

**Minutes for Full Board Meeting
Monday 31 October † 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: Brent Holmes (Presiding Member), Siobhan Flanigan, Michael Hart,
Karen Hutchinson, John McKeowen, Kathy Ngamane, Brendon Wilkinson,
Marcel Vroege, Kiryn Curnow, Rosie Juby

In Attendance: Tracey Reed (Minute Secretary)

Meeting commenced at 5.34 pm

Karakia – Brendon Wilkinson

Board introduction and whakatau to Kathy Ngamane, Board Māori Representative (Co-opted)

Apologies - None

Declarations of Interest – None

Confirmation of Agenda – Confirmed

Speaking Rights of Non-Trustees attending – none

1. Minutes and Matters Arising from Previous Meeting

[Minutes of the Full Board Meeting](#) held on the 27 September 2022

Motion: That the minutes of the full board meeting held on the 27 September 2022 are approved.

Moved B Holmes. Carried

Confirmation of minor amendments to [Governance Board Meeting Policy](#)

The tumuaki assures the board that amendments have been made. Chair replaced with presiding member and trustees replaced with board members. Approved at previous meeting held on the 27 September 2022.

2. Board Process

B Holmes stands down as presiding member

- Nominations for presiding member
B Holmes calls for nominations

K Curnow nominates S Flanigan as presiding member.

B Wilkson acknowledged and honoured B Holmes for courageously stepping forward in the previous meeting, aware of the enormity of the challenge and the big task involved and for standing for the board members.

Motion: That the board ratifies that Siobhan Flanigan is appointed the Board Presiding Member (PM).

Moved B Holmes. Carried.

B Holmes thanked S Flanigan.

- Terms of reference for committee; [Discipline](#), [Property](#), [Finance](#), [Personnel](#)

Motion: That the board ratifies the terms of reference for committee as tabled with amendments to Property;

First paragraph and 1.a) to read “*healthy and suitable learning and working environment for students, staff and visitors to the site*”.

Moved K Curnow, seconded B Holmes. Carried.

After some discussion the board reviewed the self review framework provided (NZSTA). After discussion this was seen as valuable.

Principal referred to another form of review that checks meeting process, typically one board member has process as a focus.

The presiding member recommended that each board member takes a turn in the board process reflecting on how the meeting went.

Action: The board secretary will find a suitable meeting review template via NZSTA.

3. Department Reports

International Report - M Hart highlighted the following:

Estimated eight effective full time students for 2023. Bigger growth will be for 2024. Evakona optimistic that 2023 preparatory programme for students, some of which will come to THS and others will go to other schools. People who have THS homestays are still keen. Evakona arrange bulk of their own home stays.

Library

Assistant caretaker has painted the door since the report. Replacement lights due to the lighting issue will brighten up dull areas. Seats outside the art room could provide comfortable seating for students using the library.

One of the projects tabled at the property committee hui on the 21 October was 5YA project was to transform the back end of the library into a canteen space and not have carpet however the other priority areas received the funding (technology and music).

Points of discussion were;

- Seats outside the Art room
- Possibility of making and keeping the library a safe and inclusive environment for all students as a refuge.
- Possibility of making it practical for students to eat and drink in the library where the carpet could be removed. One side of the library to eat and one place to not eat making it easier to keep clean.
- Huge task for the cleaners if students are allowed to eat and drink in the library.
- Breakfast Club is provided for students and whānau in the school hall.
- The librarian is a welcoming person to the students.

Motion: That the board accepts the annual [International Report](#) and [Library Report](#) for 2022.

Moved B Holmes, seconded B Wilkinson. Carried.

4. Principal's Report

K Curnow queried why the average number of credits attempt is lower than what is required to earn NCEA?

Mr Hart stated the average is brought down by those who have attempted 0 or less than 20 credits.

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

- NCEA progress for Year 11/Level 1, 52 is an average of credits attempted. A significant number of Year 11 have attempted, and success is at the top end.
Again the issue of attendance was highlighted as a concern to the board.
- Those who have achieved NCEA have ceased to attend, and Year 13s are showing very erratic attendance. Two Year 13 attended in the week two. The focus on attendance intervention is the why? There is students' disengagement. Check and Connect mentor is working with Year 8 students and is having a deep whānau connection.
There was a proposal to wānanga about attendance (B Wilkinson)

Motion: That the principal's report is accepted.

Moved M Hart, seconded K Hutchinson. Carried

5. **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 28 November meeting.

6. **Board Committee Reports**

Property

Motion: That the [Property Committee minutes](#) of the meeting held on the 25 October 2022 are approved.

Moved M Vroege, seconded B Holmes. Carried.

Finance

Motion: That the [Finance Committee minutes](#) of the meeting held on the 27 September are approved.

Moved K Curnow, seconded R Juby. Carried.

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

Moved K Hutchinson, seconded M Hart. Carried.

Discipline – none

Personnel & Appointments

Motion: That the board accept the staff leaving procedures

[Staff Leaving Procedures](#)

[Exit Form](#)

Exit Surveys - [support](#) and [teaching](#)

Moved M Hart, seconded J McKeowen. Carried.

7. **Self Evaluation**

Motion: That the board approves the [Policies and Assurances Term 3, 2022](#) to be ratified.

Moved K Hutchinson, seconded M Vroege. Carried.

Motion: That the board accepts the [Assurances Term 3, 2022](#) to be ratified.

Moved S Flanigan, seconded B Wilkinson. Carried.

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

Motion: That the board gives initial approval for the NZSS Athletics overnight trip with the understanding that the remaining steps for EOTC will be followed.

Moved S Flanigan. Carried

Motion: That the board delegates authority to the presiding member / principal to approve the remaining EOTC overnight trips where documents were not tabled.

Moved S Flanigan. Carried.

9. **Correspondence** – none

10. **Reference Correspondence** – none

11. **In-Committee**

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

Meeting closed at 7.23 pm

Presiding Member

Date