Wadestown School Board:
Minutes
02 September 2026

Status of the Minutes: Final

Approval and Release of Minutes

Review

The minutes documented within were reviewed by:

- Amanda Frater (Principal) on 21 October 2026
- Blair Macdonald (Presiding Member) on 20 October 2026
- Richard Nacey (Presiding Member) on 20 October 2026

Confirmation of Minutes

The minutes documented within were confirmed at the Wadestown School Board Meeting held on **28 October 2026.**

Resolution

That the minutes of the Board meeting held on **02 September 2026** be accepted as a true and correct record. **Moved**: Michelle Crutchley **Seconded**: Murray Williams. **Result[1]: Carried Unanimously**

Release of Minutes

Approved for public release by Blair Macdonald and Richard Nacey (Presiding Members) , strictly excluding all confidential and in-committee proceedings.

[1] Result options are Carried Unanimously, Carried Unanimously with Changes, Carried (By Majority), or Deferred.

In Attendance

- All Trustees were present (see Appendix A - Attendance Tracker).
- Maea Hohepa (Minute Taker) was present.
- **Apologies**: No apologies were received.
- **Visitors:** No visitors.

Welcome

Led by Blair Macdonald

- **Call to Order:** The Presiding Member, Blair Macdonald, opened the meeting (call to order) at 6.35 PM and welcomed all present.
- **Opening Karakia:** Blair Macdonald led the Board in an opening Karakia.
- **Minimum Quorum:** The minimum quorum needed (4) was met.

Board Administration

Presented by Blair Macdonald

Declarations of Interests:

- No declarations of interests.

Approval of Previous Minutes

Presented by Blair Macdonald

Confirmation of Previous Minutes

- **Resolved (Unanimously):** That the minutes of the previous meeting held on **Wednesday 05 August 2026** be accepted as a true and correct record. **Moved**: Amanda Frater. **Seconded**: Michelle Crutchley. **Result:** Carried unanimously.

Action Tracker Updates

The Board reviewed the current status of outstanding items.

For the full Action List, refer to the **Board Action Register dated 2 September 2026**.

Each Action ID number (eg, ACT-2026-10) matches the Action ID in the Board Action Register.

Actions Completed

- **ACT-2026-10 (Caretaking**): Update on caretaking costs provided.
- **ACT-2026-21 (Pedestrian Safety)**: Road safety measures implemented include installing 30 km/h speed limit signage and vegetation clearing.

- **ACT-2026-29 (Enrolment Data Analysis):**Completed based on available data. Analysis to be incorporated as part of the principals report.
- **ACT-2026-30 (Staff Contracts):** The agreed changes have been made.
- **ACT-2026-39 to ACT-2026-41 (Board Info Packs):** Changes made. Board pack improvements observed by Board Members.

Actions In Progress

- ☐ **ACT-2026-09 (Communication Plan):** Meeting to be organised between Blair MacDonald, Maea Hohepa and Amanda Frater to scope the work.
- ☐ **ACT-2026-11 (Caretaking)**: Blair MacDonald to look into caretaking options.
- ☐ **ACT-2026-18 (Volunteer Request - Brochure):** A request for yearbook and brochure design volunteers will appear in the next newsletter.
- ☐ **ACT-2026-26 (Extracurricular Fund Proposal):** Murray Williams to submit extracurricular fund proposal at the next PTA meeting.
- ☐ **ACT-2026-28 (Staffing Application to MoE):** Yet to be submitted. Currently 247 students as of 1 July 2026. Application for additional staffing to be submitted by Amanda Frater, to account for a projected 5% variance in student numbers.
- ☐ **ACT-2026-31 to ACT-2026-33 (Rodent Management):** Drafting timetable, insight gathering, drafting school communication, and providing support to Weld St are all ongoing.
- ☐ **ACT-2026-34 (Year Book Production):** Richard Nacey to share the Board's suggested solutions for producing the School Yearbook with the PTA.
- ☐ **ACT-2026-35 (Fence Height Modification):** Potential solution for fence height modifications identified by new Project Management company - OCTA. Proposal currently being developed.
- ☐ **ACT-2026-36 (Parent Correspondence):** Clarification sought from staff and a parent. Response provided by Amanda Frater. Response about road safety concerns to be provided by Amanda Frater.
- ☐ **ACT-2026-37 (AI Policy):** Researching AI policy examples is ongoing. Information gathered to date to be shared with Board members. This action replaces ACT-2026-20.
- ☐ **ACT-2026-38 (Teacher Guidelines - External Tuition):** Guidelines developed. Amanda Frater to add text referring to Section 52 of the Education and Training Act 2020 (NZ).
- ☐ **ACT-2026-42 (Board Succession Planning):** Board discussed selection process for co-opted role to maintain governance continuity, avoid knowledge loss during future turnover, and recruit a broad range of skill sets. Michelle Cruchley to develop communications content about the EOI process for Blair MacDonald and Richard Nacey to review. See Board agreement section below.

The Board **discussed:**

- ☐ The school's enrolment process and the end-to-end student journey from entry to exit. Key ideas raised included introducing exit interviews or surveys for departing families, as well as creating a welcome video for new entrants and families hosted by current students, and information mornings for new entrants.

The Board **agreed:**

- For succession planning, to open a two-week Expression of Interest (EOI) process for one to two co-opted roles. EOI to be emailed to Blair Macdonald and Richard Nacey. A selection panel comprising of three Board Members (Richard, Murray, and Amanda) will review applications followed by semi-formal interviews, and present recommendations to the full

Board for final decision

New Actions

- [ ] Amanda Frater to develop school newsletter content about recent pedestrian safety improvements (ACT-2026-43, Newsletter Content)
- [ ] Amanda Frater to inform Blair Macdonald of current caretaker contracted hours (ACT-2026-44, Caretaking)
- [ ] Amanda Frater to share caretaker log with Blair Macdonald (ACT-2026-45, Caretaking)
- [ ] Maea Hohepa to analyse enrolment data for the Principals Report (ACT-2026-46, Enrolment Data Analysis)
- [ ] Maea Hohepa to develop enrolment process and end-to-end student journey, from school entry to exit (ACT-2026-47, Student Journey)
- [ ] Michelle Cruchley to include an update on current class sizes and highlight actively seeking funding for additional teaching staff (ACT-2026-48, Board News Content)

Principal's Report

Presented by Amanda Frater

Review of Mid-Year Reporting to Parents

The Board **noted**:

- An update on the ongoing review of the mid-year reports, including team feedback, positive feedback received regarding the moderation process implemented, and improvement ideas.

Actions:

- [ ] Amanda Frater to convey the Board's gratitude to staff for their significant effort and hard work to implement the new school reports (ACT-2026-49, Board Feedback)

Mid-Year Overall Teacher Judgment

The Board **discussed:**

- The Mid-Year Overall Teacher Judgment (OTJ) data - now referred to as **IDs** (Informed Decisions for Student Success), including the practical application of the findings. The Board also emphasized the need to handle Māori achievement data with strict confidentiality to protect student privacy within smaller cohort sizes.

2027 School Dates

The Board **discussed:**

- The proposed school dates for 2027. No concerns were raised.

The Board **unanimously agreed**:

- To ratify and approve the 2027 school dates.

Finance

Presented by Richard Nacey

Financial Update

The Board **noted:**

- Education Services is pleased with current financial performance.
- Bank staffing remains well under control.
- Ongoing follow-up on outstanding donations and fees.

The Board **discussed**:

- Offsetting the cost of cyclical maintenance (eg, painting) against the current surplus and obtaining two painting quotes before year-end for accounting purposes.
- The approach for setting fees and donation levels.

Actions:

- [ ] Amanda Frater to obtain two painting quotes before year-end for cyclical maintenance accounting purposes (ACT-2026-50, Painting Quotes)
- [ ] Amanda Frater to share previously collected data on local school fee and donation structures (ACT-2026-51, School Fees/Donations).
- [ ] Richard Nacey and Amanda Frater to present a draft budget for discussion at the next Board meeting (ACT-2026-52, School Budget).

Health and Safety

Presented by Amanda Frater

Review of Emergency Procedures

The Board **noted:**

- Review of several emergency practices are underway, including, Medical Room practices, police vetting, missing child and emergency planning practices.

The Board **agreed unanimously:**

- For WERT (Wellington Emergency Response Team) to use the Rose St school site as a practical learning site for their organisation. In return, they will review our emergency practices.

Police Vetting

The Board **noted**:

- Ongoing discussions with Alliance regarding an issue raised about police-vetted personnel on site.

Strategic Work

Strategic Planning

Presented by Sarah Edmonson

The Board **noted:**

- The 2027 Annual Implementation Plan needs to be completed in early 2027.

Actions:

- [ ] Sarah Edmonson to bring draft 2027 Annual implementation Plan to next Board Meeting for agreement (ACT-2026-53, 2027 Annual Implementation Plan).

AI Policy

Presented by Amanda Frater

The Board **noted:**

- Insights about AI policies and implementation plans from other schools and from a staff member previously involved with AI work, has been gathered. This information will be shared with Board Members shortly.

School Brochure

Presented by Sarah Edmonson

The Board **noted:**

- Draft brochure content developed which has been reviewed by staff.
- Photos to be sourced.

Actions:

- [ ] Sue Edmonson to share the current brochure version with the Board to view (ACT-2026-54, Brochure).

Property

Presented by Amanda Frater and Murray Williams

Drainage Project (5YPP)

The Board **noted**:

- The Drain Doctor completed an assessment and found building materials in the drain. The situation is currently on hold and being monitored.
- The bank slip near the recent deck work could be due to a potential drainage issue. Requires further investigation.

Actions:

- [ ] Amanda Frater to investigate the bank slip (ACT-2026-55, Property Bank Issue).

Fire System Project (5YPP)

The Board **noted**:

- Work at Rose St is ongoing, with a minor, low-cost adapter change required to meet specifications.
- The Weld St system was assessed and deemed fit for purpose. Amanda Frater raised concerns regarding the lack of a lockdown button.
- A new issue found with patched cabling near the Music Block. Recommended fix sent to the Ministry of Education for funding approval, with work currently paused.

Joinery Project (5YPP)

The Board **noted**:

- Work at Rose and Weld St are ongoing.

Bathroom Modifications - Learning Support

The Board **noted**:

- The Ministry of Education appears amendable to bathroom modifications plans proposed by OCTA

New decking - Learning Support

The Board **noted**:

- Ongoing fence height upgrade (funded through learning support pathway)

In-Committee

No in committee discussion.

Correspondence

Presented by Amanda Frater

Solar Panels

The Board **noted:**

- Information about solar panels received by Amanda Frater

Further business

No other business

Closing the Meeting

- **Closing Karakia: Amanda Frater** led the Board in the closing karakia.
- **Meeting Closed: Blair Macdonald** closed the meeting at 8:36 PM
- **Next Meeting:** Wednesday 28 October 2026 at 6.30pm (Term 4, Week 3)

Appendicies

Appendix A: Attendance Tracker

Name	T1 W3	T1 W7	T2 W3	T2 W7	T3 W3	T3 W7	T4 W3	T4 W8
Date	**18 Feb**	**18 Mar**	**6 May**	**3 Jun**	**5 Aug**	**2 Sept**	**28 Oct**	**2 Dec**
Trustees								
Amanda Frater Principal	☐	☐	☑	☑	☑	☑	☐	☐
Blair Macdonald Co-Presiding Member	☐	☐	☑	☑	☑	☑	☐	☐
Katy Synge Staff Trustee	☐	☐	☑	☑	☑	☑	☐	☐
Michelle Crutchley	☐	☐	☑	☑	☑	☑	☐	☐
Murray Williams	☐	☐	☑	☑	☑	☑	☐	☐
Richard Nacey Co-Presiding Member	☐	☐	☑	☑	☑	☑	☐	☐
Sarah Edmonson	☐	☐	☑	☑	☑	☑	☐	☐
MInute Taker								
Maea Hohepa	☐	☐	☑	☑	☑	☑	☐	☐
Visitors								
Hayley Morrison					☑			
Charlotte Vaughan					☑			