MINUTES (in Review)

BOARD OF TRUSTEES

Name:	Timaru Girls' High School Board of Trustees
Date:	Tuesday, 31 March 2026
Time:	5:15 pm to 6:20 pm (NZDT)
Location:	Timaru Girls' High School Board Room, Cain Street Timaru
Board Members:	Carlene Drummond (Chair), Adam Martin, Andrew Collins, Angela Burgess, Michelle Jarvis, Rhys Davies, Richard Kidd, Shayler Lange, Ben Rawcliffe
Attendees:	Erica Bailey, Janine Quigley
Apologies:	Deb Hales, Logan Callow

1. Opening Meeting

1.1 Karakia

1.2 Apologies

Accept apologies

That apologies from Deb Hales and Logan Callow be accepted.

Decision Date:	31 Mar 2026
Mover:	Carlene Drummond
Seconder:	Andrew Collins
Outcome:	Approved

1.3 Interests Register

No conflicts of interest were declared.

1.4 Public Attendance

No members of the public were in attendance.

2. Minutes of previous meeting

2.1 Confirm Minutes

Board of Trustees 24 Feb 2026, the minutes were confirmed as presented.

Confirm minutes

That the minutes of the meeting held on 24 February 2026 be confirmed as presented.

Decision Date:	31 Mar 2026
Mover:	Michelle Jarvis

Seconder: Andrew Collins
Outcome: Approved

2.2 Matters Arising

Audit committee ToR checked -

Members

[At least two committee members; excludes the Board Presiding Member, Principal, and Student Trustees] The quorum for the Committee shall be two committee members, of which one has to be a Trustee.

2.3 Review of Action List - no outstanding action items

There were no outstanding action items.

3. Correspondence

3.1 Correspondence

Timaru North South Kahui Ako event - the KA advise they're hoping to offer a combined boards event annually at around this time. To be noted for scheduling of 2027 board meeting dates so board members can attend.

Timaru South and North Kahui Ako event in 2027

Check with Kahui Ako re scheduling of proposed combined boards event around Mar 2027.

Due Date: 29 Jan 2027
Owner: Janine Quigley

Confirm email motion to approve netball Trust Aoraki fundraising application

That the email motion to approve the application to Trust Aoraki for funds for the SISS netball tournaments in Christchurch and Nelson in July and August/September be confirmed.

Decision Date: 31 Mar 2026
Mover: Carlene Drummond
Seconder: Michelle Jarvis
Outcome: Approved

Confirm fundraising application to Pub Charity

That the request to apply for a grant from Pub Charity for sports equipment for all TGHS students participating in sport be approved.

Decision Date: 31 Mar 2026
Mover: Carlene Drummond
Seconder: Adam Martin
Outcome: Approved

Accept correspondence

That inward and outward correspondence be noted and accepted.

Decision Date: 31 Mar 2026
Mover: Carlene Drummond
Seconder: Ben Rawcliffe

Outcome: Approved

4. Principal's Report & Health and Safety Report

4.1 Principal's report

Cultural scan - the process with Koia te Matauraka is now under way following an initial meeting with SLT. Next step is a staff hui and then a meeting with Maori Tauira to gather feedback.

Parent teacher meetings have now been held and went well.

Visits to primary schools are under way to promote open day on 3 May. We are currently discussing how open day will run with the gym and science labs unavailable due to building work being carried out.

It has been a busy term with a number of celebrations - volunteer archivist Pam Gibson's nomination for Aoraki Woman of the Year, a Performing Arts concert, an assembly acknowledging students who gained NCEA merit and excellence endorsements and rowing's Maadi Cup event. Two rowing crews made it into finals, which is a great achievement.

The new attendance officer has now started, as has the new STAR programme for attendance. This is taking up a lot of time for deans, but we are looking at the attendance officer taking over.

PD focus this term has been on the school goals and RbL. Staff meetings have been held to look at the new teaching standards, which have gone from six to eight, but mostly involve re-wording. Teachers need to be familiar with the standards as they are assessed against them.

School goals - a LAH meeting was held yesterday to check in with what work LAHs and their departments are doing around the school goals.

There have been a couple of changes in personnel. Mary-Ellen Luyten will be taking on the fixed term deputy principal role in term 3.

Canteen - there is a lot of work going on to ensure the deficit is not at the level of last year.

While a busy term, it has been a good term.

Accept the principal's report

That the principal's report be accepted.

Decision Date: 31 Mar 2026
Mover: Carlene Drummond
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: 31 Mar 2026
Mover: Carlene Drummond
Seconder: Michelle Jarvis
Outcome: Approved

5. Finance committee report

5.1 January and February finance reports

Activity in February has resulted in a deficit of $11,624.07 for the month and an overall surplus for the year-to-date of $32,636.54, against a draft budgeted deficit of $44,967.

Overall income is slightly lower than last month, mainly due to lower government grant and hostel income. Last month the government grant income included the first instalment of this year's pay equity and collective agreement funding, and the hostel income included the building levy income invoiced to parents in January.

Overall expenditure is higher than last month, mainly due to higher hostel, international, learning resources, administration, property and other expenses expenditure. Hostel expenditure increased on last month due to February being the first full month of operating. International expenditure increased on last month due to the payment of agent's commission for a number of students.

Canteen - request for help from Cate Sutherland, Columbus owner. As noted in principal report, work is ongoing.

Adam has completed the monthly checks.

The drop in working capital is due to a significant chunk of the 2026 cyclical maintenance being completed in Jan and Feb this year.

Accept the January and February finance reports and the 24 March finance minutes

That the 24 March finance committee minutes be accepted.

That the January and February 2026 finance reports be accepted.

That the January and February 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 212026, 222026, 232026 and 242026 be approved, and that the banking staffing reports dated 6 and 20 January and 3 and 17 February 2026 be approved.

That the hostel payroll for the pay periods ending 6 and 20 January and 3 and 17 February 2026 be approved.

Decision Date:	31 Mar 2026
Mover:	Adam Martin
Seconder:	Ben Rawcliffe
Outcome:	Approved

5.2 Property report

The recently appointed property manager has started.

The update on the Gym and Science Lab upgrade projects was noted.

The advice from the MoE property adviser of unspent funds from previous 5YA projects was also noted, as was the balance remaining of the property maintenance grant top-up, with the property manager working on allocating the remaining top-up funding, and the unspent 5YA funds being allocated within the 5YA plan.

Hall floor - conflicting advice has been received as to what is required for the hall floor, which is in the cyclical maintenance schedule for 2026 at $39,500. The most recent advice from the new property manager is that nothing needs to be done. A second quote is being sought, with advice as to what is required to maintain the hall floor in good condition. Advice and quotes to come back to finance next month.

Accept the property report

That the property report be accepted.

Decision Date: 31 Mar 2026
Mover: Adam Martin
Seconder: Michelle Jarvis
Outcome: Approved

6. Audit committee report

6.1 Audit report

We are slowly going through the student wellbeing and safety policies. Still waiting for some to come back. The plan is to table the policies at next month's meeting.

Erica outlined the SchoolDocs process for policy reviews, and that it was important to ensure the school community knows when policies are up for review. An example is child protection - we haven't done any training for the last couple of years, although it is done with beginning teachers. The point is that the process takes some time.

Accept the audit committee report

That the audit committee report be accepted.

Decision Date: 31 Mar 2026
Mover: Andrew Collins
Seconder: Rhys Davies
Outcome: Approved

7. The House Development committee report

7.1 The House Development Committee report

Erica debriefed the committee on the meeting with James Meager.

There had been some confusion with MoE about what the school was asking for in terms of a lease. Erica followed this up with MoE and it has now been cleared up, but she noted that the response indicates that the answer to a request for a long-term lease for the proposal with third-party involvement is no.

Deb has suggested setting up a working group that would meet more frequently with people who have more experience with projects of this size and with fundraising. Deb was contacting the people who had been suggested to arrange a first meeting, with frequency to be decided by the group.

Accept The House Development committee report

That the minutes of The House Development committee meeting held on 24 March 2026 be accepted.

Decision Date: 31 Mar 2026
Mover: Adam Martin
Seconder: Ben Rawcliffe
Outcome: Approved

8. PTA Report

8.1 PTA Report

Accept the PTA minutes

That the PTA minutes of the meeting held on 18 March 2026 be accepted.

Decision Date: 31 Mar 2026
Mover: Carlene Drummond
Seconder: Michelle Jarvis
Outcome: Approved

9. Student representative report

9.1 Student representative report

Shayler spoke to her report on the Yr 9 transition into school, noting that it has been very positive. A few issues raised have been passed on to the student wellbeing committee, eg, sitting alone at tables.

Carlene noted that it was a very comprehensive and interesting report.

Accept the student representative report

That the student representative report be accepted.

Decision Date: 31 Mar 2026
Mover: Shayler Lange
Seconder: Rhys Davies
Outcome: Approved

10. General Business

10.1 Draft submission to Member of Parliament

Erica noted that the issue of media reporting on internal discipline matters and the risk to students of that reporting was raised at a recent principals' meeting, leading to principals making submissions to the local member of Parliament to try to ensure that students are protected during an internal discipline process.

Michelle noted a recent case at another school and the effect the media reporting has had.

Approve draft letter/submission to James Meager MP

That the board approves the principal's submission to the local MP regarding media reporting on school internal disciplinary matters.

Decision Date: 31 Mar 2026
Mover: Carlene Drummond
Seconder: Richard Kidd
Outcome: Approved

10.2 BoT skills matrix

The collated matrix was discussed. The purpose is to see where the board has skill gaps or needs more cover. It will also assist with identifying potential candidates at election tiime.

Carlene asked members to review and think about identifying people they know who had skills that will be of assistance, eg, The House development.

10.3 Draft board work plan 2026

Principal PGC moved to next month.

Approve the draft 2026 board work plan

That the draft 2026 work plan be approved.

Decision Date: 31 Mar 2026
Mover: Carlene Drummond
Seconder: Rhys Davies
Outcome: Approved

10.4 EOTC trips

The recent paddle boarding trip was approved by the presiding member and was not circulated to the full board.

The principal is seeking a direction on whether EOTC trips can be approved by the presiding member or should be approved by the full board. It was agreed that full board approval was required.

The paddle boarding trip was approved by the board retrospectively.

Andy noted that an upcoming Outdoor Education/Duke of Edinburgh trip to Abel Tasman has been postponed until later in the year due to fuel costs.

Approve paddleboarding trip 18-19 March 2026

That the paddle boarding trip 18-19 March 2026 previously approved by the presiding member be approved retrospectively by the full board.

Decision Date: 31 Mar 2026
Mover: Carlene Drummond
Seconder: Andrew Collins
Outcome: Approved

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 5.55 pm.

MOVED	That Erica Bailey 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 - 28 Apr 2026, 5:15 pm

Signature: C Drummond **Date:** 26/5/26