

Minutes for Full Board Meeting
Monday 27 February 2023 at 5.30 pm
Held in: Te Puna o Te Pito Mata

Our Mission: *Kia mahara o neherā; Kia Waihanga āiane; Hei aratakina ā mua.*
To acknowledge our past; To inspire our present; To transform our future world.

Present: Siobhan Flanigan (Presiding member), Michael Hart, Brent Holmes,
Karen Hutchinson, John McKeowen, Kathy Ngamane, Brendon Wilkinson,
Kyrn Curnow, Rosie Juby

In Attendance: Tracey Reed (Minute Secretary)

Meeting commenced at 5.42 pm

Karakia – Brendon Wilkinson

Apologies - None

Declarations of Interest – None

Confirmation of Agenda – Principal M Hart indicated addition to the board process item - to ask for board representation at Te Ao Māori Ohu and Parents Forum. Agenda Confirmed.

Speaking Rights of Non-Board members attending - None

1. Board Process

Two items excluded from the agenda to be tabled are:

- TAMSO hui
- Parents Forum

• **Appointment: board presiding member**

Call for nominations. Kyrn Curnow nominated Siobhan Flanigan. Brent Holmes seconded.

Motion: That Siobhan Flanigan is duly appointed as presiding member for 2023.

Moved K Curnow, seconded B Holmes. Carried.

Deputy presiding member

Call for nominations. Kyrn Curnow nominated Brendon Wilkinson. Kathy Ngamane seconded.

Motion: That Brendon Wilkinson is duly appointed as deputy presiding member for 2023.

Moved K Curnow, seconded K Ngamane. Carried.

Committees – chair and membership

- Membership (Finance & Property & Discipline & Appointment)

The board agreed to remain with the current members on the committees until February 2024 with the exception of the property committee whose chair has resigned.

Motion: That the members of the finance committee are Karen Hutchinson, Brent Holmes, Brendon Wilkinson, Michael Hart and Sharyn Baker.

Moved S Flanigan. Carried.

Motion: That the members of the property committee are Siobhan Flanigan, John McKeowen, Rosie Juby, Michael Hart and Sharyn Baker with new member Brendon Wilkinson.

Moved K Hutchinson, seconded K Curnow. Carried.

Motion: That the board accept that John McKeown is the property committee chair.

Moved K Hutchinson, seconded K Curnow. Carried.

It was noted that as an employee as property contractor and chair on the property committee, at times there may be a conflict of interest.. This was acknowledged and normal practice of removing oneself from business will be followed.

[Schedule of Delegations 2023](#)

[Financial Delegation of Authority 2023](#)

S Flanigan noted the delegations were standard practice and asked for any feedback.

Motion: That the annual delegated authorities are approved by the board.

Moved S Flanigan. Carried.

Legislative Compliance - School Board Audit Requirements

Motion: That the board acknowledges and accepts the understanding of the policies in the Legislative Compliance.

Moved S Flanigan. Carried.

- **Casual Vacancy**

Motion: That the board accepts the resignation of M Vroege as board member.

Moved J McKeown, seconded B Holmes. Carried.

Membership of the board [Casual vacancies](#)

The board considered the different options. J McKeown wondered if the next highest polling person in last year's election could be selected. This was not supported as not in keeping with the rules - either a full by-election or follow the selection process. K Hutchinson stated the board had sufficient members for its business, and that was supported. After more discussion of options.

B Holmes highlighted that the selection process requires notice, and the chance of a full by-election may be called. It was mentioned that co-option could be considered should the board find it needs a particular skill, later on.

Motion: That the board resolves not to fill the vacancy of another board member created from the resignation of M Vroege.

Moved B Holmes, seconded K Hutchinson. Carried.

Confirmation of [Board Work Plan](#)

The board work plan has a rotation of the department reports. It was noted that Te Reo Māori the department report was not presented to the board in 2022. This will be put into the board work plan for 1 May 2023.

Motion: That the Board Work Plan 2023 is approved with amendment to department reports that Te Reo Māori be added 1 May 2023.

Moved K Hutchinson, seconded K Curnow. Carried.

Code of Conduct

It was confirmed that all board members in 2022 signed the [THS Board Code of Conduct](#) and that it remains for the full term. It was noted that annual confirmation is good practice.

- **Other**

Date for 'meet and greet' morning tea for the board and staff was set as Wednesday 15 March at 10.15 am – 10.40 am in the THS staffroom.

- Amendments to the Agenda – **Board Process**

Te Ao Māori Strategic Ohu (TAMSO)

It was noted by M Hart that TAMSO appreciates and expects the board to be well-represented at TAMSO. As such, M Hart asked that there is a board representative to attend, liaise and report back to the board.

Information: The calendar invites have been set for a Term 1 hui and two in Term 2, Term 3 and Term 4 which is a total of seven hui. Invitations have been sent out. Dates are on a Monday; 13 March, 15 May, 12 June, 17 July, 14 August, 16 October, 13 November

Board member K Ngamane agreed to lead the connection of the TAMSO hui.

Parents Forum

Parents Forum is a general forum for community engagement. As in the past M Hart asked if board members would represent the board and report back from the forum.

Hui will be at 6.00 pm on a Monday, the same day as the property committee hui.

Proposed dates are 20 March, 22 May, 19 June, 24 July, 21 August, 18 September, Tuesday 24 October (Tuesday as Labour Day is Mon 23 October)

B Wilkinson agreed to be the board representative to the parents forum.

2. Minutes and Matters Arising from Previous Meeting

[Minutes of full board meeting](#) held on the 28 November 2022

Query about the sport plan was asked by K Curnow. M Hart said it was generally accepted by the board, but he was unable to say all aspects for 2023 would be implemented as there may be resource limits.

Action: A report back to the board at the next hui 27 March about the [\(Draft\) Sports Strategic Plan](#) for 2023.

Motion: That the minutes of the full board meeting held on the 28 November 2022 are approved.
Moved B Holmes, seconded J McKeown. Carried.

• Formation of Uniform Committee

The selected members of the uniform committee accepted are Karen Hutchinson, Kiryn Curnow and Rosie Juby, with M Hart and S Baker.

Purpose - to review the policy and recommend the preferred supplier of uniform,

The uniform policy had been reviewed by the previous uniform committee, but never went to the next stage. It is scheduled for review (SchooDocs) Term 1 2023, so a review committee is proposed.

The recommendation is that the preferred supplier of uniform is proposed to the board at the next hui (27 March) otherwise the board may delegate to the committee authority to select the preferred supplier (at the March hui). This way we can meet the timeline to proceed by the end of this term (no April hui) for 2024 implementation, should a change be decided.

Motion: That the members of the uniform committee review [Uniform / Dress Code](#) policy and guidelines and recommend a preferred uniform provider, in consultation with S Baker, J Fletcher and R Grey.
Moved B Holmes, seconded J McKeown. Carried.

3. Principals Report

Mr Hart presented his report, as read, and responded to questions:

- Engagement with the wider community around attendance. This could be through Parents Forum and/or TAMSO wananga, "why taiohi want to or do not want to come to school". This was an intention of the board last year.
- Academic results analysis is similar to 2022 in terms of reasons for achievement and on par with national averages..
- University Entrance – continuing trend for Year 13 students to not have a university pathway as their primary reason for remaining at school. Students are going for the Trades. The disparity between Māori and NZ European has not decreased.
- R Juby mentioned that she felt unsupported in her choices and went to K Curnow to get advice. S Flanigan commented that is Students feel unsupported in their structured pathway to UE, then that is a concern for the board.
- Industrial Action – potential strike day is Thursday 16 March.

4. [Strategic and Annual Plan 2023 \(Draft\)](#)

- The Strategic Plan must be submitted by 31 March 2023.
- **S.W.O.T.** hui rescheduled date from 13 February. S Flanigan: "This hui is about baseline conversations and ideas moving forward as a board". Proposed date for the S.W.O.T. hui is Wednesday 15 March in the THS staffroom at 5.30 pm – 7.30 pm including the Senior Leadership Team.

5. Reports

The Careers and Gateway report will be presented at the board hui to be held on the 27 March 2023. It was noted that the work plan has it for that date not February so it was not 'deferred' as such.

6. Board Committee Reports

Property

Motion: That the [Minutes of the Property Committee](#) held on the 20 February 2023 are approved.
Moved J McKeown, seconded K Curnow. Carried

Motion: That the board accepts the recommendation of the Property Committee that the contract for the painting of the Administration Block is accepted.
Moved B Holmes, seconded J McKeown. Carried.

Finance

Motion: That the [Special Finance committee minutes 30 November 2022](#) held on the 30 November 2022 are approved.
Moved K Hutchinson. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that the November 2022 paid December 2022, December 2022 paid January 2023, and January 2023 accounts for payment paid February are approved.

Moved K Hutchinson seconded B Holmes.

Motion: That the board accepts the recommendation from the Finance Committee that they approve the term deposits for December 2022.

Moved S Flanigan, seconded B Wilkinson. Carried.

Motion: That the board accepts the recommendation for the electrical project for Thames High School, approved up to \$200,000.

Moved K Hutchinson, Seconded J McKeown. Carried.

Motion: That the board approve the 10YPP / 5YA amendment to reallocate \$45,000 from priority 3 projects to priority 2 (electrical) to cover the proposals all coming in overestimates and to cover the contingency for the project if any unforeseen costs arise.

Moved K Hutchinson. All in favour. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that they give authority for the Finance Committee to accept the quotes for the Roofing Project of up to \$450K.

Moved ?

Discipline – N/A

Personnel & Appointments – N/A

7. Self Evaluation

Motion: That the updated [Term 4 2022 Policies](#) from School Docs are ratified by the Board.

Moved B Wilkinson, seconded K Hutchinson. Carried.

8. Education Outside the Classroom (EOTC)

Nil.

9. Correspondence

Inward

- [MOE School closure - Red weather warning](#)

- [MOE School closure 14-15 February 2023](#)

- [Elections for NZSTA Regional Executives](#) (emailed to board members 20 February 2023)

- [New dates for Elections for NZSTA Regional Executives](#)

- [Elections nominations form](#)

Motion: That the inward correspondence is accepted.

Moved S Flanigan. Carried.

Outwards

- [Roll Audit Report response from the Principal](#)

- [MOE Emergency School closure - THS 1 Feb 2023](#)

- Email from PM & tumuaki to M. Vroege, board member resignation

Motion: That the outward correspondence is approved.

Moved S Flanigan. Carried.

10. In-Committee

That the board move into In-committee under Section 48 of the Local Government Official Information Act to discuss confidential matters.

Meeting closed at 7.10 pm.

Presiding Member
Full Board Committee

Date: _____