Wadestown School Board:
Minutes

Jun 3, 2026

Status of the Minutes: Final

Approval and Release of Minutes

Review: The minutes documented within were reviewed by:

- Amanda Frater - Principal (on 30 July 2026)
- Blair Macdonald - Presiding Member (on 1 August 2026)
- Richard Nacey - Presiding Member (1 August 2026)

Confirmation of minutes: The minutes documented within **were confirmed** at the Wadestown School Board Meeting held on **05 August 2026.**

Resolution: The minutes of the Board meeting held on 03 **June 2026** have been **accepted** as a true and correct record. **Moved** by Blair Macdonald and **seconded** by Michelle Crutchley.
(Carried Unanimously)

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

In Attendance

- All Trustees were present (see Appendix A - Attendance Tracker)
- Maea Hohepa (minute taker) was present.
- **Apologies**: No apologies were received.
- **Visitors:** There were 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:** Amanda Frater led the Board in an opening Karakia.
- **Minimum quorum:** The minimum quorum needed (4) was met.

Board Administration

Presented by Richard Nacey

Declarations of Interests:

- No declarations of interests

Confirmation of Previous Minutes:

- **Resolved (Unanimously):** That the minutes of the previous meeting held on Wednesday 06 May 2026 be accepted as a true and correct record. **Moved** by Blair Macdonald and **seconded** by Michelle Crutchley.

Principal's Report

Presented by Amanda Frater

School Growth

The Board **noted**:

- Roll increased by two students
- Out-of-zone enrolments have risen following the removal of zone regulations
- A plan to manage Year 1 and Year 2 class sizes as new entrants arrive is in place
- Amanda Frater is consulting with Anne Bell (Ministry of Education) to recalculate staffing entitlements based on current and projected roll growth

The Board **discussed**:

- The staffing formula used to calculate class sizes, current teacher allocations, and the potential need for additional appointments.

- Options to manage teacher workload amid rising student numbers, balancing student needs, roll growth, and optimal teacher-student ratios.

Student Attendance

The Board **noted**:

- Student(s) who have additional and/or complex needs, for example, school refusal and alternative educational pathways, are and will be sought. Work of this nature will be undertaken by the Principal and Learning Support (Ministry of Education) to support families.

Graduate Student Placement

The Board **noted**:

- The graduate student working alongside Neil Sargisson is performing well and has received high praise from their university lecturer.

Property

The Board **noted:**

- The School Evaluation of Physical Environment (SEPE) report was the final piece of work for the 10 Year Property Plan (10YPP), which is a large, ongoing piece of work.

Student Report Development

The Board **noted:**

- The significant changes to the student report format and the substantial time commitment required from teachers to complete them.
- Teachers put substantial thought and care into how student information is presented.
- The provision of offsite report-writing time was highly valued by teaching staff and proved essential to the process.

SENCo:

The Board **noted:**

- The SENCo leaders are working diligently to ensure all student needs are identified and supported.
- The SENCo team has an excellent working relationship with our Liaison RTLB Liaison Leader.

Library

The Board **noted:**

- The school has received a substantial influx of new library books in recent weeks.
- A dedicated group of parent and grandparent volunteers has been actively assisting with the processing of new reading material and games for our students.

Property

The Board **noted:**

- A Property Audit is in progress; the finding will inform our next 10-year property plan (10YPP).

- The School is seeking a new property manager, as the MoE has changed their systems and processes meaning that we can no longer use our current property manager (Simon). He will complete our final 5YPP property projects (drainage, installation of our fire system, roofing and joinery) before concluding working with us. A number of schools are in this situation and this is in no way a reflection of his work.
- Some minor property improvement work was completed
- Lease agreements need to be completed
- Great progress made on property maintenance
- Roofing and drainage improvements are large

Finance

Presented by Richard Nacey

Financial Update

The Board **noted:**

- No May finance report tabled
- The School has a positive financial position, year to date of 31 Dec 2025, well above previous financial year.
- School fees and donations are behind a bit in terms of Technology fees and Mathletics (only 40% paid).
- Budget fluctuations associated with staffing costs. Amanda Frater explained the noted variation is normal and explained why variation occurs across a financial year.

☐ Action: Richard Nacey to draft information for the Board News regarding budget status.

Health and Safety (AF)

Presented by Amanda Frater

Risk Management

The Board **noted:**

- The Senior Leadership Team is reviewing health and safety options when only one administration staff member is onsite during events, when staff are spread across the school site.

In-Committee

No in committee discussions

Correspondence

Presented by Amanda Frater

10 Year Property Plan

The Board **noted** :

- The School Evaluation of Physical Environment (SEPE) is complete, and final details have been added to the 10YPP.
- The current property manager has finalized the schedule for the remaining four projects. This has been shared with our MoE Property Advisor.

Further business

Kelly Club - Term 1 Report to the Board

Presented by Amanda Frater

The Board **noted:**

- Report received from Kelly Club
- The number of students attending remains smaller than our original parent survey had indicated, however, the current client base is regular and sustained.
- Students who do attend, enjoy attending and have provided positive feedback
- While more Weld St students attend, Rose St site provides more facilities (hall , play ground).

Policy Review : AI Policy and Feedback Update

Presented by Amanda Frater

The Board **noted:**

- High-level feedback from staff on the proposed AI Policy; feedback focused on accessibility by staff and students, practical applications (both operational and educational), and access controls and safety procedures (eg, code of conduct) to address identified concerns.

☐ Action: *Amanda Frater to find policy, collate current feedback and allow Board members to comment on the Policy.*

Policy Review: Swimming off site

Presented by Amanda Frater

The Board **noted:**

- Health and safety protocols are being actively managed, with specific consideration given to student-to-adult ratios across swim instructors, parent helpers, and teaching staff.

The Board **agreed unanimously:**

- To remove the prescribed '2 weeks' timeline to allow for greater scheduling flexibility. The core requirement remains: To be offered every two years between Y1 to Y6.

Policy Review: Education Outside the Classroom

Presented by Amanda Frater

The Board **noted:**

- The policy was presented.
- The policy contains standard wording

The Board **agreed unanimously:**

- No changes needed

Policy Review: EOTC Governance Roles and Responsibilities

Presented by Amanda Frater

The Board **noted:**

- The policy was presented
- The policy contains standard wording

The Board **agreed unanimously:**

- No changes needed

Policy Review: EOTC Risk Assessment

Presented by Amanda Frater

The Board **noted:**

- The policy was presented
- The School implements robust risk assessment process for EOTC activities
- It contains standard wording. No changes needed

The Board **agreed unanimously:**

- No changes needed.

Policy Review: EOTC Risk Assessment

Presented by Amanda Frater

The Board **noted:**

- The policy was presented
- The School implements robust risk assessment process for EOTC activities
- It contains standard wording. No changes needed

The Board **agreed unanimously:**

- No changes needed.

Road Safety Update

Presented by Murray Williams and Sarah Edmonson

The Board **noted:**

- Sarah Edmonson and Murray Williams met with Wellington City Council (WCC) and NZ Transport Association staff.
- Diane Calvet from WCC was responsive.
- NZTA provided a document noting the road safety work completed in the area to date (eg., speed sign, school zone signs). No pedestrian crossing work was done.
- Aim is for Sarah and Murray to continue investigating options to improve safety with WCC and NZTA.

☐ Action: Sarah and Murray to contact Diane Calvet. Follow up on engineering work.

PTA Funds

Presented by Murray Williams

The Board **discussed:**

- The important partnership between the PTA, the Board, and the School, emphasising the need for more frequent communication to collaboratively drive school improvements.
- The need to recruit new parents to the PTA, as many current members have children graduating or moving on from the school next year.
- The protocol for financial oversight, reiterating that all spending of PTA-raised funds requires formal Board approval.

☐ Action: Blair Macdonald and Richard Nacey to attend the next PTA meeting.

Funding for Teacher-Led Extracurricular Activities Proposal

Presented by Murray Williams

The Board **discussed:**

- A proposal to fund teacher-led extracurricular activities (e.g., chess club) where participating teachers would be remunerated. This initiative aims to recognise staff performance, expand extracurricular offerings outside of standard employment contracts, support teacher professional growth, and align with the School's Strategic plan. Implementation would include a formal application process and defined success measures.
- Initial considerations & risks discussed.
- The next step is to seek PTA and staff and feedback. Blair Macdonald and Richard Nacey will introduce the concept to the next PTA meeting. If the PTA supports the idea, Murray will then present it to the teaching staff for their feedback.

☐ Action: Blair Macdonald and Richard Nacey to discuss this proposal at the next PTA meeting.

Bins and Rodent

Presented by Michelle Crutchley

The Board **noted:**

- Current school rubbish bins are attracting rats to the grounds, prompting possible solutions to address this.
- Potential solutions identified included Transitioning to a "Bin-Free" School - students would take all lunch rubbish home in their lunchboxes. To support a bin-free transition, break times could be modified to shift eating time to the end of the break.

- Associated discussion about the possibility of changing the current structure of our break times to two 40-minute break sessions rather than morning tea (20 minutes) and then lunch (60 minutes).

☐ Action: Amanda Frater to look at options, develop a paper for Board consideration.

Action Points

Presented by Blair Macdonald

Please refer to the Board Actions Register.

Action points with larger discussions are noted below.

The Board **noted:**

- Updates on each action point.

Communication Plan

The Board **noted:**

- The work completed to date by Maea Hohepa.
- Current communication challenges and potential strategies to improve the school communications with parents. This includes using communication tools (such as the Caregiver App via eTAP (School's current student management system) and refining the school's internal content development processes to support timely and effective communication.
- Parent request for weekly update. This would require additional resourcing which is not currently available. Events and timelines are currently on the School calendar (website).

The Board **agreed unanimously:**

- To pilot the Caregiver App among board members

Closing the Meeting

- **Closing Karakia: Blair Macdonald** led the Board in the closing karakia.
- **Meeting Closed: Blair Macdonald** closed the meeting at 8.29 PM
- **Next Meeting:** Wednesday 5 August 2026 at 6.30pm (Term 3, 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**	**??**	**28 Oct**	**2 Dec**
Trustees								
Amanda Frater Principal	☐	☐	☑	☑	☐	☐	☐	☐
Blair Macdonald Co-Presiding Member	☐	☐	☑	☑	☐	☐	☐	☐
Katy Synge Staff Trustee	☐	☐	☑	☑	☐	☐	☐	☐
MichelleCrutchley	☐	☐	☑	☑	☐	☐	☐	☐
Murray Williams	☐	☐	☑	☑	☐	☐	☐	☐
Richard Nacey Co-Presiding Member	☐	☐	☑	☑	☐	☐	☐	☐
Sarah Edmonson	☐	☐	☑	☑	☐	☐	☐	☐
MInute Taker								
Maea Hohepa	☐	☐	☑	☑	☐	☐	☐	☐
Visitors								
[add name]	☐	☐	☐	☐	☐	☐	☐	☐