

# Te Kura Tuarua o Te Kauaeranga Thames High School

Kia kōtahi ai te piki ake, kia ikeike rawa ki te taumata

We grow together to achieve one's true potential.



## Te Kura Tuarua o Te Kauaeranga Thames High School Board – Agenda

**Date:** Monday 25 August 2025 **Time:** 5.30 pm

**Venue:** **Te Puna o Te Pito Mata – Wharenui**  
Te Kura Tuarua o Te Kauaeranga | Thames High School

**Presiding Member:** Brendon Wilkinson

**Quorum:**  Confirmed  Not Confirmed

1. **Mihi whakatau / Welcome and Karakia** (5 minutes)  
Introduction/whakawhanaungatanga  
Led by: Presiding Member
2. **Administration** (5 - 10 minutes)  
Strategic: [Governance](#) – Effective Stewardship

Item	Led by	Time
<b>2.1 Present and Apologies</b>  <b>Members:</b> Brendon Wilkinson (PM), Michael Hart (Principal), Alia Finn, Siobhan Flanigan, Ngaio Hodson-Rapana, Ro Mitchell-Te Teira, Kathy Ngamane, Wayne Whitney, Kiryn Curnow, Palarry Rous  <b>Apologies:</b>  <b>Non Board Members:</b> Chris Ashforth, Romie Dargaville Rehua, Michelle Tupper, Michele Scoggins, Pauline Managh, Lisa Barnett	Presiding Member	1 minute
<b>2.2 Declaration of Interests</b>	Presiding Member	1 minute
<b>2.3 Confirmation of Minutes</b>  <b>Proposed Motion:</b> That the <a href="#">Minutes of Full Board meeting 28 July 2025</a> are accepted.	Presiding Member	2 minutes
<b>2.4 Matters Arising</b>  <b>Action:</b> The school's behaviour policy and related flowcharts to be sent to W. Whitney <ul style="list-style-type: none"> <li>o <a href="#">Principal email - School Behavioural Guidelines</a> <i>(also included in 3.4.2 Outward correspondence)</i> Links: <a href="#">February 2025 principal's report</a> (no hardcopy provided) <a href="#">Policy - Behaviour management</a> <a href="#">Website guidance - positive behaviour</a> (no hardcopy provided) <a href="#">MoE guidelines</a> (no hardcopy provided)</li> </ul>	Presiding Member	5 minutes

### 3. Strategic Reporting and Monitoring (50 minutes)

Strategic: [2025 THS Annual Implementation Plan](#) / [2025 - 2026 Strategic Plan](#) / Goals / Assurance

Item	Led by	Time
<p><b>3.1 Presentation / Curriculum Focus</b></p> <p><b>3.1.1</b> <a href="#">Learning Support Department Board Report</a> – SENCO (M Tupper)  <b>3.1.2</b> <a href="#">Science Department Biennial Report</a> HoD Science (M Scoggins)</p> <p><b>Proposed Motion:</b> That the Board accepts the <b>3.1.1</b> Learner Support Report and <b>3.1.2</b> Science Department Biennial Report.</p>	<p>Principal  SENCO  HoD Science</p> <p>Presiding Member</p>	15 minutes
<p><b>3.2 Key Area Deep Dive</b> (e.g. Wellbeing, Achievement)</p> <ul style="list-style-type: none"> <li><a href="#">DRAFT - THS International Department Strategic Plan (2025-2030)</a>  - International Programme Manager (P Managh)</li> </ul> <p><b>Proposed Motion:</b> The Board accepts the Draft – THS International Department Strategic Plan (2025-2030).</p>	International Programme Manager	15 minutes
<p><b>3.3 Principal's Report</b> (incl. AIP &amp; Strategic Goals progress)</p> <ul style="list-style-type: none"> <li><a href="#">Principal's Report</a>  - <a href="#">Pastoral Report 2025</a>  - <a href="#">24-7 Report Term 2 2025</a></li> </ul> <p><b>Proposed Motion:</b> That the Principal's Report for August 2025 is accepted.</p>	Principal	10 minutes
<p><b>3.4 Finance and Audit Report</b></p> <p><b>3.4.1</b> <a href="#">Minutes of the Finance Committee meeting</a> held on the 28 July 25 (<i>attached and taken read</i>)  <b>Proposed Motion:</b> The Board accepts the recommendation of the Finance Committee that the Minutes of the Finance Committee meeting held on the 28 July 2025 are approved and the August <a href="#">Financial Report</a> is accepted.</p> <p><b>3.4.2</b> Accounts payable for July 2025 paid August 2025.  <b>3.4.3</b> Term deposits for August 2025  <b>3.4.4</b> Interleasing option for the purchase of one van in 2025, with one more vehicle in 2026. This is based on the AOG pricing from the MOE pricing schedule.  <b>3.4.4</b> SUE Reports 2016/2018 destruction of these records based on the schools retention policy.  <b>3.4.6</b> Grant application for replacement bins to the value of \$2K.  <b>Proposed Motion:</b> The Board accepts the recommendation from the Finance Committee that <b>3.4.2, 3.4.3, 3.4.4, 3.4.5, 3.4.6</b> are approve</p>	Finance Committee - S Flanigan	5 minutes
<p><b>3.5 Property Report</b></p> <p><b>3.5.1</b> <a href="#">Property Committee minutes meeting</a> held on the 18 Aug 25 (<i>attached and taken read</i>)  <b>Proposed Motion:</b> The Board accepts the recommendation from the Property Committee that the Board approve the Minutes of the Property Committee meeting held on the 18 August 2025 and that the <a href="#">August Property Report</a> is accepted.</p> <p><b>3.5.2</b> <b>Proposed Motion:</b> That the Board accepts the recommendation from the Property Committee that the Salto Locks proceed.</p> <p><b>3.5.3</b> <b>Proposed Motion:</b> That the Board accept the recommendation from the Property Committee to approve the hire of Thames High School facilities for:</p> <ul style="list-style-type: none"> <li>The Basket Meet the Candidates – 14 September 2025</li> </ul>	Property Committee - W Whitney	5 minutes

<b>3.6 Other Committee Reports</b>		5 minutes
<b>3.6.1 Staff Health &amp; Safety</b> – meeting 15 Aug 2025 to be rescheduled	K Curnow	
<b>3.6.2 TAMSO</b> – Hui held on the 11 August 2025	K Ngamane	
<b>3.7 EOTC / Overnight Trip: Approvals</b> – None	W Whitney / G Wright	5 minutes

#### 4 Strategic Discussion and Decision-Making (25 minutes)

Strategic: Policy, Performance, Planning

Item	Led by	Time
<b>4.1 Key Issue Exploration Consultation</b> (e.g. Initiatives, Curriculum Development, Property Planning, etc.) <ul style="list-style-type: none"> <li>• <a href="#">NCEA Discussion - Proposal to Replace NCEA/Curriculum</a></li> <li>• <a href="#">NCEA Changes Consultation - Easy Read FINAL</a></li> <li>• <a href="#">NCEA Discussion Summary for Parents</a></li> <li>• <b>PPTA analysis / considerations</b>  <a href="https://www.ppta.org.nz/news-and-media/ncea-replacement-proposals">https://www.ppta.org.nz/news-and-media/ncea-replacement-proposals</a></li> <li>• Ref: <a href="https://www.education.govt.nz/consultation-ncea">https://www.education.govt.nz/consultation-ncea</a>            - has lots of resources, including videos.</li> <li>• <a href="#">NCEA CHANGES - Open Letter from Principals</a></li> </ul>	Principal / Presiding Member	20 minutes
<b>4.2 Policy Review Schedule</b> <span style="background-color: yellow;">Working document</span>	Presiding Member	5 minutes

#### 5 Board Process and Self-Review (10 minutes)

Strategic: Governance Capability / Continuous Improvement

Item	Led by	Time
<b>5.1 Self-Evaluation / Reflection</b>	Presiding Member	5 minutes
<b>5.2 Board Election update</b> <ul style="list-style-type: none"> <li>• Proposal for meeting the board candidates</li> <li>• Student Representative update</li> </ul>	Board Secretary Returning Officer	5 minutes
<b>5.3 Planning for next meeting / Agenda Items</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	Presiding Member	5 minutes

#### 6 Correspondence and Other Business (10 minutes)

Item	Led by	Time
<b>6.1 Inwards / Outwards Correspondence</b>	Presiding Member	5 minutes
<b>6.1.2 Inwards</b> <ul style="list-style-type: none"> <li>- <a href="#">CRM - Resignation letter (rec'd 28-7-25)</a></li> <li>- <a href="#">GRN - Resignation email (rec'd 1-8-25)</a></li> </ul>		
<b>6.4.6 Outwards</b> <ul style="list-style-type: none"> <li>- <a href="#">CRM - Acceptance of resignation - dated 29-7-25</a></li> <li>- <a href="#">GRN - Acceptance of resignation letter dated 1-8-25</a></li> <li>- <a href="#">Principal email - School Behavioural Guidelines (Also included in 2.4)</a></li> </ul> Links: <a href="#">February 2025 principal's report</a> <a href="#">Policy - Behaviour management</a> <a href="#">Website guidance - positive behaviour</a> <a href="#">MoE guidelines</a>		
<b>Proposed Motion:</b> The <b>6.1.2</b> Inwards correspondence is accepted, and the <b>6.1.3</b> Outwards correspondence is approved.		

<b>6.2 Open Forum / General Business (AOB)</b>	All Members	5 minutes
<ul style="list-style-type: none"> <li>Proposed date for Board farewell dinner</li> </ul>		

**120 minutes**

**7 Public-Excluded / In-Committee Business (5-10 minutes, if required)**

Item	Led by	Time
<p><b>7.4 Personnel / Student / Legal Matters</b></p> <p><b>Proposed Motion:</b> <i>That the Board go 'into committee' under section 48 of the Local Government Official Information and Meetings Act 1987</i></p> <p><b>Reason:</b> to discuss matters relating to staff members and students and matters of a commercially sensitive nature, this being necessary to protect the privacy of the individuals under Section 9 of the Official Information Act 1982.</p>	Presiding Member	As needed

**8 Closing and Karakia Whakamutunga (5 minutes)**

**Next meeting: Tuesday 28 October 2025 (Mon 27 Oct – Labour Day)**

**N.B** If the meeting time exceeds the 2 hours provided then there is provision for a motion to extend the meeting by up to 30 minutes. If this is not sufficient then items 'lie on the table' until the next board meeting. There is provision to call a special meeting.

**Motion (if required):** "That the meeting be extended by up to 30 minutes to allow for the completion of urgent business".

If the motion is **not carried**, or if further time is needed beyond the extension:

- Remaining items are to **lie on the table** until the next scheduled board meeting.
- The Board may also **resolve to call a special meeting** if required.

**Attachments (as required)**

- [Minutes of Full Board meeting 28 July 2025](#)
- Matters Arising:
  - [Principal email - School Behavioural Guidelines](#)
  - [Policy - Behaviour management](#)
- [Learner Support Report](#)
- [Science Department Biennial Report](#)
- [DRAFT - THS International Department Strategic Plan \(2025-2030\)](#)
- [Principal's Report](#)
  - [Pastoral Report 2025](#)
  - [24-7 Report Term 2 2025](#)
- [Financial Report](#)
- [Property Report](#)
- Term 3 Policy Review Documents – **working document**
- Inward / Outward correspondence

REFERENCE		
<b>SCHEDULE OF FULL SCHOOL BOARD MEETINGS FOR 2025</b>	<ul style="list-style-type: none"> <li>Monday 24 February</li> <li>Monday 31 March</li> <li>Monday 26 May</li> <li>Monday 30 June – Deferred – no quorum</li> <li>Monday 28 July</li> <li><b>Monday 25 August</b></li> <li>Tuesday 28 October (Mon 27 Oct – Labour Day)</li> <li>Monday 24 November</li> </ul> <p><b>Property committee hui</b> on the previous Monday, except public and school holidays.</p>	
<b>TERM DATES 2025</b>	<p><b>Term 1</b> Friday 31 January to Friday 11 April</p> <p><b>Term 2</b> Monday 28 April to Friday 27 June</p> <p><b>Term 3</b> <b>Monday 14 July to Friday 19 September</b></p> <p><b>Term 4</b> Monday 6 October to Friday 19 December (no later)</p>	

<p><b>TERM DATES 2026</b></p>	<p><b>Term 1</b> Monday 2 February to Thursday 2 April  <b>Term 2</b> Monday 20 April to Friday 3 July  <b>Term 3</b> Monday 20 July to Friday 25 September 2026  <b>Term 4</b> Monday 12 October to Wednesday 16 December</p>			
<p><b>KEY DATES for reference</b></p>	<p><a href="#">See the school website for all dates</a>          (Subject to change)</p> <p><b>Key dates 2025</b></p> <p>Dates are <b>subject to change</b> and will be advised.</p> <table border="1" data-bbox="501 537 1311 573"> <tr> <td><b>Term 3: Monday 14 Jul to Friday 19 Sept</b></td> </tr> </table> <p><b>Mon 14 Jul First day of Term 3</b></p> <p>Mon 25 Aug Board hui 5.30 – 7.30 pm</p> <p>Wed 3 Sep - CAA – Common Assessment Activities (2)          Thur 4 Sept - (Years 10, 11, 12, 13)</p> <p>Mon 8 Sep - School Exams (Derived Grades) (Years 11, 12, 13)          Fri 12 Sept</p> <p>Tues 9 Sept Board Student Representative Election Day</p> <p>Wed 10 Sept Board Triennial Election Day</p> <p>Mon 15 Sept - Te Wiki o te Reo Māori          Fri 19 Sept</p> <p>Tue 16 Sept Board Triennial Election – Declaration of votes</p> <p>Wed 17 Sept Board Triennial Election – New Board Takes Office          Board Student Representative – Results Declared</p> <p>Thur 18 Sept Board Student Representative – Takes Office</p> <p><b>Fri 19 Sept Last day of term 3</b></p> <p>Sat 20 Sept School holidays begin (until 5 Oct)</p> <table border="1" data-bbox="501 1169 1311 1205"> <tr> <td><b>Term 4: Monday 6 Oct to no later than Friday 19 Dec</b></td> </tr> </table> <p><b>Mon 6 Oct First day of Term 4</b></p> <p>Mon 6 Oct - Gold Coast all Schools Touch Tournament          Mon 13 Oct</p> <p>Wed 15 Oct Sports Awards</p> <p><b>Mon 27 Oct Labour Day (Public Holiday)</b></p> <p>Tue 28 Oct Board hui 5.30 – 7.30 pm</p> <p><b>Tue 4 Nov - NCEA Exams start</b></p> <p>Fri 14 Nov <b>Staff Only Day – NCEA / Curriculum (2)</b></p> <p>Mon 24 Nov Board hui 5.30 – 7.30 pm</p> <p><b>Tue 28 Nov NCEA Exams end</b></p> <p>Wed 29 Nov <b>Senior Prizegiving</b></p> <p>Mon 8 Dec <b>Junior Prizegiving</b></p> <p>Fri 12 Dec <b>Staff Only Day</b></p> <p><b>Fri 12 Dec Last day of term 4</b></p> <p>Sat 13 Dec School holidays begin (until Jan 2026)</p>	<b>Term 3: Monday 14 Jul to Friday 19 Sept</b>	<b>Term 4: Monday 6 Oct to no later than Friday 19 Dec</b>	
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## Key dates 2026

Dates are **subject to change** and will be advised.

### Term 1: Monday 2 Feb to Thurs 2 April (10 weeks)

Fri 6 Feb Waitangi Day – Public holiday

### Term 2: Monday 20 April to Friday 3 July (11 weeks)

Mon 27 Apr Anzac Day (Sat 25 Apr) observed on Monday 27 April  
 Fri 29 May Teacher Only Day (Staff only) Day – subject to change  
 Mon 1 Jun King's Birthday

### Term 3: Monday 20 July to Friday 25 September (10 weeks)

### Term 4: Monday 12 October to Wednesday 17 December (10 weeks)

Fri 13 Nov Teacher Only Day (Staff only) Day – subject to change

Action List: from previous meeting/s held		
Item due for action	Who	Status e.g. Completed, In progress, etc.
<b>28 July 2025</b> <b>Actions: Mathematics Department and Student Behaviour</b> <ol style="list-style-type: none"> <li>Board members to contribute ideas and suggestions for actions to address identified concerns.</li> <li>The school's behaviour policy and related flowcharts are to be sent to W.Whitney.</li> <li>Report back to the Board at the next hui on 25 Aug 2025</li> </ol>	Board Principal Principal	In progress Completed In progress
<b>24 February 2025</b> <ul style="list-style-type: none"> <li>Community engagement – Role is to liaise with <b>Whānau and Friends</b> <ul style="list-style-type: none"> <li>Refer to <a href="#">Minutes of Full Board meeting 24 February 2025</a> (Pg 2)</li> </ul> </li> </ul> <b>Action:</b> Alia Finn draft a role description for the role of the liaison/s for the <b>Whānau and Friends</b>	Alia Finn	In progress