

MINUTES (in Review)

BOARD OF TRUSTEES

Name:	Timaru Girls' High School Board of Trustees
Date:	Tuesday, 28 October 2025
Time:	5:15 pm to 6:20 pm (NZDT)
Location:	Timaru Girls' High School Board Room, Cain Street Timaru
Board Members:	Adam Martin, Andrew Collins, Carlene Drummond, Erica Bailey, Rhys Davies, Shayler Lange, Michelle Jarvis
Attendees:	Janine Quigley
Apologies:	Deb Hales, Angela Burgess, Richard Kidd, Annabelle Quinonez, Logan Callow

1. Opening Meeting

1.1 Learning Area meeting - Languages - Room 6

1.2 Karakia

1.3 Apologies



Accept apologies

That apologies from Angela Burgess, Richard Kidd, Deb Hales, Annabelle Quinonez and Logan Callow be accepted.

Decision Date:	28 Oct 2025
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. Casual vacancy

2.1 Casual vacancy

Casual vacancy vice Keri Johnston resignation. Not able to be replaced by member co-opted at the time, as a co-opted member is not a parent representative. Board composition is five parent representatives. Options are by-election or selection. If by selection, notice goes out to school community and if within 28 days of notice 10% or more of eligible voters on school roll ask for by-election instead, will need to comply.



Casual vacancy

That the casual vacancy created following the resignation of Keri Johnston be filled by selection.

Decision Date: 28 Oct 2025
Mover: Carlene Drummond
Seconder: Michelle Jarvis
Outcome: Approved

3. Minutes of previous meeting

3.1 Confirm Minutes

Board of Trustees 7 Oct 2025, the minutes were confirmed as presented.



Confirm minutes of previous meeting

That the minutes of the meeting held on 7 October 2025 be confirmed as presented.

Decision Date: 28 Oct 2025
Mover: Carlene Drummond
Seconder: Rhys Davies
Outcome: Approved

3.2 Matters Arising

There were no matters arising from the minutes.

3.3 Review of Action List - no outstanding action items

There were no outstanding action items.

4. Correspondence

4.1 Correspondence

Copies of the email responses to the two EOTC trips approved via email motion are stored on the board correspondence paper file.



Confirm email motion - EOTC DoE trip

That the email motion to approve the EOTC DoE trip to Pinnacles Hut 11-12 October 2025 be confirmed.

Decision Date: 28 Oct 2025
Mover: Carlene Drummond
Seconder: Rhys Davies
Outcome: Approved



Confirm email motion - EOTC Lake Ruataniwha rowing camp

That the email motion to approve the Lake Ruataniwha rowing camp 17-19 October 2025 be confirmed.

Decision Date: 28 Oct 2025

Mover: Erica Bailey
Second: Shayler Lange
Outcome: Approved



Accept correspondence

That inward and outward correspondence be accepted.

Decision Date: 28 Oct 2025
Mover: Carlene Drummond
Second: Michelle Jarvis
Outcome: Approved

5. Principal's Report & Health and Safety Report

5.1 Principal's report

The draft curriculum is due out today but has not yet been received.

Update on strategic plan changes - the current plan can be kept until 2027 as the changes have been delayed by 12 months. The implementation plan will be presented to the board at the first meeting next year.

Roll numbers - the usual drop off in numbers at this stage of the term has not occurred.



Accept the principal's report

That the principal's report be accepted.

Decision Date: 28 Oct 2025
Mover: Erica Bailey
Second: Andrew Collins
Outcome: Approved

5.2 Health and Safety Reports



Accept the health and safety reports

That the health and safety reports be accepted.

Decision Date: 28 Oct 2025
Mover: Erica Bailey
Second: Michelle Jarvis
Outcome: Approved

6. Finance committee report

6.1 September 2025 financial reports

Activity in September has resulted in a surplus of \$8,976.83 for the month and an overall surplus for the year-to-date of \$177,371.78, against a budgeted surplus of \$5,358.55.

Overall income is higher than last month, due to increased government grants income (quarter 4 instalment of pay equity settlement & CA agreement funding received on 30 Sep).

Overall expenditure is slightly lower than last month, but significantly lower in the Learning Resources area this month.

Overall year-to-date expenditure for Learning Resources and Property is significantly under budget at 67% and 68% respectively. This is a little unexpected, particularly for Learning Resources, at this stage of the

year (75% of the year now passed). It is doubtful that the variances as at 30 September will be spent in the last three months of the year, particularly Learning Resources.

The monthly checks were completed by the finance chairperson.



Accept the October finance minutes and the September finance report

That the minutes of the finance committee meeting held on 21 October 2025 be accepted.

That the September financial report be accepted.

That the September 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 122026, 132026 and 142026 be approved and that the banking staffing reports dated 2, 16 and 30 September 2025 be approved.

That the hostel payroll for the pay periods ending 2, 16 and 30 September 2025 be approved.

Decision Date:	28 Oct 2025
Mover:	Adam Martin
Seconder:	Carlene Drummond
Outcome:	Approved

6.2 Property report

It was noted that sign-off for the Science Lab upgrade project has now come through.

The supervisor cleaner proposal is to be considered in-committee.



Accept the property report

That the property report be accepted.

Decision Date:	28 Oct 2025
Mover:	Adam Martin
Seconder:	Michelle Jarvis
Outcome:	Approved

7. Audit committee report

7.1 Audit report

Andy noted that the committee has recently met, with new member Annabelle Quinonez currently being brought up to speed.

8. The House Development committee report

8.1 The House Development Committee report

The main item discussed at this month's meeting was the possible funding strategy developed by John Wilson. John has been invited to attend the next meeting to discuss the strategy further.

Visits to other recent hostel builds/rebuilds will be able to be scheduled now that the senior students have left the hostel on study leave.

The draft business plan is still being worked on.

11.2 EOTC trips

Yr 9 & 10 camps - drinking water issue at Hanmer Springs Forest Camp - if not resolved, will take own water supply. Andy noted a slow response from Activity Hanmer on the issue.

Reef and Rainforest trip - a minimum of 15 students needed before trip can go ahead, organisation is via external provider Infuse Travel.



Yr 9 and 10 camps - Hanmer Springs Forest Camp

That the Yr 9 and Year 10 camps at Hanmer Springs Forest Camp 17-19 Nov and 24-26 Nov be approved.

Decision Date: 28 Oct 2025
Mover: Carlene Drummond
Seconder: Rhys Davies
Outcome: Approved



Yr 12 & 13 Geography and Tourism Reef and Rainforest 2026 trip

That the Yr 12 & 13 Geography and Tourism Reef and Rainforest trip to Australia 30 Sep to 8 Oct 2026 be approved in principle, subject to completion of the full RAMS process.

Decision Date: 28 Oct 2025
Mover: Carlene Drummond
Seconder: Rhys Davies
Outcome: Approved

11.3 Solar panel installation

This matter was raised off agenda. It had previously been discussed at the July meeting, with a recommendation from the finance committee to proceed subject to the terms and conditions being satisfactory to the school.

Erica will now review the full contract terms before proceeding further, in particular the detail about removal. She noted in theory the school will receive \$12,000.

12. In committee business

12.1 In committee - agenda, minutes attached

13. Close Meeting

13.1 Close the meeting

Next meeting: Board of Trustees - 25 Nov 2025, 5:15 pm

Signature: _____

Date: _____

9. PTA Report

9.1 PTA Report

Carlene noted:

That the general consensus was that the doughnut fundraiser should not be held again so soon after the last one.

That the PTA is looking at quiz nights and at a school colour run, the sale of frozen cookie dough, and a thermomix raffle. Carlene expressed concern about the thermomix raffle, as they are very expensive to purchase, if it has to be purchased.

That the Grocery Grab will depend on whether sponsorship can be secured.

That with the scholarship and with camp costs increasing, the PTA will have to increase its fundraising.

Michelle suggested food wraps as a fundraiser.

Carlene also noted that the PTA is trying to recruit more members as a number of the current members are leaving.



Accept the PTA minutes and report

That the PTA minutes and report be accepted.

Decision Date:	28 Oct 2025
Mover:	Carlene Drummond
Seconder:	Erica Bailey
Outcome:	Approved

10. Student representative report

10.1 Student representative report

Shayler noted that the biggest issue for students is queuing at the canteen. She believes that the issue should lie with the Student Council to deal with and that the student rep should concentrate on student culture and mental health.



Accept the student report

That the student report be accepted.

Decision Date:	28 Oct 2025
Mover:	Shayler Lange
Seconder:	Michelle Jarvis
Outcome:	Approved

11. General Business

11.1 Draft board work plan 2025

Evaluation of board effectiveness - move out to Nov 2026.

Health curriculum consultation - postponed until new curriculum available - move out to November 2026.