

**Minutes for Full Board Meeting  
Monday 26 February 2024 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 (Tumuaki), Ngaio Hodson-Rapana, Karen Hutchinsons, John McKeowen, Wayne Whitney, Brendon Wilkinson, Kiryn Curnow, Abby Greenwood

In Attendance: Tracey Reed (Minute Secretary)

Meeting commenced at 5.30 pm

[Karakia timatanga \(to open\)](#) – Brendon Wilkinson

**1. Naumai haere mai / Welcome**

Apologies – Kathy Ngamane

Declarations of Interest – None

Confirmation of Agenda Speaking Rights of Non-Board members attending – Penny Keet, Chris Ashforth, Lisa Barnett

**Motion:** That speaking rights are given to non-board members attending.

Moved S Flanigan. Carried.

**2. Board Process**

• **Welcome two new parent elected representatives to the board**

Siobhan Flanigan welcomed the two new board members.

- Ngaio Hodson-Rapapa - Ngaio introduced herself who works at CAPS Hauraki, attendance.

- Wayne Whitney - Wayne introduced himself, who is on one year leave as Principal at Hikiutaia School.

• **Appointment: board presiding member**

John McKeowen nominated Brendon Wilkinson. No other nominations were received.

**Motion:** That Brendon Wilkinson is duly appointed as Presiding Member for 2024. S Flanigan will chair the remainder of the 26 February 2024 meeting.

All in favour. Unanimous.

• **Deputy presiding member**

Kiryn Curnow nominated Siobhan Flanigan. No other nominations were received.

**Motion:** That Siobhan Flanigan is duly appointed as deputy presiding member for 2024.

All in favour. Unanimous.

• **Committees – membership & chair**

- Membership (Finance, Property, Discipline & Personnel Appointment)

**Finance**

**Motion:** That the members of the finance committee are Ngaio Hodson-Rapapa, Siobhan Flanigan, Michael Hart, Sharyn Baker and the chair is Karen Hutchinson.

All in favour. Unanimous.

**Property**

**Motion:** That the members of the property committee are Siobhan Flanigan, Kathy Ngamane, Michael Hart, Sharyn Baker and the chair is John McKeowen.

All in favour. Unanimous.

**Discipline & Personnel Appointment Committee**

**Motion:** That the members of the discipline and personnel appointment committee are decided as needed.

All in favour. Unanimous.

B Wilkinson declined to be on all Committees (Finance / Property / Discipline & Personnel Appointment Committee) but confirmed yes to being the Presiding Member.

• **Committee Terms of Reference of Delegations**

- [Terms of Reference - Property Committee](#)
- [Terms of Reference - Finance Committee](#)
- [Terms of Reference - Personnel Committee](#)
- [Terms of Reference - Discipline Committee](#)

**Motion:** That the Terms of Reference of Delegations are tabled with amendment to Terms of Reference – Property and Finance "Membership" to be worded the same.

Moved M Hart, seconded K Hutchinson. All in favour. Carried.

- [Schedule of Delegations 2024](#)

**Motion:** That the Schedule of Delegations 2024 are approved with amendment to p) to read "This is delegated to the Presiding Member; and Principal".

Moved K Hutchinson, seconded N Hodson-Rapapa. All in favour. Carried.

- [Authority of principal to close the school](#)

**Motion:** That the Authority of Principal to close the school are approved with amendment to read "The Thames High School board of delegates authority to the Principal to close Thames High School for a period of up to three (3) days". As in the original approved delegation in 2023.

Moved N Hodson-Rapana, seconded J McKeowen. All in favour. Carried.

- [Financial Authorities Delegation 2024](#)

**Motion:** That the Financial Authorities Delegation 2024 are approved with the correction of the repeated note on page 4.

Moved K Hutchinson, seconded N Hodson-Rapana. All in favour. Carried.

- [Legislative Compliance - School Board Audit Requirements](#)

The board are aware of their responsibilities of the audit requirements.

- [Board Work Plan 2024 \(Draft\)](#)

NZSTA Conference – consideration for board members to attend the NZSTA Conference to be held on 6-9 June 2024 in Wellington. The number of board members who can attend is dependent on budget approval. Board members who expressed interest; B Wilkinson, W Whitney, J McKeowen, N Hodson-Rapana.

**Action:** The board secretary sends the conference information to board members.

**Motion:** That the draft Board Work Plan 2024 is approved with the adjustment that there will be no board meeting scheduled on the 29 April 2024 and that there will be eight scheduled board meetings for 2024 and the board schedule a special meeting, as required.

Moved S Flanigan. All in favour. Carried.

- [Code of Conduct for State School Board Members](#)

Confirmation that all board members have signed the code of conduct.

#### Other

- The schedule date for meet and greet morning tea for board and staff is Wednesday 13 March at 10.45 am.

- **TAMSO / Parent Forum** dates (first hui 2024)

- TAMSO 11 March

- Parent Forum 18 March

**Action:** The board secretary calendar invite board members future TAMSO hui.

#### 3. Minutes & matters arising from previous meeting

##### [Minutes of Full Board meeting 4 December 2023](#)

**Motion:** That the minutes of the full board meeting held on the 4 December 2023 are approved.

Moved K Hutchinson, seconded K Curnow. All in favour. Carried.

#### 4. Principal's Report

Mr Hart presented his report, as read.

Highlights:

- Phones – There have been 20-25 confiscations. Two students into the second breach where parents collect student's phone.
- Active As activities begin in Term 2.
- Student Progress - NCEA 2023  
2023 was a disruptive start to the year with weather conditions. Baseline literacy 2023 was low with a lot of catch ups.
- Year 9 and 10 literacy and numeracy  
Resourcing literacy across the curriculum and whether there is enough resourcing e.g. programmes, professional development, and teacher aides. To have literacy as an everyday component with an integrated approach. The question of how much reading / writing is done in class as a Year 9?
- Attendance  
An initiative to have parent engagement; weekly emails out to parents highlighting the past three weeks attendance. remote rewards for attendance.
- Current Roll (as of 21 February 2024). There is still a decline overall, but numbers are slightly up in the senior school and less than projected in the junior school. Some Year 9 students from Year 8 have either left town or go to HPC. The trend of not having as many from out of town enrolling has continued.
- Personnel  
Outdoor Education / Physical Education teacher – Rod Edwards starts 29 April 2024 (start Term 2)
- Employee Assistance Programme (EAP)  
An amendment to 2021 total staff / sessions was 5 not 6.  
**Motion:** That the principal's report is accepted.  
Moved M Hart, seconded K Hutchinson. All in favour. Carried.

## 5. Self / Strategic Plan Review

[2024 - 2025 Strategic Plan \(one page\)](#)

As ratified in 2023. Included in the Principal's Report (page 16).

S Flanigan – The significance of board members at TAMSO hui where the board are valued and lead the TAMSO hui.

## 6. Board Committee Reports

### • Property

[Minutes of the Property Committee meeting](#)

**Motion:** That the minutes of the Property Committee meeting held on the 19 February 2024 are approved.

Moved J McKeowen, seconded B Wilkinson. Carried.

**Motion:** That the Board accepts the recommendation of the Property Committee that the contract for the painting of C-block is accepted.

Moved S Flanigan, seconded J McKeowen. Carried.

### • Health & Safety

The next staff Health & Safety Committee meeting scheduled for Tuesday 5 March 2024.

### • Finance

[Minutes of the Finance Committee meeting](#)

**Motion:** That the minutes of the Finance Committee meeting held on the 4 December 2023 are approved.

Moved K Hutchinson, seconded B Wilkinson. Carried.

K Hutchinson gave a verbal update about Finance Committee held 26 February 2024.

**Motion:** That the board accepts the recommendation from the Finance Committee that the November 2023 paid December 2023, December 2023 paid January 2024, and January 2024 accounts for payment paid February 2024 are approved.

Moved K Hutchinson, seconded J McKeowen. Carried.

**Motion:** That the board accepts the recommendation from the Finance Committee that they approve the term deposits for February/March 2024.

Moved K Hutchinson, seconded N Hodson-Rapana. Carried.

**Motion:** That the board accepts the recommendation from the Finance Committee that the quotes submitted to the value of up to \$60K, for upgrades to the schoolhouse, 105 Regent Place, Thames, are accepted.

Moved K Hutchinson, seconded N Hodson-Rapana. Carried.

**Motion:** That the board accepts the recommendation from the Finance Committee that they accept the submission of the two Grant applications; NZ Community Trust for 50 Chromebooks and Lion Foundation for 50 Chromebooks.

Moved K Hutchinson, seconded S Flanigan. Carried.

**Motion:** That the board accepts the recommendation from the Finance Committee that a Property Manager is put in place to manage the school rental house.

Moved K Hutchinson, seconded K Curnow. Carried.

### • Discipline

K Curnow – A Disciplinary Committee hui was held on Thursday 22 February 2024 and the student was reinstated, with conditions on Monday 26 February.

## 7. Self Evaluation – Policy Review / Assurance Schedule

[Term 4 2023 Policies](#) are ratified (closed 9 December 2023)

- [Home Learning](#)
- [Distance Learning](#)
- [Health Education](#)

**Motion:** That the Term 4 2023 updated policies from School Docs are ratified by the Board with amendment to the Home Learning policy to read:

Students:

- take responsibility for their own home learning as appropriate to their year level
- understand their home learning tasks and work as independently as possible

Moved M Hart, seconded K Hutchinson. Carried.

### • Health Curriculum Statement

To comply with the requirement to adopt a statement on the delivery of the health curriculum,... [Section 91 Education and Training Act 2020].

[Consultation Survey \(PDF\) – students](#) (also conducted with parents)

[Key findings and recommendations](#)

M Hart – the Health Curriculum Statement was well accepted by students and parents.

**Motion:** That the board endorses the recommendations from the health survey, including the Statement of the Health Curriculum.

Moved M Hart, seconded S Flanigan. Carried.

- **Staff Wellbeing Survey (2023)**

[Thames Wellbeing Pulse Report 18 Dec 2023](#)

Kylie Finch (FNH) Counsellor for THS is the the Whole School Wellbeing Coordinator for 2024.

J McKeowen – suggested that Edpro staff to be included in the staff Wellbeing Pulse survey.

M Hart – Edpro are an external contractor who cannot directly be surveyed by other employers. External contractors, staff are required to sign in at THS reception. People are then accounted for in an emergency and drills.

- 8. **Education Outside the Classroom (EOTC)**

[EOTC Trips](#)

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

Moved N Hodson-Rapana, seconded J McKeowen. Carried.

W Whitney agreed to be the Board EOTC member replacing K Curnow.

**Action:** The board secretary gives EOTC access to W Whitney

- 9. **Correspondence**

**Inward**

[Email \(SIT\) resignation](#)

[Letter \(WIC\) resignation](#)

[Thames & Sub-Region Aquatic Provision Feasibility Study](#) – email dated 20/2/2024

**Motion:** That the inward correspondence is accepted.

Moved M Hart, seconded K Hutchinson. Carried

**Outward**

[Letter \(SIT\) Acceptance of resignation](#)

[Letter \(WIC\) Acceptance of resignation](#)

**Motion:** That the outward correspondence is approved.

Moved M hart, seconded K Hutchinson. Carried.

- 10. **In-Committee**

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

Meeting closed at 7.48 pm

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Date: \_\_\_\_\_

Siobhan Flanigan  
**Presiding Member**