

**Minutes for Full Board Meeting
Tuesday 27 September at 5.00 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: Michael Hart, Brent Holmes, Karen Hutchinson, Siobhan Flanigan,
John McKeowen, Marcel Vroege (online 5.36 pm), Brendon Wilkinson,
Kiryn Curnow, Tyler Groenewald, Rosie Juby

Apologies:

In Attendance: Tracey Reed (Minute Secretary)

Meeting commenced at 5.07 pm

Whakataū by Whaea Rawinia and Reha
Naumai haere mai to the new board
Karakia and Waiata

Declarations of Interest – None

Confirmation of Agenda – Confirmed

Speaking Rights of Non-Trustees attending

Motion: That speaking rights be given to Peter Gall, Sharyn Baker

Moved M Hart, seconded S Flanigan. Carried.

1. Presentation

The Role of the Board, by Peter Gall from EdSol consultant for appraisals of principal, senior leadership team and training sessions for boards.

Summary of content: [Board information \(Induction session\)](#)

- Governance and management and the Education and Training Act 2020
- Roles of board and principal Education and Training Act 2020
- What would governance and management look like
- The role of the Presiding Member
- The need to adhere to a code of conduct and clear delegation
- Overview of the NELPS (national education and learning priorities)
- The board must effect Section 127 Education and Training Act 2020

Board members asked several clarifying questions.

M.Hart thanked P.Gall for his presentation.

Presentation concluded at 6.30 pm.

2. Board Process (new board)

[Appointing a presiding member](#) (Heamana Poari) for 2022

In the absence of presiding member, M Hart, Tumuaki, chairs to start.

- Nomination and appointment process for presiding member (chair).
M Hart calls for nominations.
Motion: That the board ratifies that Brent Holmes is appointed the Board Presiding Member (PM).
Moved B Wilkinson, seconded S Flanigan. Carried.

B Holmes, (PM) takes office and chairs the remainder of the hui.

- Call for nominations for Deputy Presiding Member
Motion: That the board ratifies that Brendon Wilkinson is appointed the Board Deputy Presiding Member.
Moved J McKeowen, seconded S Flanigan. Carried.

- [Committees](#)

Standing Committees – chair and membership

[Finance](#) – call for nominations for Finance Committee

Motion: That the board ratifies the appointment of the Finance Committee Chair, Karen Hutchinson and the Finance Committee membership of Sharyn Baker, Michael Hart, Brent Holmes and Brendon Wilkinson.
Moved B Holmes. Carried.

[Property](#) – call for nominations for Property Committee

Motion: That the board ratifies the appointment of the Property Committee Chair, Marcel Vroege and the Property Committee membership of Sharyn Baker, Michael Hart, Siobhan Flanigan, Rosie Juby and John McKeowen.
Moved B Holmes. Carried.

[Discipline](#) – call for nominations for Discipline Committee

Motion: That the board ratifies the appointment of the Discipline Committee Chair, Siobhan Flanigan and the Discipline Committee membership will be determined by need and availability to meet the quorum requirements.
Moved B Holmes. Carried.

[Personnel](#)

The board agreed to appoint members of the Personnel Committee when required.

[Health & Safety](#)

Motion: That the board approve that Health & Safety is a regular item on the agenda and needs to be a set agenda item. To be formalised at the next board hui Monday 31 October.

Moved S Flanigan, seconded B Holmes. Carried.

- [Review and confirmation of the board meeting policy](#)

Motion: That the board ratifies the board meeting policy with minor changes of wording from trustee to board member and chair to presiding member.
Moved B Holmes. Carried.

- [Board Code of Conduct](#)

Board members signed the Board Code of Conduct

Action: Board Secretary send COC to board member M Vroege to sign.

- [Board Task Checklist - Term 3 2022](#)

The board noted the board task checklist – Term 3 2022.

3. **Minutes and Matters Arising from Previous Meeting**

[Minutes of board special meeting 5 September 2022](#)

Motion: That the board accepts the recommendation from the previous presiding member to approve the minutes of full board meeting held on the 5 September 2022.

Moved B Holmes. Carried.

B Wilkinson referred to the resolution of the board to ensure representation of Māori. He advised that a candidate had been proposed by Ngāti Maru.

Motion: In order to discuss in confidence, the board moved into committee.

Moved B Holmes. Carried.

Moved in to In-Committee at 7.34 pm

In-Committee

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

Moved B Holmes. Carried.

Resolution: That the board approves the recommendation to co-op a Māori representative from Ngāti Maru and that is Kathleen Ngamane be endorsed.

Moved out of In-Committee at 7.47 pm

In order to complete urgent business, it was proposed to extend the meeting

Motion: That the hui is extended by 30 minutes.

Moved B Holmes. Carried.

4. **Board Committee Business**

Finance [Agenda](#) / [Finance Committee minutes 29 August 2022](#)

Motion: That the minutes were ratified by the previous board at the Board Special hui held on the 5 September 2022 and that the new board accepts the inwards correspondence.

Moved M Hart, seconded K Curnow. Carried.

S Baker highlighted the following:

- NZ Community Trust grant application for a replacement van have delayed the approval rounds until 19 October 2022
- AV quote has been awarded to Sitech for \$23K with work to be completed before the Senior Prizegiving.

- The Ministry of Education move from decile to Equity Funding which has been received.
- Staffing is one teacher over.

Motion: That the board approves payment of accounts for August 2022 to be paid in September 2022.

Moved B Wilkinson, seconded B Holmes. Carried.

Motion: That the board accepts the Finance Report.

Moved B Wilkinson, seconded B Holmes. Carried.

Property [Agenda](#) / [Minutes of the Property Committee 23 August 2022](#)

Motion: That the board accepts the recommendation from the members of the previous Property Committee who were present at the 23 August 2022 hui to approve the minutes of the Property Committee meeting held on the 23 August 2022 with amendment to the easement motion being added to the minutes.

Moved M Hart, seconded S Baker. Carried.

S Baker and M Hart highlighted the following:

10YPP

- Spouting works have been approved, waiting on the work to be completed in the second week of term break.
- The main areas of allocation are roofing, electrical, plumbing and revamps of the technology block and music room.
- WSP are the only consultant company in our area who have the capacity to complete the 10YPP work. Our previous consultant who is overwhelmed with work had retracted his contract with us.

Motion: That the board approve the contract with WSP to complete the 10YPP works for Thames High School.

Moved B Holmes, seconded S Flanigan. Carried.

Turf

Tiger Turf waiting on consultation documents on the special plan survey results from TCDC to further our consultation process on the upgrade to the current courts.

Motion: That the board approves the hireage of the School Hall to Promotional Development Services for the 'Going Bananas' show on the 4 October 2022.

Moved S Flanigan, seconded J McKeowen. Carried.

Discipline -N/A

Personnel – Appointment of Penny Keet as Deputy Principal.

5. [Principal's Report](#)

The principal confirmed that the Personnel Committee conducted interviews and appointed Penny Keet as Deputy Principal.

Motion: That the board accepts the Principal's Report.
Moved B Holmes. Carried.

6. **In-Committee**

Motion: That the board move into In-Committee under Section 48 of the Local Government Official Information Act to discuss confidential matters.
Moved B Holmes. Carried

Meeting closed at 8.04 pm

Presiding Member

Date