how technology expenses and income are tracking and come back to next meeting to consider the proposed invoice increase for client schools. Need to consider formalising arrangement with client schools - an MOU.

3.2 Governance Manual

Motion by Courtney/ Secoded Megan that the updates to the Governance manual are approved

Carried

3.3 Policies

Motion by Adam, Secoded Megan that the Board approves the presented Digital Technology Guidelines with an amendment to adjust that most digital sessions are 20 – 30 minutes in length.

Carried

4 CORRESPONDENCE

Inwards

- Kahungunu ki Wairarapa re donation of 500.
- Beginning Principal Programme notification that Vanessa will be moving to a different programme when her 2 years are up.
- Auditplus reviewing 2025 accounts. Their deadline is 5th May.

Outwards None

5 GENERAL BUSINESS

5.1 Strategic Plan: Adam presented a term by term plan. Another meeting early next term to formalise timing.

5.4 Policy Reviews: The following policies are reviewed:

- Cellphones and other personal digital devices
- Firearms Not Allowed

Minutes approved as a true and accurate record.

Signed: _____ Dated: _____

Meeting closed: 8.03pm.

Next meeting: Wednesday 6th May 2026, 6.00pm.

Action List:

| | Who responsible | | Update |
|----|-----------------|--|------------------|
| 11 | Vanessa | Procedure needed for dealing with comments put on Schooldocs | 25/3 Ongoing |
| 12 | Vanessa | Circulate to SB comparative achievement data from 2025, Maori/Non-maori | 25/3 Still to do |
| 18 | Megan | Circulate staff wellbeing questions | |
| 19 | Amanda | Liaise with Jasmine re fundraising proposal and draft initial MOU, to circulate around other Board members | |
| 20 | Vanessa | Investigate technology expenses/ income | |
| 21 | | | |

Closed Action Points

| | Who responsible | | Update |
|----|-------------------|--|--|
| 4 | Adam | Check delegation of Presiding member re-signing of documents | 19/11 Check Governance manual 25/2 Ongoing 25/3 In governance manual |
| 5 | All Board members | Study policies relevant to their portfolio. Suggestions on what would like to see in principal's report. | 19/11 Ongoing 25/2 Ongoing 25/3 Actioned |
| 7 | All Board members | Flag critical items under their portfolios in Board work plan and insert key milestones into dashboard | 25/2 Ongoing 25/3 In board work plan |
| 13 | Vanessa | Include all 4 pages of Annual plan in principal's report | 25/3 Complete |
| 14 | Adam | Set a date for a strategic plan workshop | 25/ 3 Complete |
| 15 | Adam | Check what is the best process for conducting a staff wellness survey | 25/3 Updated – survey out by end of term. |
| 16 | Vanessa | Check with Netsafe – what is a Netsafe review? | 25/3 discontinued so policy wording needs updating |
| 17 | Vanessa | Circulate to the Board how the acceptable use part of the policy being applied in the classrooms | 25/ 3 complete |
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