

# AGENDA

## BOARD OF TRUSTEES

**Name:** Timaru Girls' High School Board of Trustees  
**Date:** Tuesday, 24 June 2025  
**Time:** 4:00 pm to 6:00 pm (NZST)  
**Location:** Timaru Girls' High School Board Room, Cain Street Timaru  
**Board Members:** Adam Martin, Andrew Collins, Angela Habraken, Carlene Drummond, Deb Hales, Erica Bailey, Mazaiah Isaako Tuala, Richard Kidd, Michelle Jarvis  
**Attendees:** Janine Quigley, Annabelle Quinonez  
**Apologies:** Logan Callow  
**Notes:** Angela Habraken and Annabelle Quinonez attending via zoom

### 1. Opening Meeting

#### 1.1 Cater Plus presentation 4:00 pm (30 min)

##### For Discussion

For information: Richard Nathan (GM - Growth, Culinary & Sustainability) and Mark Cooper (business development manager)

##### Supporting Documents:

1.1.a Timaru Girls Board Document .pdf

#### 1.2 Learning area meeting - Mathematics - venue Ngalo 4:30 pm (30 min)

##### For Noting

For information: Mathematics - Learning Area Head Sharon Horne

##### Supporting Documents:

1.2.a Maths LAH-BOT Meeting 2025.docx

#### 1.3 Karakia 5:00 pm (5 min)

Adam Martin

##### Supporting Documents:

1.3.a Karakia.pdf

#### 1.4 Apologies 5:05 pm (5 min)

Adam Martin

##### For Decision

Accept apologies: Deb Hales, Logan Callow

### **1.5 Interests Register**

5:10 pm (5 min)

Adam Martin

#### **For Noting**

To record any conflicts of Interest

Supporting Documents:

1.5.a Interests Register

### **1.6 Public Attendance**

5:15 pm (5 min)

Adam Martin

#### **For Noting**

To confirm any public attendance

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

### **2.1 Confirm Minutes**

5:20 pm (5 min)

Adam Martin

#### **For Decision**

To confirm the previous minutes

Supporting Documents:

2.1.a Minutes : Board of Trustees - 27 May 2025

### **2.2 Amend previous minutes**

5:25 pm (5 min)

Erica Bailey

#### **For Decision**

For decision: Agree to amendment of minutes of meetings held on 24 August 2021 and 31 May 2022 to remove name of teacher

### **2.3 Matters Arising**

5:30 pm (5 min)

Adam Martin

#### **For Discussion**

For discussion/action

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

5:35 pm (5 min)

Adam Martin

#### **For Discussion**

Review actions from last meeting

## **3. Correspondence**

### **3.1 Correspondence**

5:40 pm (5 min)

Adam Martin

#### **For Decision**

For decision: Accept/action correspondence

Supporting Documents:

- 3.1.a Correspondence Listing - Jun 2025.docx
- 3.1.b Ombudsman - Notification letter to Timaru Girls' High School - [REDACTED] May 2025.pdf
- 3.1.c ASTN Meeting AGENDA 18 June 2025.pdf
- 3.1.d ASTN Meeting Minutes 19 March 2025.pdf
- 3.1.e ASTN Health and safety report as at 15 June 2025.docx
- 3.1.f ASTN Financial Report to 31 May 2025.pdf
- 3.1.g TGH netball - fundraising application Jun 2025.pdf
- 3.1.h Enrolment scheme letter to community 27 May.docx
- 3.1.i Ombudsman - response to notification letter [REDACTED]

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

### 4.1 Principal's report

5:45 pm (15 min)

Erica Bailey

**For Decision**

For decision: Accept principal's report

Supporting Documents:

- 4.1.a Principal report June 2025.docx

### 4.2 Health and Safety Reports

6:00 pm (5 min)

Erica Bailey

**For Decision**

For decision: Accept Health and Safety reports

Supporting Documents:

- 4.2.a HealthSafetyIncidentsDetailed\_20250619 Jun 2025.pdf
- 4.2.b Staff wellbeing check Jun 2025.docx

## 5. Finance committee report

### 5.1 May 2025 financial reports

6:05 pm (10 min)

Adam Martin

**For Decision**

Accept the 17 June 2025 finance committee minutes and the May 2025 finance report

Supporting Documents:

- 5.1.a 17 Jun 2025 Minutes in Review Finance.pdf
- 5.1.b TGHS May 2025 Dashboard Report.pdf

## **5.2 Solutions & Services - half yearly financial report**

6:15 pm (5 min)

Adam Martin

**For Noting**

For information: Review and accept half yearly financial report

Supporting Documents:

5.2.a S & S TGHS Commentary Jan - May 2025.pdf

## **5.3 Property report**

6:20 pm (5 min)

Adam Martin

**For Decision**

Accept the property report

Supporting Documents:

5.3.a Property report.docx

## **6. Audit committee report**

### **6.1 Audit report**

6:25 pm (5 min)

Erica Bailey

**For Noting**

For action:

## **7. Hostel committee report**

### **7.1 Hostel report - 13 June meeting was cancelled**

6:30 pm (5 min)

Angela Habraken

**For Noting**

For noting:

### **7.2 Hostel sub-committee - disestablishment**

6:35 pm (5 min)

Adam Martin

**For Decision**

For decision: Disestablish the hostel sub-committee

### **7.3 Hostel policies for review x 3**

6:40 pm (5 min)

Angela Habraken

**For Decision**

For decision: Review and approve policies 1) 2025 Emergency Management Planning, 2) 2025 Concerns and Complaints, 3) Alcohol, Drugs & Other Harmful Substances

Supporting Documents:

7.3.a 2025-2028 Emergency Planning and Procedures.docx.pdf

7.3.b \_2025-2028 Concerns and Complaints.docx.pdf

Supporting Documents:

7.3.c 2025-2028 Alcohol Drugs and Other Harmful Substances Policy.docx.pdf

## 8. PTA Report

### 8.1 PTA Report

6:45 pm (5 min)

Carlene Drummond

**For Decision**

For information: Accept PTA report

Supporting Documents:

8.1.a PTA minutes 14 May 2025.docx

8.1.b PTA notes for Bot meeting 19 Jun 2025.pdf

## 9. Student representative report

### 9.1 Student representative report

6:50 pm (5 min)

Mazaiah Isaako Tuala

**For Decision**

For decision: Accept student report

Supporting Documents:

9.1.a Student Representative Report\_ (2) JUNE 2025.docx

## 10. General Business

### 10.1 Extend appointment of acting principal

6:55 pm (5 min)

Adam Martin

**For Decision**

For decision:

MOTION: That the board extend the appointment of Erica Bailey as acting principal from 27 June 2025 to 10 August 2025 while the principal is on extended ACC leave.

### 10.2 Resignation from finance sub-committee

7:00 pm (5 min)

Adam Martin

**For Decision**

For decision: Accept resignation - Angela Habraken

### 10.3 Confirm triennial election date

7:05 pm (5 min)

Adam Martin

**For Decision**

For decision: Confirm date of triennial election date of 10 September 2025 for parent and staff and student elections

#### **10.4 Confirm term of co-opted member Michelle Jarvis**

7:10 pm (5 min)

Adam Martin

##### **For Decision**

For decision: That the term of co-option for Michelle Jarvis, co-opted on to the board in February 2025, be confirmed as three years.

#### **10.5 MoE zoning proposal - BoT submission**

7:15 pm (10 min)

Adam Martin

##### **For Decision**

For action: Sign-off on BoT submission

#### **10.6 Draft board work plan 2025**

7:25 pm (5 min)

Adam Martin

##### **For Decision**

Review draft annual plan

Supporting Documents:

10.6.a DRAFT ANNUAL WORK PLAN 2025.docx

### **11. In committee business**

7:30 pm (15 min)

### **12. Close Meeting**

#### **12.1 Close the meeting**

**Next meeting:** Board of Trustees - 29 Jul 2025, 4:00 pm