

# AGENDA

## BOARD OF TRUSTEES

<b>Name:</b>	Timaru Girls' High School Board of Trustees
<b>Date:</b>	Tuesday, 25 November 2025
<b>Time:</b>	5:15 pm to 7:15 pm (NZDT)
<b>Location:</b>	Timaru Girls' High School Board Room, Cain Street Timaru
<b>Board Members:</b>	Adam Martin, Carlene Drummond (Chair), Erica Bailey, Richard Kidd, Rhys Davies, Michelle Jarvis, Angela Burgess
<b>Attendees:</b>	Janine Quigley
<b>Apologies:</b>	Deb Hales, Shayler Lange, Andrew Collins, Annabelle Quinonez, Logan Callow

### 1. Opening Meeting

#### 1.1 International - Boardroom 5:15 pm (15 min)

##### For Noting

For information: International Director Andrew Gill

Supporting Documents:

1.1.a Timaru\_Girls\_International\_Board\_Report NOV 2025.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

Accept apologies: Deb Hales, Shayler Lange, Andrew Collins, Annabelle Quinonez, 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 - 28 Oct 2025

### **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)

### **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 - Nov 25 2025.docx

3.1.b A MacLeod - report on Commerce USA trip.pdf

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

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

6:10 pm (15 min)

Erica Bailey

### **For Decision**

For decision: Accept principal's report

Supporting Documents:

4.1.a Principal report Nov 2025.docx

## **4.2 Health and Safety Reports**

6:25 pm (5 min)

Erica Bailey

### **For Decision**

For decision: Accept Health and Safety reports

Supporting Documents:

4.2.a HealthSafetyIncidentsDetailed\_2025 20 Nov.pdf

4.2.b Staff wellbeing check-in 25 Nov.docx

## **5. Finance committee report**

### **5.1 October 2025 financial reports**

6:30 pm (10 min)

Erica Bailey

### **For Decision**

Accept the 18 November 2025 finance committee minutes and the October 2025 finance report

Supporting Documents:

5.1.a 18 Nov 2025 Minutes in Review Finance.pdf

5.1.b TGHS Oct 2025 Dashboard Report.pdf

### **5.2 Financial report from Solutions & Services**

6:40 pm (5 min)

Erica Bailey

### **For Noting**

For noting: Second progress report from annual accounts provider

Supporting Documents:

5.2.a TGHS Commentary June - Oct 2025.pdf

### **5.3 Property report**

6:45 pm (5 min)

Erica Bailey

### **For Decision**

Accept the property report

Supporting Documents:

5.3.a Property report.odt

## **6. Audit committee report**

### **6.1 Audit report**

6:50 pm (5 min)

### **For Noting**

For action:

7. The House Development committee report

**7.1 The House Development Committee report - meeting postponed to 2 Dec 2025**

8. PTA Report

**8.1 PTA Report**

6:55 pm (5 min)

Carlene Drummond

**For Decision**

For decision: Accept PTA report

Supporting Documents:

8.1.a Nov 12 2025 Minutes.docx

9. Student representative report

**9.1 Student representative report**

7:00 pm (5 min)

Shayler Lange

**For Decision**

For decision: Accept student report

Supporting Documents:

9.1.a \_Student Representative Report Exam Feedback NOV 2025.docx

10. General Business

**10.1 Casual vacancy**

7:05 pm (5 min)

Carlene Drummond

**For Decision**

For decision: Fill via by-election or selection - result of notice to community due 26 November

**10.2 Attendance Management Plan - draft**

7:10 pm (5 min)

Erica Bailey

**For Noting**

For noting: Draft attendance management plan - final plan has to be implemented for term 1 2026

Supporting Documents:

10.2.a Attendance Management Plan V5.docx

**10.3 Draft board work plan 2025**

7:15 pm (5 min)

Carlene Drummond

**For Decision**

Review draft annual plan

Supporting Documents:

10.3.a DRAFT ANNUAL WORK PLAN 2025.docx

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**10.4 EOTC trips**

7:20 pm (5 min)

Andrew Collins

**For Decision**

For decision:

Supporting Documents:

10.4.a DoE silver and gold tramp - Hopkins Valley 30 Nov-4 Dec 2025.pdf

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**10.5 Draft 2026 meeting schedule**

7:25 pm (5 min)

Carlene Drummond

**For Decision**

For decision: Confirm 2026 meeting schedule

Supporting Documents:

10.5.a DRAFT 2026 meeting dates.docx

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**11. In committee business**

**11.1 In committee - agenda, minutes attached**

7:30 pm (15 min)

Carlene Drummond

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**12. Close Meeting**

**12.1 Close the meeting**

**Next meeting:** Board of Trustees - 9 Dec 2025, 5:15 pm

