MINUTES (in Review)

BOARD OF TRUSTEES

Name:	Timaru Girls' High School Board of Trustees
Date:	Tuesday, 28 July 2026
Time:	5:15 pm to 6:15 pm (NZST)
Location:	Timaru Girls' High School Board Room, Cain Street Timaru
Board Members:	Adam Martin, Andrew Collins, Angela Burgess, Deb Hales, Michelle Jarvis, Rhys Davies, Shayler Lange, Ben Rawcliffe
Attendees:	Janine Quigley, Logan Callow, Mary Ellen Luyten
Apologies:	Erica Bailey, Richard Kidd, Carlene Drummond (Chair)
Notes:	Adam Martin chaired the meeting in the absence of the presiding member, Deb Hales attended via Zoom, Mary-Ellen Luyten was in attendance as acting deputy principal

1. Opening Meeting

1.1 Learning Area report - Arts - Rebecca Rush - Drama room

1.2 Karakia

1.3 Apologies

Accept apologies

That apologies from Richard Kidd, Carlene Drummond and Erica Bailey be accepted.

Decision Date:	28 Jul 2026
Mover:	Adam Martin
Seconder:	Rhys Davies
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 30 Jun 2026, the minutes were confirmed as presented.

Confirm minutes

That the minutes of the meeting held on 30 June 2026 be confirmed as presented.

Decision Date:	28 Jul 2026
Mover:	Michelle Jarvis
Seconder:	Ben Rawcliffe
Outcome:	Approved

2.2 Matters Arising

There were no matters arising.

2.3 Review of Action List - no outstanding action items

3. Correspondence

3.1 Correspondence - NONE THIS MONTH

4. Principal's Report & Health and Safety Reports

4.1 Principal's report

There have been a number of new enrolments at the start of this new term, with a number being international students.

Numeracy results - there have been a number of in-depth conversations about the priority for the second half of this year of getting those students in Yr 12 and 13 who have yet to pass. The overall results are moving in the right direction but there is still a lot of work to be done to get students up to the line.

The attendance report provided is the MoE report produced each term. Overall regular attendance has dropped. This is not surprising and reflects what is happening across the board nationally. We continue to work hard around the chronic non-attending students.

Hostel staffing is under pressure at present due to staff absence, however, the team is going very well.

Student numbers tabled.

Accept the principal's report

That the principal's report be accepted.

Decision Date:	28 Jul 2026
Mover:	Deb Hales
Seconder:	Michelle Jarvis
Outcome:	Approved

4.2 Health and Safety Reports

Accept the health and safety reports

That the health and safety reports be accepted.

Decision Date:	28 Jul 2026
Mover:	Deb Hales

Seconder: Michelle Jarvis
Outcome: Approved

5. Finance committee report

5.1 June finance reports

Activity in June has resulted in a deficit of $51,097.25 for the month and an overall deficit for the year-to-date of $106,183.49, against a final budgeted deficit of $68,639.51.

Note that the budgeted deficit is less than previous reporting due to the board-approved update of the 2026 budget following increased hostel boarding fee income for terms 3 and 4.

Overall income is lower than last month, due to less government grant and other revenue income.

Overall expenditure is lower than last month, due to less international, learning resources and administration areas.

Accept the finance report and minutes

That the 21 July finance committee minutes be accepted.

That the June finance report be accepted.

That the June 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 052027 and 062027 be approved, and that the banking staffing reports dated 9 and 23 June 2026 be approved.

Decision Date: 28 Jul 2026
Mover: Adam Martin
Seconder: Andrew Collins
Outcome: Approved

5.2 Property report

Deferred hostel cyclical maintenance painting and capital expenditure - agreed to continue to defer until 2027 when the planning for the rebuild is further advanced. Also agreed to carry out touch up/spruce up painting that can be completed in-house as an interim option. Deb is speaking with hostel staff as to potential areas.

Gym - foyer painting - Andy requested that the foyer be repainted prior to the planned hanging of photos and sport memorabilia is carried out. Interior painting of the gym is scheduled for 2027. To be referred back to SLT for consideration.

Repainting of gym foyer

Request to repaint referred back to SLT for consideration/decision.

Due Date: 25 Aug 2026
Owner: Deb Hales

6. Audit committee report

6.1 Audit report

There was no audit report this month.

7. The House Development committee report

7.1 The House Development Committee report

No report this month - next meeting will be scheduled following architect reporting back.

Two matters were discussed in-committee.

8. PTA Report

8.1 PTA Report - NO REPORT THIS MONTH

9. Student representative report

9.1 Student representative report

Students were surveyed on cultural inclusion and while not many had responded, probably due to end of term tiredness, the survey showed that the school is welcoming and inclusive and that students would like more cultures celebrated during the year. Noted that the survey was a very good snapshot of how students are feeling about different cultures in the school.

Accept the student representative report

That the student representative report be accepted.

Decision Date:	28 Jul 2026
Mover:	Shayler Lange
Seconder:	Michelle Jarvis
Outcome:	Approved

10. General Business

10.1 Student election 2026

Date of 2026 student election

That the date of the 2026 student election be set as Thursday 3 September 2026.

Decision Date:	28 Jul 2026
Mover:	Adam Martin
Outcome:	Approved

10.2 Apppoint student election returning officer

Appointment 2026 student election returning officer

That Sheree Vidler be appointed returning officer for the 2026 student election.

Decision Date:	28 Jul 2026
Mover:	Adam Martin
Outcome:	Approved

10.3 EOTC trips

Andy gave a brief overview of the trip, noting that shuttle vans would be used for travel up to the ski field rather than the school vans.

Yr 12/13 Outdoor Education ski trip

That the Year 12/13 Outdoor Education ski trip 4-6 August 2026 to Porters Pass Ski Field be approved.

Decision Date: 28 Jul 2026
Mover: Andrew Collins
Seconder: Adam Martin
Outcome: Approved

10.4 Board work plan 2026

Mid-year report post parent interviews - Logan reported that academic conferencing is scheduled for 10 August for seniors and juniors, and that tere is a new mid-year report for juniors that has been emailed to parents/caregivers.

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)	

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 pm.

MOVED	That Logan Callow, Mary-Ellen Luyten 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 - 25 Aug 2026, 5:15 pm

Approved decisions made between meetings

Hostel policies for review - summary of changes now attached

Approve the following hostel policies:
Vehicle Usage
Leave
Enrolment at the Hostel
Hostel Community Partnership
Protected Disclosure
Hostel Use of Digital Devices
Hire of Hostel Facilities and Equipment
Digital Technology and Cybersafety
Privacy Policy
Property Management and Maintenance

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: 15 Jul 2026
Outcome: Approved

Signature: Drummond

Date: 25/8/26