

MINUTES (in Review)

BOARD OF TRUSTEES

Name: Timaru Girls' High School Board of Trustees
Date: Tuesday, 7 October 2025
Time: 5:15 pm to 6:10 pm (NZDT)
Location: Timaru Girls' High School Board Room, Cain Street Timaru
Board Members: Adam Martin, Andrew Collins, Carlene Drummond, Erica Bailey, Richard Kidd, Rhys Davies, Shayler Lange, Angela Burgess
Attendees: Janine Quigley, Logan Callow
Apologies: Deb Hales, Annabelle Quinonez, Michelle Jarvis

1. Opening Meeting

1.1 Karakia

1.2 Apologies



Accept apologies

That apologies from Deb Hales, Michelle Jarvis and Annabelle Quinonez be accepted.

Decision Date: 7 Oct 2025
Mover: Carlene Drummond
Seconder: Erica Bailey
Outcome: Approved

1.3 Interests Register

No conflicts of interest were declared. Members can update their interests in BoardPro at any time.

1.4 Public Attendance

No members of the public were in attendance.

2. Election of presiding member

2.1 Election of presiding member

Nominations were called for presiding member.

Carlene Drummond was nominated by Richard Kidd, seconded Andrew Collins.

No further nominations were received.



Election of presiding member

That Carlene Drummond is elected as presiding member.

Decision Date: 7 Oct 2025
Mover: Richard Kidd
Seconders: Andrew Collins
Outcome: Approved

2.2 Co-opting further members

The co-option of further members was discussed. There are five parent representatives on the board, and there must always be more parent representatives than the total number of co-opted and appointed board members combined. Michelle Jarvis is the current co-opted member for three years, expiring 28 February 2028. It was agreed that Adam Martin should be co-opted to ensure continuity from one board to the next following the recent election. The co-option term was agreed as three years.

There is now no hostel parent on the board, and co-opting a hostel parent who had unsuccessfully stood for election was discussed. Erica or Carlene will contact the hostel parent to gauge interest in joining the board.



Co-opted member - Adam Martin

That Adam Martin is co-opted on to the board for a term of three years.

Decision Date: 7 Oct 2025
Mover: Erica Bailey
Seconders: Carlene Drummond
Outcome: Approved

3. Appointment of officers

3.1 Membership of finance subcommittee



Confirm membership of the finance subcommittee

That membership of the finance subcommittee be confirmed as Adam Martin, Carlene Drummond, Michelle Jarvis and Erica Bailey as acting principal, and the business manager as the staff representative.

Decision Date: 7 Oct 2025
Mover: Carlene Drummond
Seconders: Richard Kidd
Outcome: Approved

3.2 Membership of Hostel Development subcommittee



Confirm membership of the hostel development committee

That membership of the hostel development committee be confirmed as Carlene Drummond, Adam Martin, Erica Bailey as acting principal, and the potential hostel parent co-opted member.

Decision Date: 7 Oct 2025
Mover: Carlene Drummond
Seconders: Erica Bailey
Outcome: Approved

3.3 Membership of the audit committee



Confirm membership of the audit subcommittee

That membership of the audit subcommittee be confirmed as Andrew Collins and Annabelle Quinonez.

Decision Date: 7 Oct 2025
Mover: Carlene Drummond
Seconder: Adam Martin
Outcome: Approved

3.4 Other committees



Confirm membership of other committees

That membership of other ad hoc committees - disciplinary, appointments - be confirmed as all board members as required and as available.

Decision Date: 7 Oct 2025
Mover: Carlene Drummond
Seconder: Adam Martin
Outcome: Approved

4. Minutes of previous meeting

4.1 Confirm Minutes

Board of Trustees 26 Aug 2025, the minutes were confirmed as presented.

Special meeting 19 Sept 2025, the minutes were confirmed as presented.



Confirm minutes of previous meetings

That the minutes of the meetings held on 26 August and 19 September 2025 be confirmed as presented.

Decision Date: 7 Oct 2025
Mover: Carlene Drummond
Seconder: Adam Martin
Outcome: Approved

4.2 Matters Arising

There were no matters arising from the minutes.

4.3 Review of Action List - no outstanding action items

There were no outstanding action items.

5. Correspondence

5.1 Correspondence

Inward correspondence was noted. No issues around ASTN. The advice on industrial action was noted.



Confirm email motion - EOTC Mt Nimrod tramp

That the email motion dated 15 September 2025 to approve the EOTC Mt Nimrod tramp on 18/19 September be confirmed.

Decision Date: 7 Oct 2025
Mover: Carlene Drummond
Seconder: Andrew Collins
Outcome: Approved



Accept correspondence

That the inward correspondence be accepted.

Decision Date: 7 Oct 2025
Mover: Carlene Drummond
Seconder: Andrew Collins
Outcome: Approved

6. Principal's Report & Health and Safety Report

6.1 Principal's report

The new SENCO has started, coming to us from RTLB. The new teacher aide has also started at the beginning of this term. The SENCO is attending PD to come up to speed with aspects of the role that are new.

Interview are being held for the Food Studies/Home Economics/Hospitality teaching vacancy.

CAA results will be arriving later this month.

Reports on the senior exams are going out to parents on Friday this week.

Term 4 has a number of significant events - Distinction Assembly was held today and went very well. The seniors are on the final countdown to departing on study leave. Singing Cup practices are currently being held. The senior prize-giving is scheduled for 29 October and at that ceremony the 2026 head of school, deputy head and head of house will be announced. Yr 9 and Yr 10 camps are being held this term, with both going to Hanmer Springs. The 2026 Yr 10 camp will be closer to home at Peel Forest.

Work is being done around RBL to make it sustainable. We are trying to commit to keeping it running.

Curriculum updates - there has been significant media on curriculum changes. Secondary school subjects have been confirmed and then changed. There is still very little information about the industry-led courses. It is a very unsettling time for staff, and Erica has advised staff to hold off doing too much work on the changes until they are finalised. However, the timeline is getting shorter and shorter, and the new curriculum has to be in place on a timeline. Staff are doing their best but are concerned about the time they will have to do the work that needs to be done ahead of the new curriculum having to be in place.

In addition, notification has been received about two teacher only days in term 4, but the final curriculum is not yet available for the work that needs to be done at the teacher only days. Staff are being asked to see where the direction is going but hold off on the work until finalisation.

Course selection has now been completed and work will now start to look at the courses that can be offered and then timetabling will start, with information going to students at the end of the year.

Yr 9 enrolments are sitting at 112, which is an increase on this year.

This term SLT and the guidance counsellor will go out to the contributing schools to meet the incoming students.

The student well-being survey has been completed. Staff and deans have reviewed the results and we will now look at how the results can be implemented.

SLT has been working with staff on the new strategic plan.

Nicole Sullivan has been booked to work with SLT on Maori achievement and cultural capability.

We are also about to work with Nicki Simpson to look at revamping PB4L.

Roll numbers -

Year 9 - one in from Turkey, one out moved to Chch

Year 10 - one in from Napier, two internationals returned home, one out to Opihi

Year 11 - nil in, four out - one to Australia, one to YMCA, one to employment and one non-attendance

Year 12 - nil in, one out to employment

Year 13 - nil in, three out one to employment, two unknown



Accept principal's report

That the principal's report be accepted.

Decision Date:	7 Oct 2025
Mover:	Erica Bailey
Seconder:	Carlene Drummond
Outcome:	Approved

6.2 Health and Safety Reports



Accept the health and safety reports

That the health and safety reports be accepted.

Decision Date:	7 Oct 2025
Mover:	Erica Bailey
Seconder:	Adam Martin
Outcome:	Approved

7. Finance committee report

7.1 August 2025 financial reports

Activity in August has resulted in a deficit of \$22,203.14 for the month and an overall surplus for the year-to-date of \$168,169.30, against a budgeted surplus of \$5,358.55.

Overall income is significantly lower this month, due to less government grant, locally raised funds, hostel, international and other revenue income.

Overall expenditure is higher this month, due to higher learning resources and administration expenditure.

The monthly checks were completed by the finance chairperson.



Accept the September finance minutes and the August finance report

That the minutes of the finance committee meeting held on 16 September 2025 be accepted.

That the August financial report be accepted.

That the August 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 102026 and 112026 be approved and that the banking staffing reports dated 5 and 19 August be approved.

That the hostel payroll for the pay periods ending 5 and 19 August 2025 be approved.

Decision Date:	7 Oct 2025
Mover:	Adam Martin
Seconder:	Carlene Drummond
Outcome:	Approved

7.2 MoE School Donations Scheme

The latest table of parent donations and curriculum voluntary payments was noted. It was agreed that the board would not opt in to the MoE donations scheme in 2025.

The decision is to be communicated via the school newsletter, along with an acknowledgement of the contributions that parents make.



MoE donations scheme 2026

That the board would not opt in to the donations scheme for 2026.

Decision Date:	7 Oct 2025
Mover:	Adam Martin
Seconder:	Carlene Drummond
Outcome:	Approved

7.3 Property report



Accept the property report

That the property report be accepted.

Decision Date:	7 Oct 2025
Mover:	Adam Martin
Seconder:	Andrew Collins
Outcome:	Approved

8. Audit committee report

8.1 Audit report

There was no audit committee report.

9. The House Development committee report

9.1 The House Development Committee report

More information has been provided to MoE for the business plan.

It was noted that there is no rush for fundraising to begin due to fundraising going on in the community for the stadium upgrade project.

The planned visits to other hostels are yet to be scheduled due to other issues taking priority.



Accept The House Development Committee report

That the House Development Committee minutes and report be accepted.

Decision Date: 7 Oct 2025
Mover: Adam Martin
Seconder: Erica Bailey
Outcome: Approved

10. PTA Report

10.1 PTA Report



Accept the PTA minutes and report

That the PTA minutes and report be accepted.

Decision Date: 7 Oct 2025
Mover: Carlene Drummond
Seconder: Richard Kidd
Outcome: Approved

11. Student representative report

11.1 Student representative report

There was no student representative report.

12. General Business

12.1 Extension of appointment of acting principal



Extend appointment of acting principal

That the board further extends the appointment of Erica Bailey as acting principal from 20 October 2025 to 31 January 2026 while the principal is on extended ACC leave.

Decision Date: 7 Oct 2025
Mover: Carlene Drummond
Seconder: Andrew Collins
Outcome: Approved

12.2 Draft board work plan 2025

Maori and Pasifika student focus and local Maori community consultation can be removed - being built into the strategic plan.

12.3 EOTC trips

Yr 9 and 10 camps - Andy noted that the SOPs have been provided by Activity Hanmer, which has insurance, but the board has liability. Also noted was that all paperwork from last year's camps

was up to standard. There was an issue with a mountain biking instructor but that has been addressed. Andy advised that there are some risky activities, but that there is an element of risk with every camp, and that Activity Hanmer takes over as soon as we move in.



Approve the 2025 Yr 9 and 10 camps

That the 2025 Yr 9 and 10 camps at Hanmer Springs be approved.

Decision Date: 7 Oct 2025
Mover: Andrew Collins
Seconder: Rhys Davies
Outcome: Approved

13. In committee business

13.1 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 5.55 pm.

MOVED

That Logan Callow and Janine Quigley be permitted to remain at this meeting after the public has been excluded.

C Drummond

CARRIED

14. Close Meeting

14.1 Close the meeting

Next meeting: Board of Trustees - 28 Oct 2025, 5:15 pm

Signature: 

Date: 28/10/2025

