MINUTES (in Review)

BOARD OF TRUSTEES

Name:	Timaru Girls' High School Board of Trustees
Date:	Tuesday, 26 May 2026
Time:	5:15 pm to 6:30 pm (NZST)
Location:	Timaru Girls' High School Board Room, Cain Street Timaru
Board Members:	Carlene Drummond (Chair), Andrew Collins, Angela Burgess, Deb Hales, Michelle Jarvis, Rhys Davies, Richard Kidd, Shayler Lange, Ben Rawcliffe, Adam Martin
Attendees:	Janine Quigley, Logan Callow
Apologies:	Erica Bailey
Notes:	Deb Hales attended via Zoom for the Hostel Development agenda item

1. Opening Meeting

1.1 Learning Area report - Social Sciences - Sarah Robinson - Room 17

1.2 Karakia

1.3 Apologies

Accept apologies

That apologies from Erica Bailey for the whole meeting, and from Deb Hales for part of the meeting be accepted.

Decision Date: 26 May 2026
Mover: Carlene Drummond
Seconder: Michelle Jarvis
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 31 Mar 2026, the minutes were confirmed as presented.

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

Confirm minutes

That the minutes of the meeting held on 31 March 2026 be confirmed as presented.

Decision Date: 26 May 2026
Mover: Carlene Drummond
Seconder: Andrew Collins
Outcome: Approved

Confirm minutes

That the minutes noting the meeting scheduled for 28 April did not proceed due to lack of a quorum be confirmed.

Decision Date: 26 May 2026
Mover: Carlene Drummond
Seconder: Adam Martin
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

2025 annual accounts and management letter - refer flying minute.

Fundraising application - kapa haka uniforms

That the application to raise funds for new kapa haka uniforms be approved.

Decision Date: 26 May 2026
Mover: Carlene Drummond
Seconder: Michelle Jarvis
Outcome: Approved

Accept correspondence

That correspondence be accepted.

Decision Date: 26 May 2026
Mover: Carlene Drummond
Seconder: Michelle Jarvis
Outcome: Approved

4. Principal's Report & Health and Safety Reports

4.1 Principal's report

Accept the principal's reports

That the principal's March and April reports be accepted.

Decision Date:	26 May 2026
Mover:	Carlene Drummond
Seconder:	Andrew Collins
Outcome:	Approved

4.2 Y 9 & 10 data trends

Logan Callow spoke to the report and advised that going forward the new Smart Tool will be in use, with the result that the reporting format will be different.

4.3 Attendance report

Logan Callow spoke to the report, noting the target is 60% at 90% attendance - currently at 64%. An annual increase year - we are holding and hopeful that will continue.

The new attendance and engagement officer is now on board, working 20 hours per week and this is starting to make a difference.

4.4 Health and Safety Reports

Previous years' reports to be removed from the staff well-being report.

Accept the health and safety reports

That the health and safety reports be accepted.

Decision Date:	26 May 2026
Mover:	Carlene Drummond
Seconder:	Andrew Collins
Outcome:	Approved

5. Finance committee report

5.1 March/April finance reports

Activity in April has resulted in a surplus of $15,094 for the month and an overall surplus for the year-to-date of $14,723, against a final budgeted deficit of $130,295.51.

Overall income is lower than last month, mainly due to less government grant, locally raised funds, hostel, international student and other revenue income.

Overall expenditure is lower than last month, mainly due to lower hostel, international, learning resources expenditure.

Accept the finance reports and minutes

That the 24 March and 21 April finance committee minutes be accepted.

That the March and April 2026 finance reports be accepted.

That the March and April 2026 payment schedules, bank statements, reconciliations of the school's bank accounts and credit cards, the bank transfers, the journal reports and the leave reports, the Staff Usage and

Expenditure payroll reports for PPs 25206, 262026, 272026, 012027 and 022027 be approved, and that the banking staffing reports dated 3, 17 and 30 March 2026 and 14 and 28 April 2026 be approved.

That the hostel payroll for the pay periods ending 3, 17 and 30 March 2026 and 14 and 28 April be approved.

Decision Date:	26 May 2026
Mover:	Adam Martin
Seconder:	Carlene Drummond
Outcome:	Approved

5.2 Property report

MoE caretaker house heat pump - the only heating is a wood burner, the tenant is staying on for another year and had asked if a heat pump could be installed as the wood burner heats only the living areas.

Hostel capex bid - mattresses - this had been put on hold in March because of the hostel operating budget deficit, to be reviewed mid-year. The DoB had contacted Vendella to advise the purchase was on hold, however, Vendella did not make it clear in the response that the order could not be put on hold because it had been processed and the mattresses had been manufactured offshore. Vendella has advised that due to the unclear communication they would be prepared to hold invoicing for either two months or until January 2027. After discussion it was agreed that the purchase should go ahead and the invoice paid.

The capex out of budget bid for the purchase of a SkyVac for gutter cleaning, at a cost of between $5 and $6 k incl GST has been withdrawn. The property manager has since discovered that TBHS has one that they are willing to share.

Out of budget capex requests

That the quote from MasterChill at $2,970 excl GST to install a heat pump in the MoE caretaker house be accepted.

That the previously deferred hostel asset bid to purchase mattresses x 10 at $3,040 plus GST be approved.

Decision Date:	26 May 2026
Mover:	Adam Martin
Seconder:	Carlene Drummond
Outcome:	Approved

Accept the property report

That the property report be accepted.

Decision Date:	26 May 2026
Mover:	Adam Martin
Seconder:	Michelle Jarvis
Outcome:	Approved

6. Audit committee report

6.1 Audit report

No report this month. Noted that work is ongoing.

7. The House Development committee report

7.1 The House Development Committee report

Deb Hales updated on approaches she has made to a number of people with construction/fundraising experience to gauge their interest in joining the hostel rebuild committee. All have indicated positive interest, and a meeting is scheduled for Friday 29 May.

The offer to manage the project from start to finish was discussed.

Use of the Valerie Port bequest to fund the project management fee was discussed, along with using the hostel building levy fund, which has been building up for the last three years.

The 29 May meeting is an early discussion with people who have experience in large-scale fundraising. However, the board will need to provide funding to kick-start the project. More information is to be sought, with a view to terms of engagement, ie, a specific scope of the work that is being offered, once the committee has a clear plan.

Deb has been advised that stakeholder feedback is the first step - what do people want in a new build? That would be the starting point.

It was agreed that another conversation should be had with the organisation offering to manage the project - Deb to organise this ahead of the 29 May meeting, with Ben Rawcliffe joining the call.

Ben noted it would be a courtesy to make contact with Gordon Handy/John Wilson, in time, to give them an update on where plans are at.

Matter to be brought back to next month's meeting.

8. PTA Report

8.1 PTA Report

Accept PTA minutes

That the minutes of the PTA meetings held on 22 April and 11 May 2026 be accepted.

Decision Date:	26 May 2026
Mover:	Carlene Drummond
Seconder:	Rhys Davies
Outcome:	Approved

9. Student representative report

9.1 Student representative report

Shayler spoke to the report submitted for the April meeting and updated on further responses received. She noted that issues to be expected are contributing to the stress level responses. The most overwhelming subjects are English and Maths, ie, not enough time to complete everything.

Another request has been sent out for comment about time management and workload. This will be reported back next month.

Students were also asked about safety and belonging and the "No" response mainly relates to safety in the bathrooms in particular in the Science block.

Initially there were 139 responses, there are now 163, which is one-third of the school. Two weeks ago only 98 had responded.

Accept the student representative report

That the student report be accepted.

Decision Date:	26 May 2026
Mover:	Shayler Lange
Seconder:	Ben Rawcliffe
Outcome:	Approved

10. General Business

10.1 Board work plan 2026

The staff well-being is reported on each month.

Summary of exit interviews - not available.

Met with Social Sciences department.

Annual report has been submitted to MoE.

10.2 EOTC trips

Andy noted the upcoming Mt Somers Yr 12 Outdoor Ed trip - first night Woolshed Creek, second night Pinnacles Hut and tramp out the following day. Risks - potential - weather. Andy also noted last week on a Roncalli trip in the same area there was a fall on the saddle but the TGHS trip is not going up that same section.

Andy thinks the paperwork is still to come to the board - to be checked as may have been dealt with via flying minute following the April meeting not going ahead due to lack of quorum.

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 Logan Callow and 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 - 30 Jun 2026, 5:15 pm

Approved decisions made between meetings

2025 draft annual accounts

That the board approve the draft 2025 annual accounts.

10 Supported: Adam Martin , Andrew Collins , Angela Burgess , Ben Rawcliffe , Carlene Drummond , Deb Hales , Michelle Jarvis , Rhys Davies , Richard Kidd , Shayler Lange

0 Opposed:

0 Abstained:

Decision Date: 1 May 2026
Outcome: Approved

2026 budget amendments

That the 2026 budget be amended as follows: Teacher salaries grant revenue/expenditure figures be adjusted to the 2025 actual figure $4,045,572.17, and MoE Use of land & buildings grant revenue/expenditure figures be adjusted to the 2026 MoE notional lease figure of $1,171,133.

10 Supported: Adam Martin , Andrew Collins , Angela Burgess , Ben Rawcliffe , Carlene Drummond , Deb Hales , Michelle Jarvis , Rhys Davies , Richard Kidd , Shayler Lange

0 Opposed:

0 Abstained:

Decision Date: 1 May 2026
Outcome: Approved

Stmts of financial position and cash flows

Solutions and Services have prepared 2026 budgeted statement of financial position & statement of cashflows extracted from the Board prepared 2026 operating & capital budgets, and provided all 2026 budget documents required for approval. These reports have been prepared prior to the 2025 audit finalisation. Where any audit adjustments arise for the 2025 year, these budgeted balances will require adjustment to ensure that the statements continue to balance for use in the 2026 annual accounts (ie, retained earnings).

On this basis the Board approves the 2026 budget statements, subject to any opening balance changes to the statement of financial position and cash flow amounts, necessitated by 2025 audited adjustments.

10 Supported: Adam Martin , Andrew Collins , Angela Burgess , Ben Rawcliffe , Carlene Drummond , Deb Hales , Michelle Jarvis , Rhys Davies , Richard Kidd , Shayler Lange

0 Opposed:

0 Abstained:

Decision Date: 1 May 2026
Outcome: Approved

EOTC trips x 3

That the Mt Nimrod overnight survival trip 4-5 May 2026 be approved.
That the Mt Somers 3 day tramp 3-5 June 2026 be approved.
That the Caples-Greenstone Yr 13 tramp 10-13 May 2026 be approved.

10 Supported: Adam Martin , Andrew Collins , Angela Burgess , Ben Rawcliffe , Carlene Drummond , Deb Hales , Michelle Jarvis , Rhys Davies , Richard Kidd , Shayler Lange

0 Opposed:

0 Abstained:

Decision Date: 1 May 2026
Outcome: Approved

Signature: C Drummond **Date:** 30/6/26