

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.



Agenda - School Board Meeting Monday 28 July 2025 at 5:30 pm

Held in: *Te Puna o Te Pito Mata* - Wharenui at
Te Kura Tuarua o Te Kauaeranga | Thames High School

| | 5.30 pm | Karakia | B Wilkinson | | | | | | | | | | | | | | | | | | | | |
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| | Naumai haere mai / Welcome | <ul style="list-style-type: none"> Apologies – Palarry Rous Declarations of Interest Confirmation of Agenda Speaking Rights of Non-Board members attending (if any) - Sharyn Baker, Daniel Neufeld, John McKeowen, Lisa Barnett | B Wilkinson | | | | | | | | | | | | | | | | | | | | |
| 1 | REPORTS (10 MINUTES) (5 MINUTES) | <p>Mathematics Biennial Report – Daniel Neufeld - HoD Maths (deferred from June Hui)</p> <p>Science Biennial Report (due July – deferred to August)</p> <p>Proposed Motion: That the Mathematics Biennial Report is accepted and thanks is passed on to the HoD Mathematics.</p> <p>Matariki Report (verbal) – John McKeowen - Whakaaro - C Tornero Martos</p> | D Neufeld J McKeowen | | | | | | | | | | | | | | | | | | | | |
| 2 | BOARD PROCESS (10 MINUTES) | <p>2.1 NZSTA Conference - reporting back – B Wilkinson / A Finn</p> <p>2.2 Student Board Representative Election 2025 – T Reed Timeline / Process (31-day timetable)</p> <table border="1"> <thead> <tr> <th>Event</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Appoint Returning Officer by</td> <td>Monday 11 August 2025</td> </tr> <tr> <td>Close Main Roll</td> <td>Monday 18 August</td> </tr> <tr> <td>Call for Nominations by</td> <td>Wednesday 20 August</td> </tr> <tr> <td>Close Supplementary Roll</td> <td>Monday 25 August</td> </tr> <tr> <td>Nominations close 12 noon</td> <td>Tuesday 26 August</td> </tr> <tr> <td>Voting Papers Issued by</td> <td>Wednesday 10 September</td> </tr> <tr> <td>Election Day (close Poll 4 pm)</td> <td>Thursday 11 September</td> </tr> <tr> <td>Count Votes by</td> <td>Wednesday 17 September</td> </tr> <tr> <td>Representative Takes Office</td> <td>Thursday 18 September</td> </tr> </tbody> </table> <ul style="list-style-type: none"> How boards can help promote participation and awareness <p>Proposed Motion: That the Board accept the timeline for the Student Board Representative Election 2025.</p> <p>2.3 DRAFT-Thames High School Board Agenda Template Discussion (follow up on earlier item) and amendments</p> <p>Proposed Motion: That the Board approve the draft Thames High School Board Agenda Template for use at future Board meetings.</p> <p>References (NZSBA) Board culture; Role of PM Board meetings: Sample meeting agenda</p> <ul style="list-style-type: none"> Sample board meeting checklist Sample evaluation of meeting | Event | Date | Appoint Returning Officer by | Monday 11 August 2025 | Close Main Roll | Monday 18 August | Call for Nominations by | Wednesday 20 August | Close Supplementary Roll | Monday 25 August | Nominations close 12 noon | Tuesday 26 August | Voting Papers Issued by | Wednesday 10 September | Election Day (close Poll 4 pm) | Thursday 11 September | Count Votes by | Wednesday 17 September | Representative Takes Office | Thursday 18 September | B Wilkinson / A Finn T Reed B Wilkinson / M Hart |
| Event | Date | | | | | | | | | | | | | | | | | | | | | | |
| Appoint Returning Officer by | Monday 11 August 2025 | | | | | | | | | | | | | | | | | | | | | | |
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| Representative Takes Office | Thursday 18 September | | | | | | | | | | | | | | | | | | | | | | |

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| 4 | PRINCIPAL'S REPORT (10 MINUTES) | <p>Principal's Report (June 2025) Principal's Report (July 2025)</p> <p>(Attached and taken as read)</p> <ul style="list-style-type: none"> • Areas for highlighting or expansion by the principal • Any questions? <p>Proposed Motion: That the principal's report for June 2025 and July 2025 is accepted.</p> <p>Proposed Motion: That the Board accept the days Open for Instruction (Page 4 – Principal's Report)</p> | M Hart |
| 5 | SELF / STRATEGIC PLAN REVIEW (20 MINUTES) | <ul style="list-style-type: none"> - Discussion as reported in Principal's Reports June / July 2025 - The process to follow in lead up to 2026-2028 Strategic Plan, e.g. timeline, consultation, facilitator / consultant, etc. • Ref: 2025 - 2026 Strategic Plan; 2025 THS Annual Implementation Plan | M Hart / Full Board |
| 6 | BOARD COMMITTEE REPORTS / PROCESS (15 MINUTES) Including Health and Safety | <p>6.1 FINANCE</p> <p>There was no Finance Committee meeting held on Monday 30 June 2025 (unable to reach a quorum).</p> <p>Minutes of the Finance Committee meeting held on the 26 May 2025 (attached and taken as read)</p> <p>Report back on Finance Hui held before Full hui (28 July 2025)</p> <p>Proposed Motion: The Board accepts the recommendation of the Finance Committee that the minutes of the Finance Committee meeting held on the 26 May 2025 are approved.</p> <p>Proposed Motion: That the Board accepts the recommendation from the Finance Committee that the accounts payable for May 2025 paid June 2025 and credit card statements for HRT/BKR/MGH are approved.</p> <p>Proposed Motion: That the Board accepts the recommendation from the Finance Committee that the term deposits for July 2025 are approved.</p> <p>Proposed Motion: That the Board ratify the following term deposits:</p> <ol style="list-style-type: none"> 1. The TD 81 – John McLoughlin Trust (\$109 000) term deposit be reinvested for a further 6 months @ 4.0% (return ca. \$2,200) at (to end of December), as funds are not needed until then. 2. The Term 3 operational funding instalment (ca. \$450, 000) is invested for a 2-month term at 2.75% (return ca. \$2,060). Not needed to cover cashflow. Two existing term deposits maturing in July will cover wages and other accounts. The situation will be monitored, and adjustments will be made if unexpected expenditure arises. <p>Proposed Motion: That the Board ratify opting into the Ministry of Education's Donation Scheme for the 2026 school year, as required as part of the 1 July 2025 Roll Return.</p> <p>Proposed Motion: That the Board accept the recommendation from the Finance Committee that the SUE 2015 reports are destroyed in accordance with the School Records Retention and Disposal Schedule</p> | S Flanigan |

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| | | <p>6.2 PROPERTY</p> <ul style="list-style-type: none"> • Minutes of the Property Committee meeting 19 May 2025 (attached and taken as read) including the Business Managers Property Report <p>Proposed Motion: The Board accepts the recommendation of the Property Committee that the Board approve the minutes of the Property Committee meeting held on the 19 May 2025 and that the May Property Report is accepted.</p> <ul style="list-style-type: none"> • There was no Property Committee meeting held on Monday 23 June 2025 (unable to reach a quorum) <p>Proposed Motion: That the Board accepts the recommendation of the Property Committee that the Business Managers June Property Report is accepted.</p> <ul style="list-style-type: none"> • Minutes of the Property Committee meeting 21 July 2025 (attached and taken as read) including the Business Managers Property Report. <p>Proposed Motion: The Board accepts the recommendation of the Property Committee that the Board approve the minutes of the Property Committee meeting held on the 21 July 2025 and that the July Property Report is accepted.</p> <ul style="list-style-type: none"> • Proposed Motion: That the Board approve the use of Thames High School courts for the following event: Thames High School courts from the 7-8 November 2025 for Steampunk. | W Whitney |
| | | <p>6.3 HEALTH & SAFETY Minutes of the Staff Health & Safety meeting held on the 5 June 2025 (attached and taken as read)</p> <p>Proposed Motion: That the Board accepts the recommendation from the Staff Health & Safety Committee that the minutes of the Staff Health & Safety Committee meeting held on the 5 June 2025 are approved.</p> | K Curnow |
| | | <p>6.4 COMMUNITY ENGAGEMENT</p> <ul style="list-style-type: none"> • TAMSO – No hui in June. Next scheduled hui is 11 August 2025 • Whānau and Friends – progress? – A Finn | K Ngamane A Finn |
| | | <p>6.5 DISCIPLINE – Discipline Reconsideration meeting held on the 2 July 2025</p> | K Curnow / B Wilkinson |
| | | <p>6.6 PERSONNEL & APPOINTMENTS – covered in the Principal's Report</p> | |
| 7 | <p>SELF EVALUATION</p> <ul style="list-style-type: none"> • POLICY REVIEW • ASSURANCE SCHEDULE <p>(5 MINUTES)</p> | <p>7.1 Assurances Term 1, 2025</p> <p>7.2 Policies and Assurances Term 2, 2025 (Note: SchoolDocs policy reviews closed on 27 June 2025)</p> <ul style="list-style-type: none"> o Planning and Preparing for Emergencies, Disasters, and Crises o Communication during an Emergency, Disaster, or Crisis o Emergency (School) Closure o Emergency Management o Disaster Management o Crisis Management <p>Proposed Motion: That the Board ratifies the Assurances for Term 1, 2025 and Policies and Assurances for Term 2, 2025.</p> <p>USERNAME: thameshigh PASSWORD: sealey</p> | B Wilkinson / M Hart |

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| 8 | Education Outside The Classroom (EOTC) OVERNIGHT TRIPS (5 MINUTES) | Overnight Trip/s for ratification: <ul style="list-style-type: none"> EOTC Trips for approval | W Whitney / G Wright |
| 9 | CORRESPONDENCE (5 MINUTES) | INWARD / OUTWARD Inward <ul style="list-style-type: none"> Notice of disestablishment Kahui Ako 99087 Resignation letter - Teacher of Maths Resignation (Retirement) letter - Teacher of Science Proposed Motion: That the inwards correspondence is accepted. Outward <ul style="list-style-type: none"> Acceptance of resignation - Teacher of Maths Acceptance of resignation (retirement) - Teacher of Science Proposed Motion: That the outward correspondence is approved. | B Wilkinson |
| 10 | OPEN FORUM / AOB (5 MINUTES) | Matters that have arisen or wish to be raised by board members. | B Wilkinson |
| 11 | PUBLIC-EXCLUDED BUSINESS (IN-COMMITTEE) (20 MINUTES) | Proposed motion: <i>That the Board go 'into committee' under section 48 of the Local Government Official Information and Meetings Act 1987</i> Reason: 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. | B Wilkinson |

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| Ending Karakia-Whakamutunga | Board PM |
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| REFERENCE | |
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| SCHEDULE OF FULL SCHOOL BOARD MEETINGS FOR 2025 | <ul style="list-style-type: none"> Monday 24 February Monday 31 March Monday 26 May Monday 30 June – Deferred – no quorum Monday 28 July Monday 25 August Tuesday 28 October (Mon 27 Oct – Labour Day) Monday 24 November <p>Property committee hui on the previous Monday, except public and school holidays.</p> |
| TERM DATES 2025 | <p>Term 1 Friday 31 January to Friday 11 April</p> <p>Term 2 Monday 28 April to Friday 27 June</p> <p>Term 3 Monday 14 July to Friday 19 September</p> <p>Term 4 Monday 6 October to Friday 19 December (no later)</p> |
| KEY DATES for reference | <p>See the school website for all dates (Subject to change)</p> <p>Key dates 2025</p> <p>Dates are subject to change and will be advised.</p> |

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| | <p>Term 3: Monday 14 Jul to Friday 19 Sept</p> <p>Mon 14 Jul First day of Term 3</p> <p>Mon 28 Jul Board hui 5.30 – 7.30 pm</p> <p>Tue 29 Jul Te Aroha College Sports Exchange (THS hosting)</p> <p>Tue 7 Aug Open Evening (2026 prospective students)</p> <p>Mon 11 Aug TAMSO 6.30 – 8.00 pm</p> <p>Mon 11 Aug - Careers Week – Careers Roadshow Expo</p> <p>Fri 15 Aug</p> <p>Wed 13 Aug - Enrolment Interviews for 2026</p> <p>Fri 29 Aug (afternoon / evenings)</p> <p>Thu 14 Aug Sport / Group photos (Photolife)</p> <p>Fri 15 Aug T-RAP Rangatahi Summit (selected students only)</p> <p>Mon 25 Aug Board hui 5.30 – 7.30 pm</p> <p>Wed 3 Sep - CAA – Common Assessment Activities (2)</p> <p>Thur 4 Sept - (Years 10, 11, 12, 13)</p> <p>Mon 8 Sep - School Exams (Derived Grades) (Years 11, 12, 13)</p> <p>Fri 12 Sept</p> <p>Wed 10 Sept Board Triennial Election Day</p> <p>Thur 11 Sept Board Student Representative Election Day</p> <p>Mon 15 Sept - Te Wiki o te Reo Māori</p> <p>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>Fri 19 Sept Last day of term 3</p> <p>Sat 20 Sept School holidays begin (until 5 Oct)</p> | |
| | <p>Term 4: Monday 6 Oct to no later than Friday 19 Dec</p> <p>Mon 6 Oct First day of Term 4</p> <p>Mon 6 Oct - Gold Coast all Schools Touch Tournament</p> <p>Mon 13 Oct</p> <p>Wed 15 Oct Sports Awards</p> <p>Mon 27 Oct Labour Day (Public Holiday)</p> <p>Tue 28 Oct Board hui 5.30 – 7.30 pm</p> <p>Tue 4 Nov - NCEA Exams start</p> <p>Fri 14 Nov Staff Only Day – NCEA / Curriculum (2)</p> <p>Mon 24 Nov Board hui 5.30 – 7.30 pm</p> <p>Tue 28 Nov NCEA Exams end</p> <p>Wed 29 Nov Senior Prizegiving</p> <p>Mon 8 Dec Junior Prizegiving</p> <p>Fri 12 Dec Staff Only Day</p> <p>Fri 12 Dec Last day of term 4</p> <p>Sat 13 Dec School holidays begin (until Jan 2026)</p> | |

| Action List: from previous meeting/s held | | |
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| Item due for action | Who | Status e.g. Completed, In progress, etc. |
| <p>24 February 2025</p> <ul style="list-style-type: none"> o Community engagement – Role is to liaise with Whānau and Friends - Refer to Minutes of Full Board meeting 24 February 2025 (Pg 2) <p>Action: Alia Finn draft a role description for the role of the liaison/s for the Whānau and Friends</p> | Alia Finn | In progress |