MINUTES (in Review)

BOARD OF TRUSTEES

Name:	Timaru Girls' High School Board of Trustees
Date:	Tuesday, 25 August 2026
Time:	5:15 pm to 6:34 pm (NZST)
Location:	Timaru Girls' High School Board Room, Cain Street Timaru
Board Members:	Carlene Drummond (Chair), Adam Martin, Andrew Collins, Deb Hales, Michelle Jarvis, Rhys Davies, Richard Kidd, Shayler Lange, Ben Rawcliffe
Attendees:	Janine Quigley
Apologies:	Erica Bailey, Mary Ellen Luyten, Angela Burgess, Logan Callow
Notes:	Deb Hales attended via Zoom

1. Opening Meeting

1.1 Learning Area report - Learning Support - Joanne Bennett - Room 4

1.2 Karakia

1.3 Apologies

Accept apologies

That the apologies from Angela Burgess, Erica Bailey, Mary Ellen Luyten, and Logan Callow be accepted.

Decision Date:	25 Aug 2026
Mover:	Carlene Drummond
Seconder:	Adam Martin
Outcome:	Approved

1.4 Interests Register

No conflicts of interest were declared.

1.5 Public Attendance

No members of the public were in attendance.

2. Minutes of previous meeting

2.1 Confirm Minutes

Board of Trustees 28 Jul 2026, the minutes were confirmed as presented.

Confirm July meeting minutes

That the minutes of the meeting held on 28 July be confirmed as presented.

Decision Date:	25 Aug 2026
Mover:	Adam Martin
Seconder:	Rhys Davies
Outcome:	Approved

2.2 Matters Arising

There were no matters arising from the previous minutes.

2.3 Review of Action List - no outstanding action items

There were no outstanding action items.

3. Correspondence

3.1 Correspondence

The Board noted that there was no inward correspondence and one item of outward correspondence, being the appointment of Sheree Vidler as returning officer for the 2026 student election.

Accept correspondence

That outward correspondence be accepted.

Decision Date:	25 Aug 2026
Mover:	Carlene Drummond
Seconder:	Adam Martin
Outcome:	Approved

4. Principal's Report & Health and Safety Reports

4.1 Principal's report

The Principal reported that the Year 9 numeracy and literacy class in the library was progressing well, with one week of intensive work remaining. The Board also noted that MASH, the Multi Agency Support Hui, had replaced RockOn as the school's attendance support initiative.

The Board considered whether further monthly attendance detail was required and agreed that the current reporting, comprising the Principal's monthly reports and the Ministry of Education termly report, was sufficient.

Accept principal's report

That the Principal's report be accepted. The report covered current learning, attendance and operational matters, including the progress of the Year 9 numeracy and literacy intervention and the introduction of MASH to support attendance.

Decision Date:	25 Aug 2026
Mover:	Deb Hales
Seconder:	Michelle Jarvis
Outcome:	Approved

4.2 Health and Safety Reports

The Board discussed support arrangements where only two staff are rostered on at the hostel in the event of a serious incident and received clarification on the procedures in place for dealing with a serious incident.

Accept health and safety reports

That the health and safety reports be accepted. The Board considered the reported incidents and sought assurance on incident response procedures at the hostel.

Decision Date:	25 Aug 2026
Mover:	Carlene Drummond
Seconder:	Richard Kidd
Outcome:	Approved

5. Finance committee report

5.1 July finance reports

Accept finance committee minutes and July finance reports

That the minutes of the Finance Committee meeting held on 18 August 2026 be accepted, and that the July finance reports be accepted. The Board noted the month-end surplus and year-to-date deficit position reported through the finance papers. The board also noted that the usual monthly checks had been completed by the finance chairperson.

That the July 2026 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 072027 and 082027 be approved and that the banking staffing reports dated 7 and 21 July be approved.

That the hostel payroll for the pay periods ending 7 and 21 July be approved.

Decision Date:	25 Aug 2026
Mover:	Adam Martin
Seconder:	Carlene Drummond
Outcome:	Approved

5.2 Property report

The Board noted an update on the property modifications project which is about to start. Concern had been raised about the proposed stage access, and the principal advised that an alternative solution had been suggested that would mean the front of the stage was kept clear.

Accept property report

That the property report be accepted. The report covered planned property works, including accessibility modifications and proposed changes to the stage access arrangement.

Decision Date:	25 Aug 2026
Mover:	Adam Martin
Seconder:	Michelle Jarvis
Outcome:	Approved

6. Audit committee report

6.1 Audit report - no report this month

There was no audit committee report this month.

7. The House Development committee report

7.1 The House Development Committee report - oral update from Deb

The Board received an oral update on the feasibility report for a redevelopment strategy prepared by Newlove Browning Architects. A staged approach was proposed, with indicative costs of $1.5 million to $2 million per stage. Stage 1 would involve demolition of Annexe building and construction of a new single-storey central amenities block with central dining, kitchen, pastoral, common and laundry facilities. Stage 2 would provide interim accommodation in Oak Rowan while East Wing was refurbished in stages. Stage 3 would require a decision on either refurbishing Oak Rowan building or demolishing and replacing with new studio accommodation for senior students.

The Board noted that the committee would meet again in early September to consider fundraising and funding options. The Board also noted its support for the sub-committee to continue the initial planning stages and report back to the board as necessary.

Engage Newlove Browning Architects

That Newlove Browning Architects be formally engaged in relation to the hostel redevelopment feasibility report. The Board considered the staged redevelopment approach to be the most practical way to progress the project and agreed to the expense involved in preparing the feasibility report.

Decision Date:	25 Aug 2026
Mover:	Carlene Drummond
Seconder:	Andrew Collins
Outcome:	Approved

8. PTA Report

8.1 PTA Report

The Board noted that PTA membership had increased.

Accept PTA minutes

That the PTA minutes be accepted.

Decision Date:	25 Aug 2026
Mover:	Carlene Drummond
Seconder:	Adam Martin
Outcome:	Approved

9. Student representative report

9.1 Student representative report

The Board received the student representative report on the student council representation survey. The survey indicated moderate levels of student representation and identified a need for student

leaders to be more approachable and for student perspectives to be considered earlier in decision-making. The suggested next step was that the 2027 student leaders would engage with Year 9 and Year 10 students to explain the role of the student council.

Accept student representative report

That the student representative report be accepted. The report summarised findings from the student council representation survey and identified opportunities to strengthen student engagement and representation.

Decision Date:	25 Aug 2026
Mover:	Shayler Lange
Seconder:	Carlene Drummond
Outcome:	Approved

10. General Business

10.1 Finance sub-committee membership

The Board noted the resignation of Michelle Jarvis from the finance committee. Ben Rawcliffe had agreed to join the committee, and Rhys Davies indicated interest in attending the next meeting if available. The Board also noted that other Board members would be welcome to join the committee, or to attend any meetings at any time.

Membership of finance subcommittee

That Ben Rawcliffe be appointed to the finance subcommittee to replace Michelle Jarvis.

Decision Date:	25 Aug 2026
Mover:	Adam Martin
Seconder:	Michelle Jarvis
Outcome:	Approved

10.2 EOTC trips - no trips this month

There were no EOTC trips this month.

10.3 Board work plan 2026

The Board noted that the annual work plan was on track for the month.

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 6.20 pm.

MOVED	That Janine Quigley be permitted to remain at this meeting after the public has been excluded. C Drummond CARRIED

12. Close Meeting

12.1 Close the meeting

Next meeting: Board of Trustees - 22 Sept 2026, 5:15 pm

Signature: C Drummond **Date:** 22/9/26