

AGENDA

BOARD OF TRUSTEES

Name: Timaru Girls' High School Board of Trustees
Date: Tuesday, 22 September 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, Richard Kidd, Lusiana Isaako Tuala, Ben Rawcliffe
Attendees: Erica Bailey, Janine Quigley, Logan Callow
Apologies: Adam Martin, Mary Ellen Luyten
Guests/Notes: Shayler Lange - outgoing student representative - part meeting

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

For decision: Accept apologies - Adam Martin, Erica Bailey, Mary--Ellen Luyten

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 - 25 Aug 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 - Sep 2026.docx

3.1.b Agenda 16 September 2026.pdf

3.1.c ASTN Meeting Minutes 6 May 2026.pdf

3.1.d ASTN Financial Report to 31 July 2026.pdf

3.1.e ASTN - Desktop Audit Request.pdf

3.1.f ASTN TEZ Bus Zone for Makikihi.pdf

3.1.g Letter to DR schools re 2026-27 funding rates.pdf

3.1.h Winchester Bus Complaint - Ministry Report.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 - Sep 2026.docx

4.2 Health and Safety Reports

6:10 pm (5 min)

Deb Hales

For Decision

For decision: Accept Health and Safety reports

Supporting Documents:

4.2.a HealthSafetyIncidentsDetailed_20260817 Sep 2026.pdf

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

5. Finance committee report

5.1 August finance reports

6:15 pm (10 min)

Janine Quigley

For Decision

Accept the 15 September finance minutes and the August finance report

Supporting Documents:

5.1.a 15 Sept 2026 Minutes in Review BoT finance.pdf

5.1.b TGHS Aug 2026 Dashboard Report.pdf

5.2 Property report

6:25 pm (5 min)

Adam Martin

For Information

For information: Accept the property report

Supporting Documents:

5.2.a Property report.docx

6. Audit committee report

6.1 Audit report

6:30 pm (5 min)

Andrew Collins

For Noting

7. The House Development committee report

7.1 The House Development Committee report - oral update from Deb

6:35 pm (5 min)

Deb Hales

For Noting

8. PTA Report

8.1 PTA Report

6:40 pm (5 min)

Carlene Drummond

For Decision

For decision:

Supporting Documents:

8.1.a 14.08.26 Minutes.docx

9. Student representative report

9.1 Student representative report - no report this month

6:45 pm (5 min)

Farewell Shayler, welcome Lusiana

10. General Business

10.1 EOTC trips

6:50 pm (5 min)

Andrew Collins

For Decision

For decision: Reef & Rainforest trip - final approval following completion of RAMS process, Tramping trip 22-23 October 2026

Supporting Documents:

10.1.a Reef & Rainforest trip to Australia 30 Sep to 8 Oct 2026 - RAMS for final approval 22 Sep.pdf

10.1.b Tramping trip 22-23 Oct 2026.pdf

10.2 Board work plan 2026

6:55 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

11.1.a In Committee 22 Sep 2026

12. Close Meeting

12.1 Close the meeting

Next meeting: Board of Trustees - 27 Oct 2026, 5:15 pm

