

AGENDA

BOARD OF TRUSTEES

Name: Timaru Girls' High School Board of Trustees
Date: Tuesday, 24 February 2026
Time: 5:15 pm to 7:15 pm (NZDT)
Location: Timaru Girls' High School Board Room, Cain Street Timaru
Board Members: Carlene Drummond (Chair), Adam Martin, Andrew Collins, Angela Burgess, Michelle Jarvis, Rhys Davies, Richard Kidd, Shayler Lange, Ben Rawcliffe, Deb Hales
Attendees: Erica Bailey, Janine Quigley, Logan Callow

1. Opening Meeting

1.1 Karakia 5:15 pm (5 min)

Supporting Documents:

1.1.a Karakia.pdf

1.2 Election of presiding member 5:20 pm (5 min)

For Decision

For decision: Elect presiding member

When do you have to appoint a presiding member?

Your board must appoint a presiding member:

- At the first board meeting of the year (except in a triennial election year)
- At the first meeting after the triennial election
- If there has been a vote of no confidence in the presiding member
- If the presiding member resigns in writing to the board (they can resign from the position and still be a board member)
- If the presiding member ceases to be a board member.

1.3 Confirm filling of casual vacancy by selection 5:25 pm (5 min)

For Decision

Confirm the motion at the meeting held on 25 November 2025 to fill the casual vacancy created by the resignation of Keri Johnston by the selection of Ben Rawcliffe

1.4 Apologies 5:30 pm (5 min)

For Decision

Accept apologies:

1.5 Interests Register 5:35 pm (5 min)

Carlene Drummond

For Noting

To record any conflicts of Interest

Supporting Documents:

1.5.a Interests Register

1.6 Public Attendance 5:40 pm (5 min)

For Noting

To confirm any public attendance

2. Appointment of Officers

2.1 Finance Committee 5:45 pm (5 min)

For Decision

Confirm membership of the finance subcommittee - currently Adam Martin, Carlene Drummond, Deb Hales, Michelle Jarvis and the business manager

2.2 "The House" Development Committee 5:50 pm (5 min)

For Decision

Confirm membership of "The House" Development subcommittee - currently Adam Martin, Carlene Drummond, Deb Hales - Ben Rawcliffe to be confirmed

Supporting Documents:

2.2.a 17 Feb 2026 Minutes in Review The House Development committee.pdf

2.3 Audit Committee 5:55 pm (5 min)

For Decision

Confirm membership of the audit subcommittee - currently Andrew Collins, Richard Kidd, Erica Bailey

2.4 Other committees 6:00 pm (5 min)

For Decision

Confirm membership of other ad hoc committees - disciplinary, appointments

2.5 Committee terms of reference 6:05 pm (5 min)

For Decision

Annual review of committee terms of reference - finance, "The House" Development and audit committees

Supporting Documents:

2.5.a FINAL Terms of Reference for Finance Committee.docx

2.5.b FINAL Terms of reference - The House Development Committee.docx

2.5.c FINAL MAR 2024 Terms of Reference for Audit Committee.docx

3. Schedule of Delegations

3.1 Draft 2026 schedule of delegations

6:10 pm (5 min)

For Decision

Approve the draft 2026 schedule of delegations

Supporting Documents:

3.1.a DRAFT 2026 Schedule of delegations.docx

4. Conflicts of Interest

4.1 Annual review of conflicts of interest policy

6:15 pm (5 min)

For Decision

Confirm conflict of interest and financial conflicts of interest policies

Supporting Documents:

4.1.a Conflicts of interest policy.pdf

4.1.b Financial conflicts of interest policy.pdf

4.2 Annual review of conflicts of interest register

6:20 pm (5 min)

For Decision

Review the conflicts of interest register

Supporting Documents:

4.2.a 2026-02-18 Interests Register Timaru Girls' High School Board of Trustees.pdf

5. Board code of conduct

5.1 Annual reminder of code of conduct

6:25 pm (5 min)

For Noting

To remind board members

Supporting Documents:

5.1.a Code-of-Conduct-for-State-School-Board-Members-A4-ENG_AW.pdf

6. Minutes of previous meeting

6.1 Confirm Minutes

6:30 pm (5 min)

For Decision

To confirm the previous minutes

Supporting Documents:

6.1.a Minutes : Board of Trustees - 25 Nov 2025

6.2 Matters Arising 6:35 pm (5 min)

For Discussion

For discussion/action

6.3 Review of Action List - no outstanding action items 6:40 pm (5 min)

For Discussion

Review actions from last meeting

7. Correspondence

7.1 Correspondence 6:45 pm (5 min)

For Decision

For decision: Accept/action correspondence

Supporting Documents:

- 7.1.a Correspondence Listing - Feb 2026.docx
- 7.1.b Audit Strategy Memorandum 2025 - Timaru Girls' High School.pdf
- 7.1.c TGHS Letter - Mckayla Woodroffe - ToW Nov 2025.pdf
- 7.1.d ASTN - agenda 26 Nov 2025 meeting.pdf
- 7.1.e ASTN - minutes 17 Sep 2025 meeting.pdf
- 7.1.f ASTN - proposed route changes Nov 2025.pdf
- 7.1.g ASTN budget report PE 31 Oct 2025.pdf
- 7.1.h ASTN Meeting Minutes 26 November 2025.pdf
- 7.1.i Roncalli College Mail - Bus Incident Atkinson Dossett September.pdf
- 7.1.j OAG report on results of 2024 school audits.pdf
- 7.1.k O'Neill Devereux - advice of legacy from Dorothy May Pearce to establish music prize.pdf
- 7.1.l ASTN Agenda 18 February 2026.pdf
- 7.1.m AD Contract Extract Clause 121.pdf
- 7.1.n ASTN Financial Report to 31 December 2025.pdf
- 7.1.o ASTN Financial Report to 31 January 2026.pdf

8. Principal's Report & Health and Safety Report

8.1 Principal's report 6:50 pm (15 min)

Deb Hales

For Decision

For decision: Accept principal's report

Supporting Documents:

- 8.1.a Principal report - Feb 2026.docx

8.2 Health and Safety Reports

7:05 pm (5 min)

Deb Hales

For Decision

For decision: Accept Health and Safety reports

Supporting Documents:

8.2.a HealthSafetyIncidentsDetailed_20260218 Feb 2026.pdf

8.2.b Staff wellbeing check-in - Feb 2026.docx

9. Finance committee report

9.1 Nov and Dec 2025 financial reports

7:10 pm (10 min)

Adam Martin

For Decision

Accept the 27 January 2025 finance minutes and the Nov, Dec 2025 financial reports - note no meeting in February

Supporting Documents:

9.1.a In committee 27 Jan 2026.docx

9.1.b TGHS Nov 2025 Dashboard Report.pdf

9.1.c TGHS Dec 2025 Dashboard Report.pdf

9.2 2025 cyclical maintenance schedule

7:20 pm (5 min)

For Decision

For decision: Approve updated 2025 cyclical maintenance schedule

New board members - information on CM included

Supporting Documents:

9.2.a CM schedule updated Feb 2026 FINAL FOR BOARD APPROVAL.pdf

9.2.b Cyclical maintenance explanation for new board members.docx

9.3 Property report - no report available

7:25 pm (5 min)

Adam Martin

For Decision

Accept the property report

10. Audit committee report

10.1 Audit report

7:30 pm (5 min)

Andrew Collins

For Noting

For action:

Supporting Documents:

10.1.a Audit 2026.docx

11. The House Development committee report

11.1 The House Development Committee report

7:35 pm (5 min)

Adam Martin

For Noting

For noting: Meeting minutes

Supporting Documents:

11.1.a 17 Feb 2026 Minutes in Review The House Development committee.pdf

11.1.b 27 Jan 2026 Confirmed Minutes _The House_ Development Committee.pdf

12. PTA Report

12.1 PTA Report

7:40 pm (5 min)

Carlene Drummond

For Decision

For decision: Accept PTA report

Supporting Documents:

12.1.a 11 February 2026.docx

12.1.b 2026 AGM Meeting 11 February 2026.docx

12.1.c 2026 Chair Report.docx

12.1.d TREASURER REPORT 2025.docx

13. Student representative report

13.1 Student representative report - no report this month due to IT difficulties

7:45 pm (5 min)

Shayler Lange

For Decision

There will be a report next month.

14. General Business

14.1 Consultation on Craighead Diocesan School Enrolment Scheme

7:50 pm (5 min)

Deb Hales

For Decision

For decision: Response to consultation letter

Supporting Documents:

14.1.a Craighead Dicoesan School Enrolment Scheme- Consultation letter to schools - 2026.pdf

14.1.b Map.PNG

14.2 Draft board work plan 2026

7:55 pm (5 min)

For Decision

Review draft annual plan

Supporting Documents:

14.2.a DRAFT ANNUAL WORK PLAN 2026.docx

14.3 EOTC trips - none this month

8:00 pm (5 min)

Andrew Collins

For Decision

For decision:

15. In committee business

16. Close Meeting

16.1 Close the meeting

Next meeting: Board of Trustees - 31 Mar 2026, 5:15 pm

