

# AGENDA

## BOARD OF TRUSTEES

**Name:** Timaru Girls' High School Board of Trustees  
**Date:** Tuesday, 30 June 2026  
**Time:** 5:15 pm to 7:15 pm (NZST)  
**Location:** Timaru Girls' High School Board Room, Cain Street Timaru  
**Board Members:** Carlene Drummond (Chair), Andrew Collins, Angela Burgess, Deb Hales, Michelle Jarvis, Rhys Davies, Shayler Lange, Ben Rawcliffe  
**Attendees:** Janine Quigley  
**Apologies:** Adam Martin, Erica Bailey, Richard Kidd, Logan Callow

### 1. Opening Meeting

#### 1.1 Learning Area report - PE and Health - Annabelle Quinonez 5:15 pm (15 min) - Room 22

**For Information**

For information:

Supporting Documents:

1.1.a LAH-BOT Meeting 2026 PE HEALTH.docx

#### 1.2 Karakia 5:30 pm (5 min)

Carlene Drummond

Supporting Documents:

1.2.a Karakia.pdf

#### 1.3 Apologies 5:35 pm (5 min)

Carlene Drummond

**For Decision**

For decision: Accept apologies - Adam Martin, Richard Kidd, Erica Bailey, Logan Callow

#### 1.4 Interests Register 5:40 pm (5 min)

Carlene Drummond

**For Noting**

To record any conflicts of Interest

Supporting Documents:

1.4.a Interests Register

## **1.5 Public Attendance**

5:45 pm (5 min)

Carlene Drummond

### **For Noting**

To confirm any public attendance

## **2. Minutes of previous meeting**

### **2.1 Confirm Minutes**

5:50 pm (5 min)

Carlene Drummond

### **For Decision**

To confirm the previous minutes

Supporting Documents:

2.1.a Minutes : Board of Trustees - 26 May 2026

### **2.2 Matters Arising**

5:55 pm (5 min)

Carlene Drummond

### **For Discussion**

For discussion/action

### **2.3 Review of Action List - no outstanding action items**

6:00 pm (5 min)

Carlene Drummond

### **For Discussion**

Review actions from last meeting

## **3. Correspondence**

### **3.1 Correspondence**

6:05 pm (5 min)

Carlene Drummond

### **For Decision**

For decision: Accept/action correspondence

Supporting Documents:

3.1.a Correspondence Listing - Jun 2026.docx

3.1.b ASTN Memorandum DRAFT May 2026.docx

3.1.c Fundraising application - TGHS netball.pdf

3.1.d TGHS rugby - approval to attend U18 rugby tournament.pdf

3.1.e Timaru Girls High School - Board Permission Form for Research.docx

## **4. Principal's Report & Health and Safety Reports**

### **4.1 Principal's report**

6:10 pm (15 min)

Deb Hales

**For Decision**

For decision: Accept principal's reports

Supporting Documents:

4.1.a Principal report - Jun 2026.docx

**4.2 Health and Safety Reports**

6:25 pm (5 min)

Deb Hales

**For Decision**

For decision: Accept Health and Safety reports

Supporting Documents:

4.2.a HealthSafetyIncidentsDetailed\_20260425 Jun 2026.pdf

4.2.b Staff wellbeing check-in - Jun 2026.docx

**5. Finance committee report**

**5.1 May finance reports**

6:30 pm (10 min)

Carlene Drummond

**For Decision**

Accept the 23 June finance minutes and the May finance report

Supporting Documents:

5.1.a 23 Jun 2026 Minutes in Review BoT finance.pdf

5.1.b TGHS May 2026 Dashboard Report.pdf

**5.2 School Donations Scheme**

6:40 pm (5 min)

Carlene Drummond

**For Decision**

For decision: Review finance recommendation not to opt in in 2027

Supporting Documents:

5.2.a Total donations and curric recoveries UPDATED 25 JUN.pdf

**5.3 Property report**

6:45 pm (5 min)

Carlene Drummond

**For Decision**

Review finance c'tee recommendation to bring forward 2027 CM

Accept the property report

Supporting Documents:

5.3.a Property report - June.docx

## 6. Audit committee report

### 6.1 Audit report

6:50 pm (5 min)

Andrew Collins

#### For Noting

For action: Minute updates on SchoolDocs

Supporting Documents:

6.1.a Audit 2026 extract - Jun.docx

## 7. The House Development committee report

### 7.1 The House Development Committee report

6:55 pm (5 min)

Deb Hales

#### For Noting

For decision: Accept minutes of meeting of interested parties 29 May 2026, Deb to provide further oral or written update

Supporting Documents:

7.1.a Minutes of meeting 29 May 2026.docx

### 7.2 Co-opt on to committee

7:00 pm (5 min)

Carlene Drummond

#### For Decision

For decision: Co-opt Phillipa Guerin, Nicola Hornsey, Joanne Macgregor, Roselyn Fauth and Roxanne Rooney

Supporting Documents:

7.2.a Minutes of meeting 29 May 2026.docx

## 8. PTA Report

### 8.1 PTA Report - NO REPORT THIS MONTH

7:05 pm (5 min)

Carlene Drummond

#### For Decision

For decision:

## 9. Student representative report

### 9.1 Student representative report

7:10 pm (5 min)

Shayler Lange

#### For Decision

For decision: Accept the student representative report

Supporting Documents:

9.1.a Student Timetable & Workload Review - JUN 2026.docx

## 10. General Business

### 10.1 Hostel policies for review

7:15 pm (10 min)

Carlene Drummond

**For Decision**

For decision: Review and approve hostel policies x 8 - Vehicle Usage, Leave, Enrolment, Hostel Community Partnership, Protected Disclosure, Use of Digital Devices, Digital Technology & Cybersafety, Privacy - refer summary doc attached for changes

Review and confirm hostel policies x 2 - no changes - Hire of Hostel Facilities and Equipment, Property Management & Maintenance

Supporting Documents:

- 10.1.a 2029 Vehicle Usage.docx
- 10.1.b 2029 LEAVE.docx
- 10.1.c 2029 Enrolment at the Hostel.docx
- 10.1.d 2029 Hostel Community Partnership.docx
- 10.1.e 2029 Protected Disclosure.docx
- 10.1.f 2029 Hostel Use of Digital Devices.docx
- 10.1.g 2029 Digital Technology and Cybersafety.docx
- 10.1.h 2029 Privacy Policy.docx
- 10.1.i 2029 Hire of Hostel Facilities and Equipment.docx
- 10.1.j 2029 Property Management and Maintenance.docx

### 10.2 EOTC trips

7:25 pm (5 min)

Andrew Collins

**For Decision**

For decision:

Supporting Documents:

- 10.2.a SISS U18 rugby tournament.pdf
- 10.2.b SISS U18 rugby tournament SAP FORM.pdf

### 10.3 Board work plan 2026

7:30 pm (5 min)

Carlene Drummond

**For Decision**

Review annual plan

Supporting Documents:

- 10.3.a FINAL ANNUAL WORK PLAN 2026.docx

## 11. In committee business

### 11.1 In committee - agenda, minutes attached

7:35 pm (15 min)

## 12. Close Meeting

### 12.1 Close the meeting

**Next meeting:** Board of Trustees - 28 Jul 2026, 5:15 pm