# MINUTES (in Review)

## BOARD OF TRUSTEES

| | |
|---|---|
| **Name:** | Timaru Girls' High School Board of Trustees |
| **Date:** | Tuesday, 24 February 2026 |
| **Time:** | 5:15 pm to 6:00 pm (NZDT) |
| **Location:** | Timaru Girls' High School Board Room, Cain Street Timaru |
| **Board Members:** | Andrew Collins, Angela Burgess, Michelle Jarvis, Rhys Davies, Richard Kidd, Shayler Lange, Ben Rawcliffe |
| **Attendees:** | Erica Bailey, Janine Quigley, Logan Callow |
| **Apologies:** | Deb Hales, Carlene Drummond (Chair), Adam Martin |
| **Notes:** | Michelle Turner to chair in the absence of the presiding member |

# 1. Opening Meeting

## 1.1 Karakia

## 1.2 Election of presiding member

Nominations were called for presiding member. Carlene Drummond was nominated by Michelle Jarvis, seconded Rhys Davies.

No other nominations were received.

**Election of presiding member**

That Carlene Drummond be elected presiding member.

| | |
|---|---|
| **Decision Date:** | 24 Feb 2026 |
| **Mover:** | Michelle Jarvis |
| **Seconder:** | Rhys Davies |
| **Outcome:** | Approved |

## 1.3 Confirm filling of casual vacancy by selection

**Confirmation of filling of casual vacancy by selection**

That the decision to fill the casual vacancy created by the resignation of Keri Johnston as moved at the 26 November 2025 meeting by the selection of Ben Rawcliffe be confirmed.

| | |
|---|---|
| **Decision Date:** | 24 Feb 2026 |
| **Mover:** | Michelle Jarvis |
| **Seconder:** | Rhys Davies |
| **Outcome:** | Approved |

## 1.4 Apologies

**Accept apologies**

That apologies be accepted from Adam Martin, Deb Hales and Carlene Drummond.

**Decision Date:** 24 Feb 2026
**Mover:** Michelle Jarvis
**Outcome:** Approved

## 1.5 Interests Register

No conflicts of interest were declared.

## 1.6 Public Attendance

No members of the public were in attendance.

# 2. Appointment of Officers

## 2.1 Finance Committee

**Confirm membership of finance committee**

That membership be confirmed as Adam Martin, Carlene Drummond, Deb Hales, Michelle Jarvis and the school's business manager.

**Decision Date:** 24 Feb 2026
**Mover:** Michelle Jarvis
**Outcome:** Approved

## 2.2 "The House" Development Committee

**Confirm membership of "The House" Development committee**

That membership be confirmed as Adam Martin, Carlene Drummond, Deb Hales and Ben Rawcliffe.

**Decision Date:** 24 Feb 2026
**Mover:** Michelle Jarvis
**Outcome:** Approved

## 2.3 Audit Committee

Richard Kidd stood down from the audit committee due to being unable to attend meetings.

No other trustees expressed an interest in joining the committee.

Question as to quorum if only one trustee (Andy) and one committee member (Erica) - to be checked.

**Confirm membership of audit committee**

That membership be confirmed as Andrew Collins and Erica Bailey.

**Decision Date:** 24 Feb 2026
**Mover:** Michelle Jarvis
**Outcome:** Approved

### 2.4 Other committees

**Confirm membership or other committees**

It was confirmed that membership of other ad hoc committees - disciplinary, appointments - be confirmed as all board members as required and as available.

**Decision Date:** 24 Feb 2026
**Mover:** Michelle Jarvis
**Outcome:** Approved

### 2.5 Committee terms of reference

**Annual review of committee terms of reference**

That the terms of reference for the finance, "The House" development and audit committees be confirmed.

**Decision Date:** 24 Feb 2026
**Mover:** Michelle Jarvis
**Outcome:** Approved

## 3. Schedule of Delegations

### 3.1 Draft 2026 schedule of delegations

**Approve the draft 2026 schedule of delegations**

That the draft 2026 schedule of delegations be approved.

**Decision Date:** 24 Feb 2026
**Mover:** Michelle Jarvis
**Outcome:** Approved

## 4. Conflicts of Interest

### 4.1 Annual review of conflicts of interest policy

**Note conflict of interest and financial conflict of interest policies**

That the conflict of interest and financial conflict of interest policies be noted by all board members.

**Decision Date:** 24 Feb 2026
**Mover:** Michelle Jarvis
**Outcome:** Approved

### 4.2 Annual review of conflicts of interest register

**Review the conflicts of interest register**

That the conflicts of interest register has been reviewed and all members have been requested to declare any conflicts of interest they may have.

**Decision Date:** 24 Feb 2026
**Mover:** Michelle Jarvis
**Outcome:** Approved

# 5. Board code of conduct

## 5.1 Annual reminder of code of conduct

The code of conduct was noted by trustees.

# 6. Minutes of previous meeting

## 6.1 Confirm Minutes

**Board of Trustees 25 Nov 2025,** the minutes were confirmed as presented.

**Confirm minutes**

That the minutes of the meeting held on 25 November 2025 be confirmed as presented.

| | |
|---|---|
| **Decision Date:** | 24 Feb 2026 |
| **Mover:** | Michelle Jarvis |
| **Outcome:** | Approved |

## 6.2 Matters Arising

There were no matters arising from the minutes.

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

There were no outstanding action items.

# 7. Correspondence

## 7.1 Correspondence

Letter from Mckayla Woodroffe regarding commitment to giving effect to Te Tiriti o Waitangi - Deb Hales had asked that it be noted that the school's leadership team had agreed to have the school's name added to the register currently being compiled of schools giving effect to the treaty.

**Accept correspondence**

That inward correspondence be accepted.

| | |
|---|---|
| **Decision Date:** | 24 Feb 2026 |
| **Mover:** | Michelle Jarvis |
| **Seconder:** | Andrew Collins |
| **Outcome:** | Approved |

A short video received from the 2026 head students introducing themselves to trustees was played.

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

## 8.1 Principal's report

Erica spoke to the report on behalf of Deb Hales.

Deb has made a good return to the principal position from ACC leave, and has noted the support from SLT members in covering.

It has been a good start to the year, the new routines have gone down well and the school is settled and productive.

There are 116 new Yr 9 students.

The new kapa haka tutors have started and have settled in well.

The new 2026 goals were noted.

An attendance and engagement officer has been appointed for 20 hours per week working with students and their whanau.

The roll is sitting at just over 500. Richard asked about capacity with the increase in roll - Erica noted that the roll is not at capacity and there are four or five spare classrooms.

**Accept the principal's report**

That the principal's report be accepted.

| | |
|---|---|
| **Decision Date:** | 24 Feb 2026 |
| **Mover:** | Richard Kidd |
| **Seconder:** | Andrew Collins |
| **Outcome:** | Approved |

**Accept the health and safety reports**

That the health and safety reports be accepted.

| | |
|---|---|
| **Decision Date:** | 24 Feb 2026 |
| **Mover:** | Richard Kidd |
| **Seconder:** | Andrew Collins |
| **Outcome:** | Approved |

## 8.2 Health and Safety Reports

# 9. Finance committee report

## 9.1 Nov and Dec 2025 financial reports

Activity in December has resulted in a surplus of $158,365.19 for the month and an overall surplus for the year-to-date of $449,347.85, against a budgeted surplus of $5,358.55.Overall income is lower than last month, due to less government grant, hostel, international and other income.

Overall expenditure is lower than last month, due to less hostel, international, learning resources, administration, property and other expenses expenditure.

As noted last month, the significant YTD surplus is due to unbudgeted income being received (eg but not exhaustively, ACC salary recoveries, property maintenance top-up), and expenditure being significantly under budget in the learning resources (due principally to ACC salary recoveries) and property areas. Expenditure was also under budget in the international, administration and other expenses areas, but not as significantly as learning resources and property.

The finance committee did not meet in December 2025 but the November reports were circulated via email. The committee also did not meet in February 2026 as there is only one month's reporting. The March meeting will receive the January and February reports.

Erica spoke to the minutes and noted that Deb Hales is working with the director of boarding on a plan to bring the canteen back to cost neutral or at least only a small deficit.

**Accept the November 2025 and interim December 2025 reports and the 27 January finance minutes**

That the November 2025 and interim December 2025 reports and the finance committee minutes be accepted.

| | |
|---|---|
| **Decision Date:** | 24 Feb 2026 |
| **Mover:** | Ben Rawcliffe |
| **Seconder:** | Rhys Davies |
| **Outcome:** | Approved |

### 9.2 2025 cyclical maintenance schedule

**Approve updated 2025 cyclical maintenance schedule**

That the updated 2025 cyclical maintenance schedule be approved.

| | |
|---|---|
| **Decision Date:** | 24 Feb 2026 |
| **Mover:** | Michelle Jarvis |
| **Seconder:** | Angela Burgess |
| **Outcome:** | Approved |

The business manager noted that the CM schedule has been updated with work completed in 2025, work moved out to other years and figures adjusted after updated quotes had been received.

It was also important to note that the CM schedule is different because the school has a hostel. The property maintenance grant/CM schedule is about MoE-owned property, not BoT owned, but the hostel is BoT-owned. But given how significant the hostel is for the school, it has to be included in the future provision. This makes it clear to the board what the total obligations are for future painting.

### 9.3 Property report - no report available

It was noted that the new property manager started work on Monday 23 February 2025.

## 10. Audit committee report

### 10.1 Audit report

Erica reported that the committee has met for the first time this year to review the policies due in term 1.

Alcohol, Drugs and Other Harmful Substances - no changes required.

The process is we put in what we think needs to be changed, then SchoolDocs collate all suggested changes and make final decisions on changes.

Sun Protection - no changes required.

Information about the reviews has been sent out in the newsletter for consultation and staff have been emailed with information on how to submit reviews.

**Accept the audit committee report**

That the audit committee report be accepted.

| | |
|---|---|
| **Decision Date:** | 24 Feb 2026 |
| **Mover:** | Andrew Collins |
| **Seconder:** | Michelle Jarvis |

**Outcome:** Approved

# 11. The House Development committee report

## 11.1 The House Development Committee report

**Accept The House development committee minutes**

That the minutes of the meetings of the committee on 27 January and 17 February 2026 be accepted.

**Decision Date:** 24 Feb 2026
**Mover:** Ben Rawcliffe
**Seconder:** Andrew Collins
**Outcome:** Approved

# 12. PTA Report

## 12.1 PTA Report

**Accept PTA reports**

That the minutes and reports from the PTA be accepted.

**Decision Date:** 24 Feb 2026
**Mover:** Angela Burgess
**Seconder:** Richard Kidd
**Outcome:** Approved

# 13. Student representative report

## 13.1 Student representative report - no report this month due to IT difficulties

Shayler noted there would be a full student report at next month's meeting.

# 14. General Business

## 14.1 Consultation on Craighead Diocesan School Enrolment Scheme

Discussion centred around the reasons for the amendment and why the increase in area is proposed. Andy noted that he hadn't been able to find anything that says if there is an increase in area the roll can increase.

Logan noted that any increase at Craighead could have an effect on the TGHS roll.

It was agreed that it would be good to know the rationale behind the change that would make the process more transparent. The information provided was about who Craighead is going to enrol, there is no information about why the boundary change is needed.

More information to be sought - if it is only tidying up processes, why change the boundaries? The boundaries will now cover one-fifth of the South Island - why?

How does this reduce overcrowding and why change now?

It was agreed that the further information provided by MoE in response to Deb's contact did not answer these questions.

Deb to draft consultation response letter and circulate to trustees prior to sending.

**Response to Craighead enrolment scheme amendment**

Draft response to MoE consultation letter.

**Due Date:** 6 Mar 2026
**Owner:** Deb Hales

### 14.2 Draft board work plan 2026

Learning area head meetings to be added when 2026 schedule finalised - draft plan to be approved next month if schedule finalised.

### 14.3 EOTC trips - none this month

## 15. In committee business

### 15.1 In committee - agenda, minutes attached

## 16. Close Meeting

### 16.1 Close the meeting

**Next meeting:** Board of Trustees - 31 Mar 2026, 5:15 pm

**Signature:** C Drummond **Date:** 31/3/26