

**Minutes for Full Board Meeting
Monday 27 March 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 (arrived 5.40 pm), Brent Holmes, Karen Hutchinson, John McKeowen, Brendon Wilkinson, Kiryn Curnow, Rosie Juby (arrived 5.45 pm)

Absent: Kathy Ngamane

In Attendance: Tracey Reed (Minute Secretary)

Meeting commenced at 5.36 pm

Karakia – Brendon Wilkinson

Apologies - None

Declarations of Interest – None

Confirmation of Agenda – Agenda Confirmed.

Speaking Rights of Non-Board members attending – Cheryl Bunker NZSTA Regional Governance

1. Board Process

Motion: That speaking rights of non-board member Cheryl Bunker attending the meeting is accepted. Moved S Flanigan. Carried.

2. Minutes and Matters Arising from Previous Meeting

[Minutes of the full board meeting](#) held on the 27 February 2023

Motion: That the minutes of the full board meeting held on the 27 February 2023 are approved. Moved B Holmes, seconded J McKeowen. Carried.

3. Reports

3.1 [Careers / Gateway Report](#)

Mr Hart highlighted points of the Careers / Gateway Report on behalf of the Careers Advisor.

- Great placements have been made and connections with employers.
- Active approach to priority taiohi in credits and vocational with "Safety in Action", drivers licence courses in 2022/2023.
- WINTEC has been successful with taiohi.
- Great work in the careers department with priority taiohi while still maintaining a focus on Year 13, tertiary planning, help for accommodation and support for scholarship applications.
- Emphasis is working on more career activities for Years 9/10/11/12 through; looking at how to extend the time allocation to careers education.
- UE results show more female taiohi at Year 13 are choosing the pathway to university courses.
- There were several scholarships that were awarded in 2022 - two males and seven females received scholarships.)

Motion: That the Careers / Gateway report is accepted. Moved K Hutchinson, seconded B Holmes. Carried.

3.2 [NCEA Achievement Reports 2022](#) (no hard copy provided)

Mr Hart presented the NCEA Achievement Reports 2022 on behalf of the Heads of Department and highlighted points - celebrating successes and identified trends across the several departments.

- Year 11 cohort 2022 was of concern with a build-up of lost learning, interruptions and attendance.
- HOD Mathematics termed it a "Culture of Achievement complacency" (CAC) for Year 12 and 13. Aiming to get taiohi engaged and achieve in subjects such as physics, calculus, chemistry and statistics. Some Year 13 would "know they need more credits" to get UE for Level 3 however do not follow through, even with the extra support offered.
- Other trends:
 - Students offered externals, there is a reluctance to do externals and do not attend.
 - Students opting in and out of standards. Pick and choose so there is a big variance in the number of credits attempted, let alone achieved.
- Some HODs are aiming to have more reporting to parents to encourage better engagement.

Motion: That the NCEA Achievement 2022 Department Reports are accepted with thanks.
Moved K Hutchinson, seconded B Holmes. Carried.

Action: Acknowledgement letters to Careers Advisor and Heads of Department for their great work and to identify shared themes across the departments in their reports.

4. Principal's Report

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

- Highlights the great work that is happening in the Careers / Gateway 2023.
- B Wilkinson asked how Term 1 2023 is in comparison to previous years?
M Hart reported that every year Term 1 is busy getting the term set up. More stoppages with floods and strikes did not help the continuity and the behaviour was more unsettled. Swimming, athletic sports and all trips happen in Term 1 where taiohi are constantly catching up on work. Also, transport has had an impact.
- Sports decrease in numbers for junior boys rugby; some suggest this could be due to injuries in rugby, along with commitment from Year 10s who were playing rugby last year. There is an increasing trend in basketball & football. J McKeowen mentioned THS has a great basketball facility however there is not a rugby field. The principal highlighted that in Year 9 1997 there were 37 boys and 60 females.
- Level 1, 2 & 3 NCEA were at or above the national average or old-style decile averages; but not so with NCEA endorsements. Course endorsements are very low - a culture of taiohi aiming for achieved, not aiming for merit of excellence. We have recently celebrated 2022 endorsements with badges and certificates; Level 2: three with Excellence, 11 with Merit, and Level 1 were 2 with Excellence and 11 with Merit.
- A big range of assessments attempted in many subjects. Several taiohi who got zero credits bring the averages for courses down. Most who did not achieve any credits had attendance less than 50%, for example Level 1 English.
- NZQA external assessments 2022 - individual taiohi who do not attend for external assessments do not achieve. Not all parents are aware of the exams schedule.
- Lost learning programme where there are 25 Year 10 and 11 students learning within a Road Code context and taiohi - reading and writing around the context to improve functional literacy.
- Industrial Action of another day-long strike on Wednesday 29 March and a rolling one-day strike in the third week of term 2.
- **Attendance**
 - 80% on average daily attendance for Term 1. Prior to floods attendance was high 80 to 90%. On average 4 out of 5 taiohi attend school, on average every day where 1 student out of 5 does not attend.
 - Q: J McKeowen asked the reason behind lack of attendance?
A: Is that there is no explanation therefore marked "T" truancy. Second biggest reason is "E" explained unjustified e.g. "Michael is away today" and there is no explanation option.
 - Q: K Hutchinson asked, is the "E" marked in attendance through the text system which is sent out to parents and there is no response?
A: Is that with the text there is mostly no reply.
 - Q: K Curnow asked who the truancy officer is and are there reports back from the truancy officer to show they are door knocking and getting the excuses as to why taiohi are not attending?
A: CAPS Hauraki and referrals are made. The attendance service operates within a vast area where there are a large number of taiohi needing to attend school. A referral and follow up is done.
 - There is a huge increase in exemptions granted by MOE encouraged by attendance service.
 - There is good engagement through our 'Check and Connect' mentor, who is an asset.
 - C Bunker suggested a student survey from students' perspective why they are not attending and what would encourage students to attend? Student representative suggested that at the senior school there are some male students who are working though want to remain enrolled in school for the reason of playing sports or to do a specific subject.
 - Q: B Holmes asked with the huge numbers truanting how do we help taiohi find their way and improved engagement?
A: Some schools have clustered together to have their own truancy person primarily in primary schools to get better engagement. It is a complex issue and we have previously discussed this matter and suggested that the board lead a wananga with opportunities to engage with student and parent forums as to the why? Schools in Northland have reported some success with the local truancy officer approach and advertising the positives of coming to school e.g the social engagement that taiohi are missing out on by not attending school. Recall that ERO report was shared last year with the board.
- The board set a date to have a wananga on attendance and achievements - Proposed date:
Wednesday 26 April – 6.00 pm
 - Survey on attendance.
 - Board members facilitate a wananga through the Parent Forum – topic: Attendance.
 - Focus group to look at data and positively invite 10-20 whānau.

Motion: That the Principal's Report is accepted.
Moved M Hart, seconded K Hutchinson. Carried.

5. Self / Strategic Plan Review

[2023 THS Strategic and Annual Plan - DRAFT](#)

How does the SWOT inform the Annual Plan?

- To be submitted to the MoE by 31 March 2023.

Action: The board to email the tumuaki with feedback from the SWOT hui or other ideas, but otherwise accept the annual plan.

6. Board Committee Reports

6.1 Property

[Minutes of the Property Committee](#) held on the 20 March 2023 including the [Property Report](#) by Business Manager

J McKeown highlighted points:

Matters arising

- Bequest – Tennis courts will benefit students and other interested parties. A discussion group to be formed and a meeting to be arranged with outside parties, TCDC, Te Korowai and Thames Community Sports group. B Wilkinson said the decision was made by the previous board and that the money from the bequest depreciates. Form a Project group and meet with TCDC, Te Korowai etc to proceed with the concept.
- Danby Field – Due to water issues Danby Field is unusable. Fruit trees could be planted for the community. The principal is awaiting information from the MOE.
- Extractor fans and lift issues have been raised with the Project manager.

Property Report/Edpro Report

- Weed spraying – J McKeown advised the board that he is also the school caretaker and will trial using organic products. Not spraying around students or on a windy day.

Motion: That the minutes of the Property Committee held on the 20 March 2023 are approved.

Moved J McKeown, seconded M Hart. Carried.

Motion: That the board accepts the recommendation of the Property Committee that they - in principle - proceed with proposal to develop the courts with the Bequest from Estate John McLoughlin.

NB - refer to decision from June 2022 "that the funds be spent on an outdoor multisport facility on the current Richmond Street courts, subject to a feasibility study and survey of interested parties."

Moved J McKeown, seconded B Holmes. Carried.

All in Favour – unanimous

Motion: That the board accepts the recommendation of the Property Committee that they approve the use of the school Hall by the Heart Kids on the 6 April 2023.

Moved K Curnow, seconded J McKeown. Carried.

6.2 Health & Safety

[Incidents Accidents Hazards Reports as at 23 March 2023](#)

The Health and Safety committee within the board is the Property Committee. A Health & Safety committee within the workplace needs to be formed. It was noted that this will be prioritised with the Health and Safety Officer (S Baker).

Action: B Holmes to read the Health & Safety policy and do an audit of THS and meet with S Baker.

6.3 Finance

[Minutes of Finance Committee](#) meeting held on the 27 February 2023

K Hutchinson highlighted points:

Matters arising

- Preparation for audit annual accounts 2022 is going well. 2021 audit with parts outstanding. Auditors will be onsite in April.
- Business Manager proposed term deposits be put on shorter terms with interest rates increasing.
- Proposal for a fixed term role for a person to complete an asset register process, to bring the long-standing incomplete asset register matter to a close. All furniture needs to be bar-coded.

Motion: That the minutes of the Finance Committee meeting held on the 27 February 2023 are approved.

Moved K Hutchinson, seconded B Holmes. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that the February accounts for payment in March are approved.

Moved K Hutchinson, seconded B Wilkinson. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that they approve the term deposits for March 2023.

Moved K Hutchinson, seconded B Holmes. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that they approve the draft 2022 Financial accounts. *(The final accounts will be submitted when the audit is completed).*

Moved K Hutchinson, seconded B Holmes. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that they approve the revised 2023 Budgets.

Moved K Hutchinson, seconded B Holmes. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that they approve the Roofing tender to STM in retrospect, based on the delegated authority which was given to the Finance committee at the Board meeting on the 27 February 2023.

Moved K Hutchinson, seconded B Holmes. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that one more credit card is issued in the name of Sharyn Baker and a debit card for the International Student Manger for ancillary expenses i.e. lunch on excursions

Moved K Hutchinson, seconded B Holmes. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that delegation is given to the Uniform Committee to appoint the approved supplier of uniform.

Moved K Hutchinson, seconded B Holmes. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that they accept the 2024 International Fees Schedule.

Moved K Hutchinson, seconded B Holmes. Carried.

Discipline – There had been one suspension in the period and the decision was to return with conditions.

Personnel & Appointments – N/A

7. **Self Evaluation**

[Policies and Assurances Term 1, 2023](#)

(School Docs Policy Reviews close end of Term 1)

Username: **fhameshigh**

Password: **sealey**

Action: The board secretary upload the up to date Governance documents on THS website and to School Docs once approved by NZSTA.

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

The board stipulates that staff need to adhere to the timelines for the EOTC / Overnight trips.

Motion: The board gives initial approval for the overnight trip(s) with the understanding that the remaining steps for EOTC will be followed.

Moved J McKeown, seconded B Wilkinson. Carried.

Motion: The board delegates authority to B Holmes to approve EOTC overnight and high risks trips.

Moved S Flanigan, seconded K Hutchinson. Carried.

9. **Correspondence**

Inward

[ERO Evaluation Partner email dated 7 Mar 23](#)

[ASH Year 10 Snapshot survey email dated 8 Mar 23](#)

with attachments:

- [2022 ASH Year 10 Snapshot Survey results - Smoking - THS](#)

- [2022 ASH Year 10 Snapshot Survey results - Vaping - THS](#)

- [2022 ASH Y10 Snapshot Topline Smoking & Vaping FINAL](#)

Motion: That the inward correspondence is accepted.

Moved B Holmes, seconded K Curnow. Carried.

Outwards – None

10. **In-Committee**

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

The presiding member thanked Cheryl Bunker for attending the meeting.

Meeting closed at 7.55 pm

Presiding Member
Full Board Committee

Date

