MINUTES (in Review)

BOARD OF TRUSTEES

Name:	Timaru Girls' High School Board of Trustees
Date:	Tuesday, 26 August 2025
Time:	4:00 pm to 5:15 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 attended via Zoom

1. Opening Meeting

1.1 Learning area meeting - Careers

1.2 Karakia

1.3 Apologies

Accept apologies

That apologies from Deb Hales and Angela Habraken be accepted.

Decision Date:	26 Aug 2025
Mover:	Adam Martin
Seconder:	Carlene Drummond
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 29 Jul 2025, the minutes were confirmed with the following changes:

Principal report - RB4L should read PB4L.

Confirm minutes

That the minutes of the meeting held on 29 July be confirmed with the amendment noted.

Decision Date:	26 Aug 2025
Mover:	Adam Martin
Seconder:	Carlene Drummond
Outcome:	Approved

2.2 Matters Arising

There were no matters arising from the minutes.

2.3 Review of Action List - no outstanding action items

There were no outstanding action items.

3. Correspondence

3.1 Correspondence

Fundraising application for LED digital display - approved, but Logan indicated he would be able to find a TV for this purpose.

Accept correspondence

That inward and outward correspondence be accepted.

Decision Date:	26 Aug 2025
Mover:	Adam Martin
Seconder:	Michelle Jarvis
Outcome:	Approved

4. Principal's Report & Health and Safety Report

4.1 Principal's report

A new SENCO has been appointed with an official start date of 28 January 2026. The new appointee is an RTLB teacher, and RTLB has indicated the appointee can transition to TGHS in term 4 as they have spare staffing. The new appointee will assist with the recruitment of a new teacher aide.

Exams and CAAs are about to start.

The student wellbeing survey has been completed, with the results still to be analysed but initial results show that students are proud of the school and that is encouraging.

Careers has been very busy this term, with the Become programme having started.

Course election interviews are being held in the last week of the term. The distinction assembly has been postponed to next term because of the busy end of term.

There are 100 Yr 9 enrolments for next year. Yr 8 interviews have started.

PD - Logan has been doing numeracy sessions with teachers. There have been good conversations with staff during the sessions about how they can incorporate information from the sessions into their lessons.

Roll update - a number of students have left for employment.

Accept principal's report

That the principal's report be accepted.

Decision Date: 26 Aug 2025
Mover: Erica Bailey
Seconder: Michelle Jarvis
Outcome: Approved

4.2 Health and Safety Reports

Andy gave a verbal report on the wellbeing and emotional challenges for students and staff.

Accept the health and safety reports

That the health and safety reports be accepted.

Decision Date: 26 Aug 2025
Mover: Adam Martin
Seconder: Andrew Collins
Outcome: Approved

5. Finance committee report

5.1 July 2025 financial reports

Activity in July has resulted in a surplus of $122,692.66 for the month and an overall surplus for the year-to-date of $189,963.78, against a budgeted surplus of $5,358.55.

Overall income is significantly higher this month, due to increased government, locally raised funds, hostel, international and other revenue.

Overall expenditure is lower this month, due to lower international, learning resources and other expenditure.

The monthly checks were completed by the finance chair on 15 August 2025.

Working capital continues to trend in the right direction.

Accept the August finance minutes and the July finance report

That the minutes of the finance committee meeting held on 19 August 2025 be accepted.

That the July financial report be accepted.

That the July 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 082026 and 092026 be approved and that the banking staffing reports dated 8 and 23 July 2025 be approved.

That the hostel payroll for the pay periods ending 8 and 22 July 2025 be approved.

Decision Date: 26 Aug 2025
Mover: Erica Bailey
Seconder: Michelle Jarvis
Outcome: Approved

5.2 Out of budget expenditure promotional video packages

Accept the recommendation for out of budget expenditure

That the recommendation from the finance committee to approve out of budget expenditure for a new TGHS marketing video package as quoted by Rickwood Creative at $4,600 incl GST be accepted.

Decision Date:	26 Aug 2025
Mover:	Adam Martin
Seconder:	Erica Bailey
Outcome:	Approved

5.3 Property report

Accept the property report

That the property report be accepted.

Decision Date:	26 Aug 2025
Mover:	Adam Martin
Seconder:	Richard Kidd
Outcome:	Approved

6. Audit committee report

6.1 Audit report

This term's reviews have all gone out for consultation. No changes are proposed, but will wait to see what changes SchoolDocs make.

Erica noted she is following up on a couple of questions for the term 2 reviews.

Accept the audit report

That the audit report be accepted.

Decision Date:	26 Aug 2025
Mover:	Erica Bailey
Seconder:	Andrew Collins
Outcome:	Approved

7. The House Development committee report

7.1 The House Development Committee report

Erica reported she is still working on the further information that MoE advise they require in the business plan. MoE also advise that a 20% contingency has to be held, and that the ministry will not meet any shortfall in funding. The ministry also requires that the impact of depreciation on the new build on the school accounts has to be considered. Fiona Green has provided names of people involved in other recent hostel builds as contact points for advice and guidance on new builds.

The community information night is being held on Thursday 4 September, and Erica and Adam are working on the format for the evening.

Accept the House Development committee report

Accept the House Development Committee report.

Decision Date:	26 Aug 2025
Mover:	Adam Martin
Seconder:	Erica Bailey
Outcome:	Approved

8. PTA Report

8.1 PTA Report

Carlene noted she did not attend the last meeting and the minutes should be taken as read.

Accept the PTA minutes

That the PTA minutes be accepted.

Decision Date:	26 Aug 2025
Mover:	Adam Martin
Seconder:	Michelle Jarvis
Outcome:	Approved

9. Student representative report

9.1 Student representative report

Mazaiah noted that students have been encouraged to use MyKindo to pre-order, and there has been increased use of MyKindo as a result. There are now three lines, which has helped with the queue issues. Students have provided feedback about food options. The goal is to get the canteen committee up and running again. There are a number of ideas that this year's committee will hand over to next year's.

Accept the student representative report

That the student report be accepted.

Decision Date:	26 Aug 2025
Mover:	Mazaiah Isaako Tuala
Seconder:	Andrew Collins
Outcome:	Approved

10. General Business

10.1 Draft board work plan 2025

Maori and Pasifika student focus reports to be moved to October.

10.2 EOTC trips

Andy reported that the DoE trip has been postponed due to student illness and withdrawals from the trip, which has had the effect of increasing the cost for the four students remaining. The trip is to be rescheduled to the first weekend in term 4 but will be to a different location. The RAMS forms will be resubmitted for the rescheduled trip next month.

Commerce USA trip - it was noted that the forms could have been submitted to the board a lot sooner than this month's meeting, particularly since they were largely similar to the forms submitted for the last trip.

Approve the 2025 Commerce USA trip

That the 2025 Commerce USA trip provisionally approved in June 2024 now be formally approved following satisfactory completion of the RAMS process.

Decision Date: 26 Aug 2025
Mover: Adam Martin
Seconder: Carlene Drummond
Outcome: Approved

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:

¾ To protect the privacy of natural persons

The public were excluded from the meeting at 4.50 pm.

MOVED That Logan Callow, 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 - 7 Oct 2025, 4:00 pm

Signature: C Drummond **Date:** 7/10/25.