MINUTES (in Review)

BOARD OF TRUSTEES

Name:	Timaru Girls' High School Board of Trustees
Date:	Tuesday, 30 June 2026
Time:	5:15 pm to 7:15 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, Shayler Lange, Ben Rawcliffe
Attendees:	Janine Quigley
Apologies:	Adam Martin, Erica Bailey, Richard Kidd, Logan Callow, Rhys Davies
Notes:	Deb Hales attended via Zoom

1. Opening Meeting

1.1 Learning Area report - PE and Health - Annabelle Quinonez - Room 22

1.2 Karakia

1.3 Apologies

Accept apologies

That apologies from Adam Martin, Richard Kidd, Rhys Davies, Erica Bailey and Logan Callow be accepted.

Decision Date:	30 Jun 2026
Mover:	Carlene Drummond
Outcome:	Approved

1.4 Interests Register

Ben Rawcliffe declared a conflict of interest as a hostel parent for the discussion on the school's contribution to the potential hostel rebuild project, and for the in-committee discussion on the 2027 hostel boarding fee.

1.5 Public Attendance

No members of the public were in attendance.

2. Minutes of previous meeting

2.1 Confirm Minutes

Board of Trustees 26 May 2026, the minutes were confirmed as presented.

Confirm minutes

That the minutes of the meeting held on 26 May 2026 be confirmed as presented.

Decision Date:	30 Jun 2026
Mover:	Carlene Drummond
Seconder:	Michelle Jarvis
Outcome:	Approved

2.2 Matters Arising

Hostel rebuild project - Deb Hales noted she had sought further information regarding terms of engagement and a specific scope of the work being offered. Once the scope is clearer, the board will be presented with more detailed information.

2.3 Review of Action List - no outstanding action items

There were no outstanding action items.

3. Correspondence

3.1 Correspondence

ASTN MoU - main changes are around the allocation of the distribution of funds and making it fairer and easier to calculate than in previous years. The distribution was previously worked out on the number of buses. It will now be split evenly on the number of eligible students.

The letter regarding the U18 rugby team attending the SISS U16 10-a-side rugby tournament was noted. Refer EOTC agenda item.

ASTN Memorandum of Understanding

That the ASTN memorandum of understanding be approved.

Decision Date:	30 Jun 2026
Mover:	Carlene Drummond
Seconder:	Ben Rawcliffe
Outcome:	Approved

TGHS Netball fundraising application

That the fundraising application from TGHS netball be approved.

Decision Date:	30 Jun 2026
Mover:	Carlene Drummond
Seconder:	Andrew Collins
Outcome:	Approved

Research participation

That the request for SLT to participate in a research project for Mark Creba's Master of Education thesis be approved.

Decision Date:	30 Jun 2026
Mover:	Carlene Drummond
Seconder:	Michelle Jarvis
Outcome:	Approved

4. Principal's Report & Health and Safety Reports

4.1 Principal's report

It has been a good month, particularly for the arts, but good to see that sport is ticking along as well.

Challenges around chronic non-attending students - there have been a number of conversations regarding students who are chronically absent, for a number of reasons. Chronic absence is any student with less than 65% attendance. There is a focus on the attendance of a number of students across all year levels. The current government focus on attendance was discussed. The school's processes around attendance were outlined. Deb noted that Arowhenua Attendance Service is now coming in earlier in the process, which is helping. It is an on-going challenge with some students, but the school is not going to give up.

PD - working with staff on priorities and the 2027 strategic plan. A draft will come to the board in term 3 for feedback, and the final version will come back to the board in term 4.

Accept the principal's report

That the principal's report be accepted.

Decision Date:	30 Jun 2026
Mover:	Deb Hales
Seconder:	Michelle Jarvis
Outcome:	Approved

4.2 Health and Safety Reports

Slippery ramp outside drama room - Deb will bring to property manager's attention.

Accept the health and safety reports

That the health and safety reports be accepted.

Decision Date:	30 Jun 2026
Mover:	Deb Hales
Seconder:	Ben Rawcliffe
Outcome:	Approved

5. Finance committee report

5.1 May finance reports

Activity in May has resulted in a deficit of $68,273.48 for the month and an overall deficit for the year-to-date of $55,018.33, against a final budgeted deficit of $130,295.51.

Overall income is slightly higher than last month, due to higher government grant (ESOL literacy grant received this month) and other revenue income, and less hostel and international income.

Overall expenditure is significantly higher than last month, mainly due to higher hostel, international and, particularly, learning resources expenditure (2025 camp expenses – see note below, budgeted minor equipment purchases, use of sport sponsorship funding and sport expenses).

Accept the finance report and minutes

That the 23 June finance committee minutes be accepted.

That the May finance report be accepted.

That the May 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 032027 and 042027 be approved, and that the banking staffing reports dated 12 and 26 May 2026 be approved.

That the hostel payroll for the pay periods ending 12 and 26 May 2026 be approved.

Decision Date:	30 Jun 2026
Mover:	Carlene Drummond
Seconder:	Andrew Collins
Outcome:	Approved

5.2 School Donations Scheme

The updated table of parent donations and curriculum recoveries was noted. The potential shortfall should the school opt in was discussed, including that the amount received via the donations scheme will depend on the roll number at the time of opting in.

MoE school donations scheme

That the board would not opt in to the MoE donations scheme in 2027.

Decision Date:	30 Jun 2026
Mover:	Carlene Drummond
Seconder:	Ben Rawcliffe
Outcome:	Approved

5.3 Property report

Deb noted that an issue had been discovered during the preparation work for painting of the Science corridor, stairwell and workroom. The MoE property adviser has been informed and the property manager is working on the issue with MoE.

Cyclical maintenance - request to bring forward east side gym changing room painting

That the request to bring forward the painting of the east side gym changing room from 2027 to 2026 at a cost of $7,000 be approved.

Decision Date:	30 Jun 2026
Mover:	Carlene Drummond
Seconder:	Michelle Jarvis
Outcome:	Approved

Accept the property report

That the property report be accepted.

Decision Date:	30 Jun 2026
Mover:	Carlene Drummond
Seconder:	Shayler Lange
Outcome:	Approved

6. Audit committee report

6.1 Audit report

Erica will be away in term 3 - Ben offered to assist Andy for this period.

Adoption of updated policies

That the the board formally adopts the following updated policies for term 2, 2026:

- Identifying and Responding to Suspected Child Abuse and Neglect
- Recording Photo, Video, and Sound
- Staff Wellbeing and Safety
- Student Behaviour Management
- Searches, Surrender, and Retention of Property
- Minimising Physical Restraint

Decision Date:	30 Jun 2026
Mover:	Andrew Collins
Seconder:	Carlene Drummond
Outcome:	Approved

7. The House Development committee report

7.1 The House Development Committee report

Deb updated on recent developments.

Contact has been made with Gordon Handy and John Wilson regarding sharing the Thompson plan with new members on the subcommittee. Both Gordon and John indicated that they were happy for the plan to be shared.

There are now two sub-groups, still very much in the stage of exploring options - building and design and funding/fundraising.

Philippa Guerin, Jo Macgregor and Roxanne Rooney met on 12 June to discuss building and design options.

Jo worked on three options and emailed them out to the subcommittee:

Option 1 - a full new rebuild as per the Thompson proposal.

Option 2 - a staged new rebuild.

Option 3 - a staged upgrade of EW and OR. New semi-independent living accommodation (studios) for seniors. Demolish Annexe.

No decisions yet. Two architects came through the hostel on Friday 26 June, and they will come up with a scope to give direction, at which point there will be a further meeting.

On Wednesday 24 June Nicola Hornsey, Rose Fauth, Richard Spackman, Deb and Janine met to discuss possible funding options. Richard gave some very good advice. One suggestion was whether the school could service a loan from a community funder. May be possible through the hostel building levy paid by parents. Richard talked about the importance of the school putting in money, to show a commitment to potential donors.

At this point Deb noted that the Port bequest had been discussed at an earlier board meeting as funds that could be allocated to a rebuild. However, no formal decision had been made by the board at the previous meeting. The issue of tagging the Port bequest was discussed again and agreement reached that it would be tagged to redevelopment of the hostel.

Next steps - Deb to send through available hostel property information to the architect (asbestos report, site survey, building plans, etc). Fundraising group to re-convene early in term 3 to continue discussing options and possible action points.

Ben Rawcliffe declared a conflict of interest as a hostel parent during the discussion on the Port bequest and allocating it to hostel redevelopment.

Valerie Port bequest

That the Valerie Port bequest currently held in two term deposits $299,020.26 and $73,275.15 be tagged for funding the redevelopment of the hostel.

Decision Date: 30 Jun 2026
Mover: Carlene Drummond
Seconder: Michelle Jarvis
Outcome: Approved

Accept minutes of 29 May meeting of interested parties

That the minutes of the 29 May meeting of interested parties regarding hostel redevelopment be accepted.

Decision Date: 30 Jun 2026
Mover: Deb Hales
Seconder: Carlene Drummond
Outcome: Approved

7.2 Co-opt on to committee

Co-option to The House Development Committee

That Philippa Guerin, Joanne Macgregor, Nicola Hornsey and Roxanne Rooney be co-opted on to the subcommittee for the purposes of assisting with the hostel rebuild planning.

Decision Date: 30 Jun 2026
Mover: Carlene Drummond
Seconder: Ben Rawcliffe
Outcome: Approved

8. PTA Report

8.1 PTA Report - NO REPORT THIS MONTH

There was no PTA report this month.

9. Student representative report

9.1 Student representative report

Shayler spoke to the timetable & workload review survey she had sent to students. Approximately 98 students had responded. Results have been discussed with deans.

Accept the student representative report

That the student representative report be accepted.

Decision Date: 30 Jun 2026
Mover: Shayler Lange
Seconder: Andrew Collins
Outcome: Approved

10. General Business

10.1 Hostel policies for review

The document summarising the policies that had been changed was invertently missed from the board pack. To be circulated via flying minute.

10.2 EOTC trips

SISS U18 rugby tournament

That the request for approval to attend the SISS U18 rugby tournament 2-5 September 2026 in Westport be approved.

Decision Date: 30 Jun 2026
Mover: Carlene Drummond
Seconder: Andrew Collins
Outcome: Approved

10.3 Board work plan 2026

PGC - Deb noted that this has replaced the previous principal appraisal system, and advised details of the new process.

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
• Finance 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 6.30 pm.

MOVED	That 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 - 28 Jul 2026, 5:15 pm

Signature:________________ **Date:** 28/7/26