Wadestown School Board:
Minutes

May 6, 2026

Status of the Minutes: Final

Approval and Release of Minutes

Review: The minutes documented within were reviewed by

- Amanda Frater - Principal (29 May 2026)
- Blair Macdonald - Presiding Member (29 May 2026)
- Richard Nacey - Presiding Member (29 May 2026)

Confirmation of minutes: The minutes documented within **were confirmed** at the Wadestown School Board Meeting held on **3 June 2026.**

Resolution: The minutes of the Board meeting held on Wednesday 18 March 2026 have been accepted as a true and correct record. (Moved: Blair Macdonald, Seconded: Murray Williams) **(Carried Unanimously)**

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

In Attendance

- All Trustees were present.
- Maea Hohepa (minute taker)
- **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:** Blair Macdonald 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:

- **Potential Conflict Noted:** The **Board noted** that a Trustee may have outstanding school donation contributions, which may create a perceived conflict regarding the scheduled discussion on school donations.
- **Management of Conflict:** The **Board agreed** that while the discussion would proceed, any potential conflicts will be formally cross-referenced against financial records immediately following the meeting. If a conflict is confirmed, that Trustee's input or consensus regarding the final donations decision will be retrospectively struck from the record.

☐ Action: Amanda Frater to verify the status of potential outstanding contributions.

Confirmation of Previous Minutes:

- **Resolved (Unanimously):** That the minutes of the previous meeting held on Wednesday 18 March be accepted as a true and correct record. (Moved: Murray Williams / Seconded: Richard Nacey)

Action points from last meeting

Independent Survey Work:

- The Board **agreed** the independent survey project should be transitioned to Board Member Sarah Edmonson.

☐ Action: Blair Macdonald to connect Sarah Edmonson with Kris Mayo for survey handover.

Karakia Policy:

- The Board **noted** the current Karakia policy and confirmed it as a collective Board decision and agreed that Richard Nacey will attend an upcoming staff meeting to explain the karakia policy with staff.

☐ Action: Richard Nacey will attend a staff meeting to discuss the collective board decision regarding the Karakia policy with staff.

Principal's Report

Presented by Amanda Frater

School Growth

The Board **noted**:

- The increase in student numbers, particularly among new entrant students

Teacher Only Day MoE Workshop

The Board **noted:**

- The joint workshop with three participating schools was successful
- The facilitator commended the high quality of data collected by Wadestown School
- The school would benefit from future workshops being targeted to individual school needs

Student Reports

The Board **viewed** an example of the new student report template currently under development.

The Board **noted**:

- The students report will be populated with hard data from the student management system and formative data from teachers
- The rollout for the new report format is targeted for the end of Term 2, Week 10, **subject to** the system provider's template development backlog
- The rapid pace of change and current lack of supporting tools are creating operational pressures for staff.

☐ Action: Amanda Frater to develop an information notice about the new report format and future additions.

Assessments

The Board **noted:**

- The positive PAT results and analytical data presented, acknowledging the clear, positive impact of explicit teaching on student achievement
- Management is developing meaningful trend analysis by combining future OTJ data
- The Ministry of Education's SMART tool rollout remains under construction
- New collaborative practices are being established across the SENCo, administration, and leadership teams
- The school's strong results present a key opportunity to celebrate success and recognise teaching staff.

The Board **requested**:

- Management to look into simplifying the data reported and to include school vs. national average comparisons.

☐ Action: The Board to share and celebrate the positive results with the parent community through 'News from the Board' newsletter.

Reunion Tour - Class of 59

The Board **noted**:

- The successful school tour hosted for the Class of 1959 reunion, which served as a significant term highlight.

Finance (RN)

Presented by Richard Nacey

Financial Update

The Board **discussed**:

- The financial accounts, noting that the school's overall financial position remains sound. The school is currently tracking ahead of previous years and is forecasting a higher year-end cash reserve than originally budgeted.

The Board **noted:**

- Costs and budgets are currently phased equally on a month-by-month basis.
- Revenue & Receivables: Donations are tracking ahead of budget and Ministry of Education operational funding is higher than anticipated.
- Camp Fees: Leadership Team is currently following up on outstanding Year 5/6 camp fees and remains confident these will be fully recovered.

Library Operations

The Board **noted:**

- The context regarding the recent decision lines for the Librarian role, affirming its support for the decision and the current operational position.
- The library borrowing rates remain high and that Book Week will proceed as scheduled
- Management is currently exploring alternative options for book curation, repairs, and student assistance.

The Board **agreed:**

- To issue a communication update to parents following Book Week
- ☐ Action: Amanda Frater to draft the communication letter
- ☐ Action: The Board to review the draft for release after Book Week

Operational Queries Re Board Decisions

The Board **noted:**

- A series of financial questions raised by a staff member that require Board decision making.

The Board **agreed:**

- To delegate authority to Richard Nacey to liaise directly with Megan Smith to address and resolve the points raised on behalf of the Board.
- ☐ Action: Richard Nacey to follow up directly with Megan Smith

Health and Safety (AF)

Presented by Amanda Frater

Health & Safety Report

The Board **noted:**

- The extension of the school gate is now complete.

- The presence of mold in some locations. An investigation into the specific type of mold will be carried out by specialists.

Property Planning (10YPP / 5YP)

The Board **discussed:**

- The recent 10YPP and 5YPP review process, which was completed with property specialists.
- The total costs, funding allocations, and the significant capital improvements prioritised.

The Board **noted:**

- The next major works include windows, heating, roofing, drainage and the removal of gas fittings.
- All property funding remains strictly ring-fenced for these prioritised projects through 5YPP funding
- A Board member commended the thoroughness of the review process and endorsed the current project priority list.

The Board unanimously **resolved** to:

- Accept the 5-Year Property Plan (5YPP).
- Accept the 10-Year Property Plan (10YPP).

*** In-Committee ***

Presented by Amanda Frater

The **Board moved into** committee at 7.23pm. The **Board moved out** of committee at 7.35pm.

Correspondence

Presented by Amanda Frater

The Board **noted:**

- Security company Alliance has split with the company servicing Wadestown School is now called Synchro Security
- Notification from MoE about $29K 5YA Furniture and Equipment (F and E) funding
- A local school applied to re-capitate and was declined by Ministry of Education

Further business

Communications Review

The Board **noted:**

- The informal parent feedback regarding communications relating to a recent local walking excursion and Teacher Only Day.
- While blanket parental consent was already in place for local trips, parents expressed a strong desire for more explicit, timely notifications prior to students leaving the school grounds.

- The widespread use of informal WhatsApp groups among the parent community. While these groups are useful for social connection, they are not official school channels and can inadvertently lead to mixed messaging or confusion when school updates are shared second-hand.
- A proactive, transparent communication is paramount to student safety and managing school reputational risk.

☐ Action: Maea Hohepa to develop a communications plan and connect with Amanda Frater.

Road Safety

- A Board Member raised safety concerns regarding the lack of safety measures around the Schools pedestrian crossings and the risk of high speed cars along these streets.
- The **Board agreed** for two Board Members (Sarah Edmonson, Murray Williams) to approach Wellington City Council to investigate and resolve road safety issues.

Caretaker Duties

- The Board **discussed** the School's previous and current caretaking models and potential solutions for cost savings.
- The **Board agreed** to look into the current caretaking cost and alternative approaches.

☐ Action: Richard Nacey to investigate current caretaking costs
☐ Action: Blair Macdonald to investigate potential for a causal contractor approach

PTA and Board

- The Board **recalled** its previous commitment to ensure a Board representative attends Parent Teacher Association (PTA) meetings. That all Board Members will rotate and take turns to attend.
- The **Board agreed** to establish a roster system where all Board members will rotate and take turns attending scheduled PTA meetings.

☐ Action: Michelle Crutchley and Amanda Frater to attend next week's PTA meeting
☐ Action: Richard Nacey to attend the June PTA meeting
☐ Action: Amanda Frater to prepare a roster for Board representatives to attend PTA meetings

Fundraising Priorities

The Board **noted**

- The PTA should be informed of what school prioritises their fundraising efforts are supporting to use in their promotional material.
- The low initial ticket sales for the upcoming Parent Party, with additional promotional materials scheduled for release shortly to boost engagement.

Communication to Parents

Presented by Murray Williams

The Board **noted:**

- Parent queries about the new deck (what it will the deck be used for) and Chrome Book use.
- The opportunity to develop communications celebrating the new deck.
- That Chrome Book Use will differ between year levels.

☐ Action: Michelle Crutchley to include notification of the chrome book purchases through the "News from the Board" newsletter

Wadestown School Zone Information

The Board **noted:**

- [ ] Wadestown School Zone information is still on the Education Counts website
- [ ] Action - Amanda Frater to contact Anne Bell at MOE to remove.

Wadestown School Brochure

- The Board agreed that developing a school brochure for local community promotion, particularly for distribution to local preschools and kindergartens, would be a useful asset.
- [ ] Action - Sarah Edmondson to source and share examples of promotional brochures from other schools.
- [ ] Action - Amanda Frater to place a request in the school newsletter seeking parent volunteers to assist with developing the brochure.

Closing the Meeting

- **Closing Karakia:** Blair Macdonald led the Board in an opening Karakia.
- **Meeting Closed:** Blair Macdonald closed the meeting at 8.21 PM
- **Next Meeting:** Wednesday 3 June 2026 at 6.30pm (Term 2, Week 7)

Board Action Points

Topic	Item	Dated added	Person (s) responsible	Status	Action Point Due Date
Karakia policy	Blair to speak with Amanda to discuss how the Board could hold an additional staff session to discuss some of the issues raised in Joy Henderson's email relating to culture and change	30 July 2025 2 Feb 2026	BM RN AF	Completed	
	RN to attend staff meetings to discuss and explain the reason for the Karakia policy.	6 May 2026	RN	In progress	
Independent Survey Work	Blair to discuss with Kris Mayo, if she is happy to conduct an independent survey on School Survey		BM	Completed	
	Blair to support survey handover by connecting SE with Kris Mayo	6 May 2026	BM	In progress	