

# MINUTES (in Review)

## BOARD OF TRUSTEES

**Name:** Timaru Girls' High School Board of Trustees  
**Date:** Tuesday, 24 June 2025  
**Time:** 4:00 pm to 6:30 pm (NZST)  
**Location:** Timaru Girls' High School Board Room, Cain Street Timaru  
**Board Members:** Adam Martin, Andrew Collins, Angela Habraken, Erica Bailey, Mazaiah Isaako Tuala, Michelle Jarvis  
**Attendees:** Janine Quigley, Annabelle Quinonez  
**Apologies:** Logan Callow, Richard Kidd, Deb Hales, Carlene Drummond  
**Notes:** Angela Habraken and Annabelle Quinonez attended via zoom

### 1. Opening Meeting

#### 1.1 Cater Plus presentation

#### 1.2 Learning area meeting - Mathematics - venue Ngaio

#### 1.3 Karakia

#### 1.4 Apologies



##### Accept apologies

That apologies be accepted from Deb Hales, Richard Kidd, Carlene Drummond, Logan Callow.

**Decision Date:** 24 Jun 2025  
**Mover:** Adam Martin  
**Seconder:** Erica Bailey  
**Outcome:** Approved

#### 1.5 Interests Register

No conflicts of interest were declared. Members were reminded to update interests in BoardPro as they identify conflicts of interest.

#### 1.6 Public Attendance

No members of the public were in attendance.

## 2. Minutes of previous meeting

### 2.1 Confirm Minutes

**Board of Trustees 27 May 2025**, the minutes were confirmed as presented.



#### Confirm minutes

That the minutes of the meeting held on 27 May 2025 be confirmed as presented.

**Decision Date:** 24 Jun 2025  
**Mover:** Adam Martin  
**Seconder:** Michelle Jarvis  
**Outcome:** Approved

### 2.2 Amend previous minutes



#### Amend minutes of meetings

That an amendment to the minutes of the meetings held on 24 August 2021 and 31 May 2022 removing the name of a staff member be approved.

**Decision Date:** 24 Jun 2025  
**Mover:** Adam Martin  
**Seconder:** Andrew Collins  
**Outcome:** Approved

### 2.3 Matters Arising

There were no matters arising from the minutes.

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

There were no outstanding action items.

## 3. Correspondence

### 3.1 Correspondence

The Ombudsman correspondence was moved to the in committee agenda.

Proposed enrolment zone - Adam and Erica attended the meeting at TBHS and Erica attended the Pleasant Point community meeting. Erica noted she has had a conversation with the MVHS acting principal. Adam noted that the key is people submitting via the feedback process. A reminder is to go to the parent community and the staff about the opportunity to provide feedback on the proposal, with a reminder that submissions close on 27 June.



#### TGHS netball fundraising request

That the request to raise funds to help subsidise tournament costs be approved.

**Decision Date:** 24 Jun 2025  
**Mover:** Adam Martin  
**Seconder:** Michelle Jarvis  
**Outcome:** Approved



### **Accept correspondence**

That inward and outward correspondence be accepted.

**Decision Date:** 24 Jun 2025  
**Mover:** Adam Martin  
**Seconder:** Mazaiah Isaako Tuala  
**Outcome:** Approved

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

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

It has been a busy term, nine weeks long with ten weeks of business compressed into it. The two long weekends during the term have kept people going.

There is a significant amount of sickness in the school, and it is timely that it is almost the term holiday break.

he combined TGHS/TBHS production of Guys & Dolls starts today with a matinee performance to which old girls have been invited. Rehearsals have gone really well and the board is encouraged to attend.

Staff have been busy with PD. We have changed how PD is being carried out, rotating around the school goals and getting student engagement through RBL.

Attendance - an attendance implementation plan needs to be in place for term 1 next year, and SLT is about to start work on the plan.

Noted that the principal discretionary fund is available for those who need assistance.



### **Accept principal's report**

That the principal's report be accepted.

**Decision Date:** 24 Jun 2025  
**Mover:** Erica Bailey  
**Seconder:** Michelle Jarvis  
**Outcome:** Approved

### **4.2 Health and Safety Reports**

Concern was expressed about the length of the cut in one incident.

Andy noted that the staff were all 4s and doing quite well and very appreciative of the two long weekend breaks in the term.

Michelle noted that it was pleasing to see a staff well-being report was being done.

## **5. Finance committee report**

### **5.1 May 2025 financial reports**

Activity in May has resulted in a surplus of \$35,134.03 for the month and an overall surplus for the year-to-date of \$83,063.94, against a budgeted surplus of \$5,358.55.

Overall income is higher this month compared to last month, due to higher locally raised funds income (school parent donation and sport sponsorship from Apollo Projects), international (term 1 short stay students) and other revenue (higher canteen income this month, NZ Uniforms sponsorship rebate on annual retail sales) income.

Overall expenditure is slightly higher this month compared to last month, due to higher administration (marketing expenses for open day, audit fees – journal to be reversed) and other expenditure.

Ang asked about the sports sponsorship income that had been received - information to be shared.



### **Accept the June finance minutes and the May finance reports**

That the minutes of the finance committee meeting held on 17 June be accepted.

That the May financial report be accepted.

That the May payment schedules, bank statements, reconciliations of the school's bank accounts and credit cards, the bank transfers, the journal report and the leave reports, the Staff Usage and Expenditure payroll reports for PPs 042026 and 052026 be approved and that the banking staffing reports dated 13 and 27 May 2025 be approved.

That the hostel payroll for the pay periods ending 13 and 27 May 2025 be approved.

<b>Decision Date:</b>	24 Jun 2025
<b>Mover:</b>	Adam Martin
<b>Seconder:</b>	Andrew Collins
<b>Outcome:</b>	Approved

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

The mid-year report from Solutions & Services was noted. It is pleasing to see the school remains in a stable financial position with working capital of \$1,055,519 and total equity of \$2,175,909.

## **5.3 Property report**

Erica noted that the reason for the new cameras is the increase in damage in these particular areas. Adam enquired about storage and retention of security camera footage. Erica to confirm with property manager and report back.

Vans - it was agreed that replacement vans should be planned for, noting that the hostel vehicle is programmed for replacement in 2026. Property manager is to research options and add scheduled replacement to the asset plan.

Room 4 benches - Erica had requested that removal be priced up but was not present at finance this month - to be held over to next finance meeting.

Hostel emergency lighting - noted for new build planning.

Solar technology proposals - it was agreed that more investigation needs to be done on the cost-neutral option 2, ie, what it looks like, what the contract is, and that feedback is to be sought from Rangiora High School. Held over to next finance meeting. It was noted that if the school were to proceed with option 1, the funding from the bequest was reallocated from a solar installation to the Diana Unwin Memorial scholarship, and this had been discussed and agreed with the Grace Memorial Trust trustee. If the remaining bequest funds were to be used for a solar installation, the scholarship would have to cease.



### **Approve the security camera purchase**

That the purchase of three security cameras from Aotea Security be approved, at an approximate cost of \$833 each, from within the existing school-wide minor equipment budget.

<b>Decision Date:</b>	24 Jun 2025
<b>Mover:</b>	Adam Martin
<b>Seconder:</b>	Erica Bailey
<b>Outcome:</b>	Approved



### Camera footage

Confirm with property manager about storage of footage from the security cameras, and how long footage is retained.

**Due Date:** 29 Jul 2025

**Owner:** Erica Bailey



### Accept property report

That the property report be accepted.

**Decision Date:** 24 Jun 2025

**Mover:** Adam Martin

**Second:** Mazaiah Isaako Tuala

**Outcome:** Approved

## 6. Audit committee report

### 6.1 Audit report

Erica reported the committee has made some progress on the term 2 reviews and work continues. The middle of term 3 is the deadline the committee is working to. Policy reviews had been on hold due to SchoolDocs carrying out legal consultation.

## 7. Hostel committee report

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

Angela reported that the meeting scheduled for 16 June was cancelled due to lack of quorum and very little business.

### 7.2 Hostel sub-committee - disestablishment

It was agreed that the hostel committee should be disestablished now that the reasons for its establishment, relating to financial and property maintenance issues, had largely been resolved. The finance committee would continue to monitor the hostel's financial position, and the principal would receive reports from the director of boarding and report to the board as appropriate. The parent working group would continue to exist.

The establishment of the board's new subcommittee "The House" Development Committee would also be a vehicle to deal with any property-related issues.



### Disestablish the hostel sub-committee

That the hostel sub-committee be disestablished, that the parent working group remain in existence and that operational reporting on the hostel is to the principal by the Director of Boarding, and operational finance matters to the finance sub-committee, or to The House Development Committee.

**Decision Date:** 24 Jun 2025

**Mover:** Michelle Jarvis

**Outcome:** Approved

## 7.3 Hostel policies for review x 3



### Approve hostel policies

That the 2025 Emergency Management Planning, 2025 Concerns and Complaints and 2025 Alcohol, Drugs & Other Harmful Substances policies be approved subject to confirmation that there have been no changes from the previous policies.

**Decision Date:** 24 Jun 2025  
**Mover:** Adam Martin  
**Seconder:** Angela Habraken  
**Outcome:** Approved

It is not clear if there are any changes to the three policies as the versions before the board are not track changes versions - to be confirmed with director of boarding.

Erica has a timing question around the Emergency Management Planning policy that she will discuss with the DoB.

## 8. PTA Report

### 8.1 PTA Report



### Accept PTA minutes and email report

That the minutes of the PTA meeting held on 14 May 2025 and the email report be accepted.

**Decision Date:** 24 Jun 2025  
**Mover:** Adam Martin  
**Seconder:** Michelle Jarvis  
**Outcome:** Approved

## 9. Student representative report

### 9.1 Student representative report

Issues for students are rubbish/recycling bins, more recycling bins are requested, outdoor seating and canteen queues. Mazaiah to let Erica know if the canteen queues can be an assembly item. Regarding the request for more recycling bins, Erica noted that the reason there are not more is that students are not respecting them properly.

Overall students are doing well. Mazaiah noted she has received little feedback from the student committees.



### Accept the student representative report

That the student report be accepted.

**Decision Date:** 24 Jun 2025  
**Mover:** Mazaiah Isaako Tuala  
**Seconder:** Michelle Jarvis  
**Outcome:** Approved

## 10. General Business

### 10.1 Extend appointment of acting principal



#### Extend acting principal appointment

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

**Decision Date:** 24 Jun 2025  
**Mover:** Adam Martin  
**Seconders:** Andrew Collins  
**Outcome:** Approved

### 10.2 Resignation from finance sub-committee

It was agreed that a replacement appointment to the sub-committee was not required as there are sufficient members now on the committee.



#### Resignation from finance sub-committee

That the resignation from Angela Habraken from the finance sub-committee be accepted.

**Decision Date:** 24 Jun 2025  
**Mover:** Adam Martin  
**Seconders:** Andrew Collins  
**Outcome:** Approved

### 10.3 Confirm triennial election date



#### Confirm triennial election date

That the board confirms the date of 10 September 2025 for the triennial parent and staff representative election.

**Decision Date:** 24 Jun 2025  
**Mover:** Adam Martin  
**Seconders:** Erica Bailey  
**Outcome:** Approved

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



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

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

**Decision Date:** 24 Jun 2025  
**Mover:** Adam Martin  
**Seconders:** Andrew Collins  
**Outcome:** Approved

### 10.5 MoE zoning proposal - BoT submission

Board members were asked to email Adam as soon as possible with submissions they wished to make as board members.

The board's submission is to be based on the letter written to the TGHS community.

The submission will need to be submitted online.

## 10.6 Draft board work plan 2025

Mid-year report post parent interviews - nothing to report. Erica will talk to Logan about the interviews and report back.

Maori student focus - move to July.

Budget monitor/monthly report - Solutions and Services six-monthly additional report received.



### Board work plan - mid-year report post parent interviews

Mid-year report post parent interviews - nothing to report. Erica will talk to Logan about the interviews and report back.

**Due Date:** 29 Jul 2025

**Owner:** Erica Bailey

## 10.7 EOTC forms

Andy asked for direction from the board on one of the EOTC forms. The form has three sections on risk - medium to high risk has board/principal on it. Andy wanted to clarify when the board should see the EOTC forms, ie, what is the threshold that the board wants to see. Red on the form is overnight and overseas.

Principal approves regular trips, overseas and any new trips are to come to the board.

It is at the discretion of the principal, however, if it makes staff feel more confident with board scrutiny, ie, if it reassured staff, then it should come to the board.

There needs to be board dialogue as to the threshold. Camps should be board.

It was agreed that the board would see all EOTC paperwork. A standing EOTC trips item is to be added to the agenda.

To be made clear to staff that all *overnight & high risk* EOTC trips are to be approved by the board.

## 11. In committee business

### 11.1 In committee - agenda, minutes attached

#### PUBLIC EXCLUDED BUSINESS

That the public be excluded from the following proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution as follows –

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under sections 48 (1) for the passing of this resolution
• Staffing matters	Good reason to withhold exists under section 7 (2) (a)	
• Student matters	Good reason to withhold exists under section 7 (2) (a)	

This resolution is made in reliance on Sections 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole of the relevant part of the proceedings of the meeting in the public are as follows:

To protect the privacy of natural persons

The public were excluded from the meeting at 5.50 pm.

MOVED	That Annabelle Quinonez and Janine Quigley be permitted to remain at this meeting after the public has been excluded.
	A Martin
	CARRIED

## 12. Close Meeting

### 12.1 Close the meeting

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

Signature: _____	Date: <u>29/7/25</u>
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