

MINUTES (in Review)

BOARD OF TRUSTEES

Name: Timaru Girls' High School Board of Trustees
Date: Tuesday, 29 July 2025
Time: 4:00 pm to 5:35 pm (NZST)
Location: Timaru Girls' High School Board Room, Cain Street Timaru
Board Members: Adam Martin, Andrew Collins, Angela Habraken, Carlene Drummond, Erica Bailey, Mazaiah Isaako Tuala, Richard Kidd, Michelle Jarvis
Attendees: Janine Quigley, Logan Callow
Apologies: Deb Hales, Annabelle Quinonez
Notes: Richard Kidd attended via Zoom, Mazaiah Isaako Tuala left the meeting at 5 pm

1. Opening Meeting

1.1 Learning area meeting - Sciences - venue Lab E

Upgrading of the labs and uncomfortable chairs were raised. Erica noted that new benches are being installed in two labs.

1.2 Karakia

1.3 Apologies



Accept apologies

That apologies from Deb Hales and Annabelle Quinonez be accepted.

Decision Date: 29 Jul 2025
Mover: Adam Martin
Seconder: Carlene Drummond
Outcome: Approved

1.4 Interests Register

Angela Habraken - hostel parent - in committee 2026 boarding fees

1.5 Public Attendance

No members of the public were in attendance.

2. Minutes of previous meeting

2.1 Confirm Minutes

Board of Trustees 24 Jun 2025, the minutes were confirmed with the following changes:

Agenda item 10.7 EOTC forms - last sentence add the words "overnight and high risk: - sentence should read "To be made clear to staff that all overnight and high risk EOTC trips are to be approved by the board."

Agenda item 10.7 EOTC forms - last sentence should read, ""To be made clear to staff that all overnight and high risk EOTC trips are to be approved by the board."



Confirm minutes

That the minutes of the meeting held on 24 June 2025 be confirmed with the amendment noted.

Decision Date: 29 Jul 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

Hostel policies x 3 - the confirmation that there had been no changes to the policies was noted.



Confirm email motion - netball fundraising application

That the 17 July email motion to approve the application by the TGHS Snr A netball team to apply to Trust Aoraki for funding to cover accommodation costs for the South Island Secondary Schools netball tournament be confirmed.

Decision Date: 29 Jul 2025
Mover: Carlene Drummond
Seconder: Adam Martin
Outcome: Approved



Accept correspondence

That the inward and outward correspondence be accepted.

Decision Date: 29 Jul 2025
Mover: Adam Martin
Seconder: Angela Habraken
Outcome: Approved

4. Principal's Report & Health and Safety Report

4.1 Principal's report

This is a busy term that has started well with the Lip Sync competition, and the annual ball coming up.

The SENCO job is still to be filled and is currently being re-advertised.

PD - we are still looking to cover the school goals via RB4L and literacy and numeracy.

Attendance certificates were awarded at the start of the term, and it is encouraging to see 39 Yr 10 students receiving certificates.

CAA results - most of Yr 12 and 13 are through now, there are still a couple receiving extra tutorials to get through. There are encouraging results, with still another round of testing to go.

There is a focus on careers this term.

Roll numbers - there are a few new enrolments this term.



Accept principal's report

That the principal's report be accepted.

Decision Date:	29 Jul 2025
Mover:	Erica Bailey
Seconder:	Andrew Collins
Outcome:	Approved

4.2 Health and Safety Reports

Richard asked about the hole in the wall incident, and Logan responded that there is a plan in place for any future similar incidents.

Andy reported on teaching staff well-being. Erica noted that most of the relief pool is now teaching, which will affect internal relief cover. The time in lieu system is working well, with a reminder to go out to staff to use their banked hours.



Accept the health and safety reports

That the health and safety reports be accepted.

Decision Date:	29 Jul 2025
Mover:	Adam Martin
Seconder:	Angela Habraken
Outcome:	Approved

5. Finance committee report

5.1 June 2025 financial reports

Activity in June has resulted in a deficit of \$13,767.80 for the month and an overall surplus for the year-to-date of \$65,771.04, against a budgeted surplus of \$5,358.55.

Overall income is lower this month compared to last month, mainly due to lower government grant, locally raised funds and other revenue income

Overall expenditure is lower this month compared to last month, mainly due to lower hostel, administration and other expenses.



Accept the July finance minutes and the June finance report

That the minutes of the finance committee meeting held on 22 July be accepted.

That the June financial report be accepted.

That the June 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 062026 and 072026 be approved and that the banking staffing reports dated 10 and 24 June 2025 be approved.

That the hostel payroll for the pay periods ending 10 and 24 June 2025 be approved.

Decision Date: 29 Jul 2025
Mover: Adam Martin
Seconder: Erica Bailey
Outcome: Approved

5.2 Additional credit card holder



Credit card for new director of boarding

That the application for the issue of a school credit card for Susan King, recently appointed director of boarding, be approved.

Decision Date: 29 Jul 2025
Mover: Adam Martin
Seconder: Angela Habraken
Outcome: Approved

5.3 Property report

The progress with the 5YA project for the gym changing rooms upgrade is pleasing to note.

The issues with the water pressure following the East Wing hot water cylinder upgrade are still being worked on.

The COG solar power proposal is cost neutral for the school, and has environmental advantages.



Solar panel installation

That the recommendation to proceed with the COG solar power proposal be approved, subject to the terms and conditions being reviewed and deemed satisfactory by the school.

Decision Date: 29 Jul 2025
Mover: Adam Martin
Seconder: Carlene Drummond
Outcome: Approved



Accept the property report

That the property report be accepted.

Decision Date: 29 Jul 2025
Mover: Adam Martin
Seconder: Erica Bailey
Outcome: Approved

6. Audit committee report

6.1 Audit report

The committee has held two meetings recently, and has worked through the 2024 term 4 backlog following review by the SchoolDocs legal team. These policies will be put in place in the middle of this term. Most of the policies are finance-related, and have been reviewed by the business manager. There are still a lot to get through, plus this term's, which will be another six policies by the end of this term.

The committee recommends that the proposed wording changes be accepted for the following policies:

1. Finance & Asset Management - but update the Schedule of Delegations on the SchoolDocs site to the 2025 schedule.
2. Budget
3. Financial Management - currently states finance chair reviews, change to business manager, change five days to four days.
4. Financial Conflicts of Interest - include reference to the MoE Financial Information for Schools Handbook.
5. Sponsorship
6. Travel expenditure
7. Gifts - but to be reviewed again

It is difficult to provide track changes versions of the policies, as paras and sentences have been shifted and updated. The committee has been through the old and new versions side-by-side and recommends that the policies be adopted on the basis of the committee's assurance they have been carefully reviewed. Will bring back for formal sign-off next month.

7. The House Development committee report

7.1 The House Development Committee report

The minutes of the first meeting of the new committee were noted.

The draft business plan required by MoE before the project can proceed further was noted and discussed. Erica is working on the further information that MoE says needs to be included in the plan.

The invitation for the function on 4 September is almost finalised, Erica has one final piece of information to provide to Amanda Davies, and then the invitations will go out.

8. PTA Report

8.1 PTA Report

Carlene reported that the Grocery Grab raffle went very well, and the student prize has been given out.



Accept PTA report

That the PTA report be accepted.

Decision Date: 29 Jul 2025

Mover: Carlene Drummond

Seconder: Adam Martin

Outcome: Approved

9. Student representative report

9.1 Student representative report

Mazaiah had indicated ahead of the meeting that she wished to give an oral report on the canteen, but left the meeting early due to another commitment.

Logan updated on the situation with queues at the canteen.

The property manager is investigating options for better shelter at the canteen servery.

10. General Business

10.1 Extension of appointment of acting principal



Further extension of acting principal appointment

That the board further extends the appointment of Erica Bailey as acting principal from 11 August to 19 October 2025 while the principal is on extended ACC leave.

Decision Date: 29 Jul 2025
Mover: Adam Martin
Seconder: Andrew Collins
Outcome: Approved

10.2 2025 student representative election



2025 student election

That the date for the 2025 student representative election be set as Wednesday 10 September 2025, and that Sheree Vidler be appointed as returning officer.

Decision Date: 29 Jul 2025
Mover: Adam Martin
Seconder: Carlene Drummond
Outcome: Approved

10.3 Draft board work plan 2025

Move Maori student focus to next month.

10.4 EOTC trips

No trips for approval this month. Final approval for Commerce USA 2025 trip to come to board next month. The teacher in charge is to be asked to provide RAMS forms as soon as possible, ahead of the August meeting, as the trip departure is mid-September and board members may have questions/clarification.

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 5.15 pm.

MOVED	That Logan Callow 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 - 26 Aug 2025, 4:00 pm

Signature: _____	Date: <u>26/8/25</u>
------------------	----------------------

