

# AGENDA

## BOARD OF TRUSTEES

**Name:** Timaru Girls' High School Board of Trustees  
**Date:** Tuesday, 26 August 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, Carlene Drummond, Erica Bailey, Mazaiah Isaako Tuala, Richard Kidd, Michelle Jarvis  
**Attendees:** Janine Quigley, Logan Callow, Annabelle Quinonez  
**Apologies:** Deb Hales, Angela Habraken  
**Notes:** Annabelle Quinonez attending via Zoom

### 1. Opening Meeting

#### 1.1 Learning area meeting - Careers 4:00 pm (30 min)

**For Noting**

For information: Careers - Learning Area Head Jo Shaw

Supporting Documents:

1.1.a Careers LAH-BOT Meeting 2025.docx

#### 1.2 Karakia 4:30 pm (5 min)

Adam Martin

Supporting Documents:

1.2.a Karakia.pdf

#### 1.3 Apologies 4:35 pm (5 min)

Adam Martin

**For Decision**

Accept apologies: Deb Hales, Angela Habraken

#### 1.4 Interests Register 4:40 pm (5 min)

Adam Martin

**For Noting**

To record any conflicts of Interest

Supporting Documents:

1.4.a Interests Register

## **1.5 Public Attendance**

4:45 pm (5 min)

Adam Martin

### **For Noting**

To confirm any public attendance

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

### **2.1 Confirm Minutes**

4:50 pm (5 min)

Adam Martin

### **For Decision**

To confirm the previous minutes

Supporting Documents:

2.1.a Minutes : Board of Trustees - 29 Jul 2025

### **2.2 Matters Arising**

4:55 pm (5 min)

Adam Martin

### **For Discussion**

For discussion/action

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

5:00 pm (5 min)

Adam Martin

### **For Discussion**

Review actions from last meeting

## **3. Correspondence**

### **3.1 Correspondence**

5:05 pm (5 min)

Adam Martin

### **For Decision**

For decision: Accept/action correspondence

Supporting Documents:

3.1.a Correspondence Listing - Aug 2025.docx

3.1.b Fundraising application Archives - LED digital display for archive space in library.pdf

3.1.c NZSBA - advice & guidance on PUMs and industrial action.pdf

3.1.d PPTA - notice of strike action Aug 2025.pdf

3.1.e PPTA - formal notice of strike action Aug 2025.pdf

3.1.f NZSBA - meet the Minister and new learning opportunities.pdf

3.1.g SCAN SIGNED S Vidler - appt as RO for 2025 student election.pdf

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

### 4.1 Principal's report

5:10 pm (15 min)

Erica Bailey

#### For Decision

For decision: Accept principal's report

Supporting Documents:

4.1.a Principal report August 2025.docx

### 4.2 Health and Safety Reports

5:25 pm (5 min)

Erica Bailey

#### For Decision

For decision: Accept Health and Safety reports

Supporting Documents:

4.2.a HealthSafetyIncidentsDetailed\_2025 20 Aug.pdf

4.2.b Staff wellbeing check Aug 2025.docx

## 5. Finance committee report

### 5.1 July 2025 financial reports

5:30 pm (10 min)

Erica Bailey

#### For Decision

Accept the 19 August 2025 finance committee minutes and the July 2025 finance report

Supporting Documents:

5.1.a 19 Aug 2025 Minutes in Review Finance.pdf

5.1.b TGHS July 2025 Dashboard Report.pdf

### 5.2 Out of budget expenditure promotional video packages

5:40 pm (5 min)

Erica Bailey

#### For Decision

For decision: Recommendation from finance committee to approve expenditure of \$4,600 for the promotional video packages.

Supporting Documents:

5.2.a Funding Request For New Promotion Video and Photos.pptx

### 5.3 Property report

5:45 pm (5 min)

Adam Martin, Erica Bailey

#### For Decision

Accept the property report

Supporting Documents:

5.3.a Property report - Aug.docx

## 6. Audit committee report

### 6.1 Audit report

5:50 pm (5 min)

Erica Bailey

**For Noting**

For action:

Supporting Documents:

6.1.a AUDIT Aug 25.docx

## 7. The House Development committee report

### 7.1 The House Development Committee report

5:55 pm (5 min)

Erica Bailey

**For Noting**

For noting:

Supporting Documents:

7.1.a 19 Aug 2025 Minutes in Review \_The House\_ Development Committee.pdf

## 8. PTA Report

### 8.1 PTA Report

6:00 pm (5 min)

Carlene Drummond

**For Decision**

For information: Accept PTA report

Supporting Documents:

8.1.a PTA MINUTES 13.8.25.docx

8.1.b Shade Cloth draft 13.8.25 meeting.pdf

8.1.c Shade Cloth Quote 13.8.25 meeting.pdf

## 9. Student representative report

### 9.1 Student representative report

6:05 pm (5 min)

Mazaiah Isaako Tuala

**For Decision**

For decision: Accept student report

Supporting Documents:

9.1.a Student Report - Aug 2025.docx

## 10. General Business

### 10.1 Draft board work plan 2025

6:10 pm (5 min)

Adam Martin

#### **For Decision**

Review draft annual plan

Supporting Documents:

10.1.a DRAFT ANNUAL WORK PLAN 2025.docx

### 10.2 EOTC trips

6:15 pm (5 min)

Andrew Collins

#### **For Decision**

For discussion/decision: 1) DoE bronze, silver and gold practice tramp - Pinnacles Hut 30-31 Aug 2025, 2) Commerce USA trip 15 Sep - 1 Oct 2025

Supporting Documents:

10.2.a DoE bronze, silver and gold practice tramp Pinnacles Hut 30-31 Aug 2025.pdf

10.2.b Commerce USA trip - emergency communication response plan.pdf

10.2.c Commerce USA trip - itinerary.pdf

10.2.d Commerce USA trip - safety plans.pdf

10.2.e Commerce USA trip - transport plan.pdf

## 11. In committee business

## 12. Close Meeting

### 12.1 Close the meeting

Agenda : Board of Trustees - 26 Aug 2025

**Next meeting:** Board of Trustees - 30 Sept 2025, 4:00 pm