# AGENDA

## BOARD OF TRUSTEES

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| **Name:** | Timaru Girls' High School Board of Trustees |
| **Date:** | Tuesday, 27 October 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, Deb Hales, Michelle Jarvis, Rhys Davies, Richard Kidd, Lusiana Isaako Tuala, Ben Rawcliffe |
| **Attendees:** | Erica Bailey, Janine Quigley, Logan Callow |

## 1. Opening Meeting

### 1.1 Karakia — 5:15 pm (5 min)

Carlene Drummond

Supporting Documents:

1.1.a Karakia.pdf

### 1.2 Apologies — 5:20 pm (5 min)

Carlene Drummond

**For Decision**

### 1.3 Interests Register — 5:25 pm (5 min)

Carlene Drummond

**For Noting**

To record any conflicts of Interest

Supporting Documents:

1.3.a Interests Register

### 1.4 Public Attendance — 5:30 pm (5 min)

Carlene Drummond

**For Noting**

To confirm any public attendance

## 2. Minutes of previous meeting

### 2.1 Confirm Minutes — 5:35 pm (5 min)

Carlene Drummond

**For Decision**

To confirm the previous minutes

Supporting Documents:

2.1.a Minutes : Board of Trustees - 22 Sept 2026

### 2.2 Matters Arising

5:40 pm (5 min)

Carlene Drummond

**For Discussion**

For discussion/action

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

5:45 pm (5 min)

Carlene Drummond

**For Discussion**

Review actions from last meeting

## 3. Correspondence

### 3.1 Correspondence

5:50 pm (5 min)

Carlene Drummond

**For Decision**

For decision: Accept/action correspondence

Supporting Documents:

3.1.a Correspondence Listing - Oct 2026.docx

3.1.b NZ School Property Agency - introduction.pdf

3.1.c Dr Claire Coleman, Aotearoa Educators Collective.pdf

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

### 4.1 Principal's report

5:55 pm (15 min)

Deb Hales

**For Decision**

For decision: Accept principal's reports

Supporting Documents:

4.1.a Principal report - Oct 2026.docx

### 4.2 Health and Safety Reports

6:10 pm (5 min)

Deb Hales

**For Decision**

For decision: Accept staff wellbeing report. Note no incident report as no incidents have been reported in the period 18 Sep to 20 Oct

Supporting Documents:

4.2.a Staff wellbeing check-in - Oct 2026.docx

# 5. Finance committee report

## 5.1 September finance reports

6:15 pm (10 min)

Janine Quigley

**For Decision**

Accept the 20 October finance minutes and the September finance report

Supporting Documents:

5.1.a 20 Oct 2026 Minutes in Review BoT finance.pdf

5.1.b TGHS Sep 2026 Dashboard Report.pdf

## 5.2 Hostel insurance renewal - inflationary increase

6:25 pm (5 min)

Adam Martin

**For Decision**

For decision: Recommendation for inflationary increase option, and acceptance of quote

Supporting Documents:

5.2.a Gallagher - insurance hostel buildings - options for renewal.pdf

5.2.b Hostel insurance renewal - quote.pdf

## 5.3 School insurance renewal - quote, info re FENZ levy

6:30 pm (5 min)

Erica Bailey

**For Decision**

For decision: Recommend quote acceptance and note FENZ levy increase

Supporting Documents:

5.3.a School insurance renewal - quote.pdf

5.3.b Insurance renewal - advice of FENZ levy changex.pdf

## 5.4 Property report

6:35 pm (5 min)

Adam Martin

**For Information**

For information: Accept the property report

Supporting Documents:

5.4.a Property report.docx

# 6. Audit committee report

## 6.1 Audit report

6:40 pm (5 min)

Andrew Collins

**For Noting**

# 7. The House Development committee report

## 7.1 The House Development Committee report - oral update from Deb

6:45 pm (5 min)

Deb Hales

**For Noting**

# 8. PTA Report

## 8.1 PTA Report

6:50 pm (5 min)

Carlene Drummond

**For Decision**

For decision:

Supporting Documents:

8.1.a Minutes for PTA 12.10.26 .docx

# 9. Student representative report

## 9.1 Student representative report

6:55 pm (5 min)

Lusiana Isaako Tuala

For decision: Accept student report

Supporting Documents:

9.1.a Student Report OCT 2026.docx

# 10. General Business

## 10.1 EOTC trips

7:00 pm (5 min)

Andrew Collins

**For Decision**

For decision: 1) Confirm email approval for rowing camp 16-18 Oct 2026, 2)Yr 9 camp Hanmer Springs 23-25 Nov, 3) Yr 10 camp Peel Forest 9-13 Nov x 2

Supporting Documents:

10.1.a Event Proposal Rowing Camp 16-18 Oct 2026.docx

10.1.b _Rowing Safety Action Plan (Camp) 16-18 Oct 2026.docx

10.1.c Yr 9 camp Hanmer Springs 23-25 Nov 2026.pdf

10.1.d Yr 10 camp - Peel Forest - 9-13 Nov x 2 camps.pdf

## 10.2 Board work plan 2026

7:05 pm (5 min)

Carlene Drummond

**For Decision**

Review annual plan

Supporting Documents:

10.2.a FINAL ANNUAL WORK PLAN 2026.docx

# 11. In committee business

# 12. Close Meeting

## 12.1 Close the meeting

**Next meeting:** Board of Trustees - 24 Nov 2026, 5:15 pm