

**Minutes for Full Board Meeting  
Monday 28 November 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,  
John McKeowen, Kathy Ngamane, Brendon Wilkinson, Kiryn Curnow,  
Rosie Juby

Apologies: Karen Hutchinson, Marcel Vroege

In Attendance: Tracey Reed (Minute Secretary)

Meeting commenced at 5.34 pm

Karakia – Brendon Wilkinson

Apologies - None

Declarations of Interest – None

Confirmation of Agenda – Confirmed with amendment to Item 6 of the agenda be moved to In-committee

Speaking Rights of Non-Trustees attending

**Motion:** That speaking rights be given to Donna Sawyer, Carolyn Green and Tess Watts

Moved S Flanigan. Carried.

**1. Department Reports**

D Sawyer, Teacher in Charge Distance Learning presented her department report and highlighted some areas including:

- A wide range of subjects offered with psychology, philosophy art history and business studies being the most popular.
- Work with outside providers that are more industry based; NZ School of Tourism, PORSE and Southern Institute of Technology.
- Year 13 students go from independent learning to university.
- 2022 one student gained a scholarship in French.
- Distance Learning achieve well, supported by On-line Learning Community (OLC)
- There are 21 laptops available for students to use, however students are encouraged to use their own laptops.
- Students do timetabled classes and through Google Classroom students do one hour of on-line learning.
- DST Results 2021 where Māori percentage is 67.5% is for 15-17 year olds was down compared to 2020 results. Results are from outside providers, mainly tourism, early childhood.

C Green, Head of Sport and T Watts, Sports Coordinator presented their department report and highlighted some areas including:

- A draft Sports Plan 2023 – 2025 has been completed.
- Proposal to create a discount rewards card for local businesses in Thames for sport volunteers. Approach local businesses about the concept of their logo on the reward card and what they can offer e.g 10% discount and expiry of card is for one year.
- Goals for 2023 include; increased sport, staff participation, reduce trip costs, upgrade selected sport uniforms, reduce barriers such as financial costs for students through funding applications, work collaboratively with the PE department
- Girls rugby, after 10 years was introduced back into sport for 2022. Also introduced was 7s rugby, two hockey teams from one and Sports Exchange which THS is hosting in 2023.
- Mrs Watts & Mr Harrison will be introducing a Fitness programme in Term 1, 2023 for any student.
- The draft Sports Plan is based on the schools Strategic Plan, Mission and Values. The Sports department propose that the board supports the intent of the Sports Plan. Half of students at Thames High School are not participating in sports.

B Wilkinson commended the sports department on thinking of the rewards card through the community.

**Motion:** That the Distance and Sport Annual reports for 2022 are accepted.

Moved B Wilkinson, seconded K Curnow. Carried.

2. **In-Committee**

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

3. **Minutes and Matters Arising from previous hui**

**Motion**: That the minutes of the full board meeting held on the 31 October 2022 are approved with amendment to the library report 7) "*Huge task for the cleaners if students are allowed to eat and drink in the library*" to read "*Not an issue with cleaners if students are allowed to eat and drink in the library*".  
Moved B Wilkinson, seconded B Holmes. Carried.

4. **Board Process**

4.1 ANZAC Day 25 April

Close the school for instruction on Monday 24 April 2023 the day after the term break and prior to ANZAC day (25 April), so long as we are open for 380 half days for instruction, the required number of days.

**Motion**: That the board agree to close the school for instruction on **Monday 24 April 2023**, the day after the term break and prior to ANZAC day (25 April).

Moved S Flanigan. Carried.

4.2 Proposed schedule of Full School Board meetings for 2023

Preferred option is Option 1: Last Monday of each month unless otherwise agreed.

5. **Principal's Report**

Mr Hart presented his report, as read but following questions and highlighted the following:

- Priority taiohi achievement with some positive successes of this approach coordinated by Mrs Donovan along with Mrs Brown who have offered additional support.
- The construction of the timetable for 2023 is underway and will carry over to 2023.
- An analysis of numbers of entries for NCEA examinations in comparison to the number that attend is being completed.
- Uniform
  - Review where an informal board committee formed to consider policy options.
  - The Uniform policy is up for review in Term 1 2023 and the tumuaki encourages reading guidelines from the Human Rights Commission about uniform guidelines to inform this review.
  - The tumuaki asked for a policy consultation group to look at the policy. A parent, staff and student representative adhoc committee and bring back to the full board.
- Enrolments for Year 9 2023, more students from Parawai School have indicated they will be attending HPC. Collection of sporting connections, siblings at HPC, in the past, not necessarily now and leaving the area.
- Student leaders 2023 where the tumuaki spoke to every parent and received good feedback about the anticipation of the final announcement. Candidates were advised by phone either directly or in a few cases via messages left with parents.

**Motion**: That the [Principals Report](#) is accepted.

Moved M Hart, seconded B Wilkinson. Carried.

6. **Self / Strategic Plan Review**

[2022 - 2024 Strategic Plan \(on a page\) FINAL](#) and [2022 Thames High School Charter - FINAL](#)

The draft for 2023 is by the end of 2022 and the final to the Ministry of Education by March 2023.

Feedback and suggestions, deferred to the 27 February 2023 meeting.

7. **Board Committee Reports**

**Property**

**Motion**: That the [Property Committee minutes](#) of the meeting held on the 21 November 2022 are approved.

Moved S Flanigan. Carried.

**Finance**

**Motion**: That the [Finance Committee minutes](#) of the meeting held on the 31 October are approved.

Moved B Wilkinson, seconded M Hart. Carried.

**Motion**: That the board accepts the recommendation from the Finance Committee that the October 2022 accounts for payment in November 2022 are approved.

Moved B Wilkinson, seconded M Hart. Carried.

**Motion**: The board delegate authority to the Finance Committee to approve the budget for 2023 and that a date is set to meet this week.

Moved B Wilkinson, seconded M Hart. Carried.

**Motion**: That the board accepts the recommendation from the Finance Committee that the reinvestments of arising term investments is approved.

Moved S Flanigan. Carried.

**Discipline** – none

**Personnel & Appointments** - none

8. **Self Evaluation**

[Policies and Assurances Term 4, 2022](#) (covered in the [Principals Report](#))

9. **Education Outside the Classroom (EOTC) Overnight Trips**

**Motion:** That the board delegates authority to the presiding member / principal to approve EOTC overnight trips.

Moved J McKeowen, seconded B Holmes. Carried.

10. **Correspondence** – none

11. **Reference Correspondence**

[An introduction to board meetings](#) (NZSTA)

[School Uniform Guidelines](#) (to read)

Meeting closed at 8.35 pm

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**Presiding Member**

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**Date**