

Minutes for Full Board Meeting Monday 31 July 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: Brendon Wilkinson (Acting presiding member), Michael Hart (Tumuaki), Brent Holmes, Karen Hutchinson, John McKeowen, Kathy Ngamane, Kiryn Curnow, Rosie Jubby

In Attendance: Tracey Reed (Minute Secretary)

Meeting commenced at 5.33 pm
Karakia – Brendon Wilkinson

Apologies – Siobhan Flanigan

Declarations of Interest – None

Confirmation of Agenda Speaking Rights of Non-Board members attending – Michele Scoggins

1. Department Report

M Scoggins highlighted points of the [Science Department Report 2023](#)

HoD Science thanked the board for all their work.

- Staffing – There are four science teachers, a part-time technician and part-time laboratory manager. The department works collaboratively and successfully together.
- Student achievement – Results are above national average.
- Specialised teachers in horticulture, biology, chemistry and physics.
- Barriers to learning:
 - Limited courses for Year 11 taiohi resulting in large classes of high academic achievers to taiohi who do not want to sit external examinations. The science department would like to see the year classes at the same time to 'ability group' taiohi depending on their interest in that subject e.g chemistry, biology or physics.
 - The issue of the amount of science education at primary school was pointed out. In the past six years, taiohi at Year 9 have been taught little or no science at primary school.
 - Phones are distracting noticeably Year 9 to Year 11.
- Ventilation – (5.1) of the report. Noted that the system had been signed off but there are issues with noise and / or air circulation.

B Wilkinson thanked the HoD Science and the department for their great work and for sharing the report and welcomes more discussion.

Motion: That the Science Department Report is accepted.

Moved B Wilkinson. Carried.

2. Board Process

- [Governance Board Meeting Policy](#)
 - J McKeowen raised appreciation and value of board members requesting review of payments to members – No: (17)
 - M Hart highlighted setting agenda items, No: (8) – Items are to be to the presiding member seven (7) days prior to the meeting. The presiding member meets with the principal prior to the meeting to confirm the agenda.
- NZSTA Conference update: Three board members (two through Thames High School and one through Thames South School) attended the 2023 NZSTA conference, held in Rotorua. They highlighted on positive and helpful aspects as new board members and enjoyed networking with other members.
- NZSTA Election advice – Board Student Representative Election – There is one student representative elected or appointed each year. To co-opt another board member the board needs to have a justified reason why they would like to co-opt a board member.

Action: Two future items for board process

-Stipend to board

-Co-opting additional student member

Motion: That the board accept the timeline for the Student Representative Election 2023.

Moved B Wilkinson. Carried.

Motion: That the board accept that the board secretary is appointed as the Returning Officer for the Student Representative Election 2023.

Moved B Wilkinson. Carried.

3. Minutes Matters arising from previous hui

Motion: That the [minutes of the full board meeting](#) held on the 26 June 2023 are approved with amendments to No: 2 moved K Hutchinson, seconded K Ngamane. Carried. And No: 7 seconded B Wilkinson. Carried.

Moved B Wilkinson. Carried.

4. [Principal's Report](#)

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

1.1 Achievements progress

- In comparison to 2022 the average number of credits achieved in 2023 is similar for Year 11 and 12, with a slight increase for Year 13.
- The average number of credits published has increased in the last month for all year levels, with Year 13 the greatest average increase of 6 credits.

Attendance and achievement success rates

- Page 6, chart shows the key issue for students with low achievement rates is low attendance.
- Higher attendance, with some exceptions.

1.2 Learner Support / [SENCO Report](#)

- Goldfields School and Thames High School have had initial approval from the Ministry of Education to establish a satellite unit at our school.

Q. How many students?

A. 4-5 students with 1 teacher aide.

2.1 Staffing

- Guidance counsellor resigned in the last week of Term 2. There are three candidates for interviews.
- Deputy Principal interviews – four candidates shortlisted.

3.2 July Roll Return / 3.3 Roll Analysis

- Roll projection is the roll continued to stabilise around 360 regular students (not including FF). The trend over the years is some loss of Year 9 & Year 10 moving to other schools / towns. What is not happening unlike previous years is an influx of students at Years 10 and 11, as families are not moving to Thames.

3.3 Roll Analysis

- Year 8 cohort of 2022 (i.e. Year 9 of 2023) chart on page 15 shows where students are going. Of 114 students attending junior tech, 29 went elsewhere – other towns and 13 have gone to HPC. Of 29, 25 are European, therefore more mobile.
- Pārāwai and reasons – on page 17, Pārāwai is a case study. 19 of 32 from Pārāwai attend THS, 13 went elsewhere. Of the 13, 8 went to HPC. While 5 of 13 the reason is 'unconfirmed', the main other reason advised (anecdotally) is that while the open evening at THS was better and parents liked what was on offer, they liked the way HPC had a formal presentation of expectations and rules – strict on uniform, phones, etc. Gave the impression that there is more discipline, or the reality of it.
- Retention at the senior school is national challenges as the job market continues to be strong.

4.1 Attendance

Q. K Curnow – Are there any programmes from MOE to get students to school?

A: Codes report to MOE weekly. Paragraph 3 page 19 "We need to get better engagement with our parents to get confirmed reasons, and it is a trend picked up by the MOE. The MOE has changed SMS guidelines so that unexplained codes ? do not automatically turn into T codes (which should now be reserved for confirmed trivial explanation, or truant behaviour).

This is a focus for our attendance officer (CAPS Hauraki) to follow up with kaiiaki and directly with parents".

5. **Board Committee Reports**

5.1 Property

[Minutes of the Property Committee](#) meeting held on the 24 July 2023 (attached and taken as read) Including Property Report by Business Manager

J McKeown highlighted:

- Signage at the main entrance in Te Reo and English looks good.

Motion: That the minutes of the Property Committee held on the 24 July 2023 are approved.
Moved J McKeown, seconded K Hutchinson. Carried.

5.2 Health & Safety

- [Injury and Incident Board Term 2 2023](#)
- Health & Safety Committee hui to be held on Wednesday 9 August at 2.00 pm

5.3 Finance

[Minutes of the Finance Committee](#) meeting held on the 26 June (attached and taken as read)

Motion: That the minutes of the Finance Committee meeting held on the 26 June 2023 are approved
Moved K Hutchinson, seconded M Hart. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that the June 2023 accounts for payment in July 2023 are approved.
Moved K Hutchinson, seconded B Wilkinson. Carried.

Motion: That the board accepts the recommendation from the Finance Committee to approve the term deposits for August 2023.
Moved K Hutchinson, seconded B Holmes. Carried.

Moved: That the board accepts the recommendation from the Finance Committee that an increase in the Capital Budget is approved to the amount of \$20K. This is to ensure that the planned replacement of the upgrade to the Computer Lab can be completed. The Business Manager has given assurance that this increase will not impact our cashflow going forward.

Moved K Hutchinson, seconded B Wilkinson. Carried.

5.4 Community Connections (M Hart)

- **TAMSO (Te Ao Māori Strategic Ohu)** – reporting back
 - Pōwhiri and assembly – No one externally attended the hui held on the 12 June 2023 except Johnson.
- **Parents Forum – Q & A Uniform**
 - Six parents in attendance.
 - Graduate Profile – voice what parents aspirations are to inform our graduate profile.

6. Self Evaluation

Policy Review

[Policies and Assurances Term 2, 2023](#)

-(School Docs Policy Reviews close end of 30 June)

Motion: That the Policies & Assurances Term 2 are accepted.

Moved M Hart, seconded B Holmes. Carried.

Term 2 Policies for review (EOTC) were deferred for ratification at the next hui.

- [NZQA MNA report 2023 - Final](#)

Action: That the board send a thank you letter to Donna Sawyer, Principal's Nominee for the hard work.

7. Education Outside the Classroom (EOTC)

[EOTC overnight trips](#) – Final report

Motion: The board approves the overnight trip(s) listed with the understanding that the remaining assurances for EOTC will be listed.

Moved B Holmes, seconded K Hutchinson. Carried.

8. Correspondence - none

9. In-Committee

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

Meeting closed at 7.20 pm

Acting Presiding Member
Full Board Committee

Date