Wadestown School Board:
Minutes

Aug 5, 2026

Status of the Minutes: Final

Approval and Release of Minutes

Review

The minutes documented within were reviewed by:

- Amanda Frater, Principal on 17 August 2026
- Blair Macdonald, Presiding Member (on 17 August 2026)
- Richard Nacey, Presiding Member (on 17 August 2026 2026)

Confirmation of Minutes

The minutes documented within [will be] were confirmed at the Wadestown School Board Meeting held on **02 September 2026.**

Resolution

That the minutes of the Board meeting held on **05 August 2026** be accepted as a true and correct record. **Moved**: Richard Nacey. **Seconded**: Blair Macdonald. **Result:** 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.

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 two visitors, Hayley Morrison and Charlotte Vaughan (parents).

Welcome

Led by Blair Macdonald

- **Call to Order:** The Presiding Member, Blair Macdonald, opened the meeting (call to order) at 6.32 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.

Previous Minutes

Presented by Blair Macdonald

Confirmation of Previous Minutes

- **Resolved (Unanimously):** That the minutes of the previous meeting held on **Wednesday 03 June 2026** be accepted as a true and correct record. **Moved**: Richard Nacey. **Seconded**: Blair Macdonald. **Result:** Carried Unanimously.

Action Points of Previous Minutes

- The Board reviewed the current status of outstanding items.
- For the full status list, refer to the Board Action Register dated 5 August 2026.

PTA Related Matters

Establishing a Foundation

Presented by Wadestown School PTA members Hayley Morrison and Charlotte Vaughn.

The Board **noted**:

- The PTA's idea is to establish an enduring, self-sustaining Foundation/Subscription Model (*"Friends of WS"*) to attract ongoing funding and donations for whole-school projects, distinct from routine government top-ups and proposed next steps.

The Board **acknowledged:**

- The PTA's hard work and ongoing dedication to enhancing the school environment.

The Board **agreed:**

- For the PTA to further explore the Foundation concept.
- Richard Nacey to be the Board Representative and provide advice on this piece of work.

Funding for Teacher-Led Extracurricular Activities Proposal

Presented by Murray Williams

The Board and PTA members **noted**:

- A proposal for teacher-led extracurricular activities where participating teachers would be remunerated through PTA funds.

☐ Action: Murray Williams to submit proposal to Wadestown School PTA.

Principal's Report

Presented by Amanda Frater

School Growth

The Board **noted**:

- Positive increase in the school roll across all years, with high interest and strong visitation numbers, particularly across Years 3 to 6.
- The enrolment zone information for Wadestown School on the Education Count website cannot be updated at present.

The Board **discussed:**

- Staffing implications due to roll growth.

☐ Action: Murray Williams to assess additional staffing requirements.

☐ Action: Amanda Frater to submit a request to the MoE for extra teaching allocation.

☐ Action: Maea Hohepa to analyse enrolment data (school visits vs. actual enrolments).

Three-Way Conferences

The Board **noted**:

- The recent Three-Way Conferences were successful.
- The intensive preparation required and the requirements of teachers to explicitly communicate where students are currently achieving to parents.

School Reports

The Board **noted**:

- Each teaching team has provided feedback about the report template, the Report Writing process and Three Way Conference process and identified suggested improvements.
- All report changes are made by our student management system supplier, eTAP.
- Because eTAP processes requests from numerous schools, our report changes depend on their queue, current capacity, and receiving timely advice from the Ministry of Education
- Additional changes to the report template could extra incur costs by the school

SENCo Report

The Board **noted**:

- The ongoing work by the SENCo team to support priority learners, gifted/extension students, and behavioral needs across the school.

Property

The Board **noted**:

- 5 Year Plan priorities; particularly the completion of new drainage works at both sites and that the Fire System upgrade is progressing with Alliance.
- Preparations are underway for a bathroom modification at Rose Street

Employment Matters

The Board **discussed**:

- Current staffing matters.

The Board **agreed**:

- To adjust staff contracts as advised by Amanda Frater.

☐ Action: Amanda Frater to complete the agreed staff contract changes.

Library Update

The Board **noted**:

- The positive findings in the Library Report.

Rodent Management Plan

The Board **noted**:

- The rodent management plan proposed by Amanda Frater, along with staff feedback, which showed majority support for the approach.

The Board **discussed**:

- The practical implications and communication considerations to implement the approach.

Rodent Management Plan *continued*

The Board **agreed (unanimously)**:

- To pilot the proposed rodent management plan.

- [ ] Action: Amanda Frater to implement the Zero Waste Plan
- [ ] Action: Amanda Frater to consult further with staff, gather insights from other schools, and draft an explanatory update for families prior to rollout of the rodent management plan
- [ ] Action: Amanda Frater and Cathrine Wilkinson to support Weld St with implementing the Rodent Management pilot.

Finance

Presented by Richard Nacey

Financial Update

The Board **noted:**

- The school's improved financial position compared to the same period last year.
- Ongoing follow-up on outstanding donations and fees
- The library book audit was not completed at the end of 2025

The Board **discussed:**

- Changes to the asset threshold and depreciation rates as per the Education Service Letter of 26 June 2026

The Board **agreed (unanimously)**:

- To change the asset threshold and depreciation rates as per the Education Service Letter of 26 June 2026.
- To communicate this decision with Education Services.

Year Book

The Board **discussed:**

- The Board discussed the PTA's current challenges and costs regarding the School's Year Book, along with potential solutions for them to consider.

- [ ] Action: Richard Nacey to share the Board's suggested solutions for Year Book production with the PTA.

Health and Safety (AF)

Presented by Amanda Frater

Regular Reporting

The Board **noted:**

- Bank slip near the recent deck work.
- Drainage issues.

Regular Reporting *continued*

The Board **discussed:**

- The proposal presented by Amanda Frater to engage a new property management company to oversee the upcoming bathroom and fencing modifications.

The Board **agreed (unanimously)**:

- To approve appointing the proposed property management company to manage both projects.

New Deck Fencing (Presented by Murray Williams)

The Board **noted:**

- Advice from a former Board member confirming the decking foundation is strong enough to support increasing the fence height to 1.8m.
- The recommendation to proceed with the work as originally proposed.

☐ Action: Amanda Frater and Murray Williams to follow up with the Ministry of Education (Learning Support) to progress the fence height modification.

Road Safety - Council and Infrastructure

Presented by Murray Williams

The Board **noted:**

- Footpath and road improvements have been seen locally

☐ Action: Murray Williams and Sarah Edmonson will continue to liaise and engage with WCC and NZTA engineers to improve road and pedestrian safety.

Road Safety - Parking Issue

Presented by Richard Nacey

The Board **discussed:**

- An email from a parent raising local road safety concerns.
- Ongoing traffic and pedestrian issues, including illegal parking and parents bypassing the designated pedestrian crossing.
- The need to update the school community on the proactive steps being taken to improve safety.

In-Committee

No in committee discussion.

Correspondence

Presented by Amanda Frater

Staff Requests

The Board **noted** :

- Receipt of a staff leave request.

The Board **agreed (unanimously)**:

- To approve the leave request in accordance with Amanda Frater's advice.

Hosting Election Polling

The Board **noted**:

- Information received from the Electoral Commission regarding the 2026 Election Polling on Rose St site.

Team Newsletter

The Board **noted**:

- Murray Williams' request for key dates and parent helper info to be at the start of the newsletter and add key info to the email.

School Communication Work

The Board **noted**:

- Maea Hohepa was offered additional hours to assist in developing the school's communication plan.

☐ Maea Hohepa and Blair Macdonald to scope the communications work piece and develop a joint work plan and present it to the Board for consideration.

Letter from Parent

The Board **discussed**:

- A letter received from a parent.

The Board **agreed (unanimously)**:

- Further clarification is required before providing a response.

☐ Amanda Frater to seek further information and clarification regarding the contents in the parent letter received.

Further business

Strategic Planning

Presented by Sarah Edmonson

The Board **noted:**

- Sarah Edmonson, with support from Amanda Frater and Katy Sygne reviewed the Strategic Plan and proposed wording adjustments.

The Board **discussed:**

- The proposed wording refinements to the Strategic Plan.

The Board **agreed (unanimously)**:

- To the wording adjustments as documented by Sarah Edmonson.

AI Policy and Feedback Update

Presented by Amanda Frater

The Board **noted:**

- The draft AI Policy was previously tabled and circulated for Board feedback.
- Staff feedback has been integrated into the draft policy.
- Operational management of AI use is the Principal's responsibility, while risk management remains the Board's responsibility.

- [ ] Action: Amanda Frater to research AI policy examples, including those currently implemented at other schools.

Guidelines and Procedures for Tutoring at Wadestown School

Presented by Amanda Frater

The Board **discussed:**

- The number of requests for students to receive external tutoring during school hours.
- The legal considerations surrounding these requests pursuant to Section 52 of the Education and Training Act 2020.
- Action: The Senior Leadership Team (SLT) to incorporate Section 52 of the Education and Training Act 2020 to the Wadestown School Procedures and Guidelines for External Tutors.

Reports to the Board

SENCo Mid-Year Reporting (T1 + 2)

Presented by Amanda Frater (on behalf of Amanda Lamble and Clare Gilligan)

The Board **noted:**

- The school is transitioning from a SENCo model to Learning Support Coordinators (LSC).
- The significant workload managed by SENCo leaders due to increasing classroom complexities and ongoing efforts to secure funding and specialist support.
- Student attendance remains strong.
- Effective collaboration between SENCo leaders, with Amanda Lamble managing Ministry of Education liaison and Clare Gillian overseeing student identification of additional needs.
- The school will transition from the SENCo model to Learning Support Coordinators in 2028 when we are allocated our funding.

Cultural Identity and Belonging (T1 + 2)

Presented by Amanda Frater (on behalf of Mel Beine)

The Board **noted:**

- A comprehensive 6-month report detailing a range of cultural identity and belonging initiatives developed and implemented by Mel Beine.
- That these initiatives are now well-embedded across the school and successfully integrate core school values.

Acknowledgements

The Board **agreed (unanimously)**:

- To extend sincere thanks to staff for their time and dedicated work in producing the reports submitted.

Administrative Actions

The Board **requested**:

- Future board paper summary to be circulated earlier in the day.
- Streamline and reduce the level of content in upcoming reports.

☐ Action: Amanda Frater to advise relevant staff of the Board requests regarding the timing of, and detail in, future board reports.

Other Matters

Co-opting new members

The Board **discussed:**

- The need to initiate succession planning of Board Members and seek expression of interest from school community members.

☐ Action: Michelle Crutchley to draft a communication piece for the school newsletter regarding board succession and interest for the Board to review.

Closing the Meeting

- **Closing Karakia: Blair Macdonald** led the Board in the closing karakia.
- **Meeting Closed: Blair Macdonald** closed the meeting at 9.14 PM
- **Next Meeting:** Wednesday 2 September 2026 at 6.30pm (Term 3, Week 7)

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 Vaughn					☑	☐	☐	☐