

Thames High School

Te Kura Tuarua o Te Kauaeranga



Kia kōtahi ai te piki ake, kia ikeike rawa ki te taumata / We grow together to achieve one's true potential.

Our Mission: *Kia mahara o neherā; Kia Waihangā āiane; Hei aratakina ā mua.*

To acknowledge our past; To inspire our present; To transform our future world.

.Agenda - School Board Meeting

Monday 31 March 2025 at 5:30 pm

Held in: *Te Puna o Te Pito Mata* - Wharenui at Thames High School

	5.30 pm	<u>Karakia timatanga (to open)</u> and Waiata - Whakataka Te Hau <u>Music Lyrics</u>	
1	Naumai haere mai / Welcome	<ul style="list-style-type: none"> • Apologies • Declarations of Interest • Confirmation of Agenda • Speaking Rights of Non-Board members attending (if any) John McKeowen, Lisa Barnett, Ora Wiki, Harris Elliot-Hogg, Izzy Fitzsimons 	B Wilkinson
2	STUDENT LEADERS (10 MINUTES)	Kaupapa overview <ul style="list-style-type: none"> • Introduction to the board as Head Students Manukura Māori Leader, Ora Wiki, Head Students / Manuarataki-a-kura, Harris Elliot-Hogg & Izzy Fitzsimons • Introducing the Student Leadership team's goals for 2025 (short presentation) • Any questions? 	Ora / Harris / Izzy
3	BOARD PROCESS (10-15 MINUTES)	<ul style="list-style-type: none"> ○ Acknowledging John McKeowen (resignation) ○ 35th NZSBA Annual Conference 2025 - Thursday 10 Sunday 13 July 2025 at Te Pae Convention Centre, Christchurch - Board Professional Development budget for 2025 is \$5K. ○ Triennial School Board Elections 2025 ○ SCHOOLED Returning Officer Services for School Board Elections 2025 ○ Timeline Election Planner tool ○ School Triennial Election Appointment Form 2025 ○ Discussion <p>Proposed Motion: That the board approve SCHOOLED as the Returning Officer for the 2025 Triennial School Board and Staff Elections.</p>	B Wilkinson T Reed T Reed
4	MINUTES & MATTERS ARISING FROM PREVIOUS HUI (15 MINUTES)	RATIFICATION OF MINUTES OF THE LAST MEETING Minutes of Full Board meeting held on the 24 February 2025 (Attached and taken as read) Proposed Motion: That the minutes of the full Board meeting held on 24 February 2025 are approved. Any matters arising?	B Wilkinson



5	REPORTS (10-15 MINUTES)	NCEA Achievement 2024 Department Reports (no hardcopy provided) Proposed motion: That the NCEA Achievement 2024 Department Reports are accepted.	
6	PRINCIPAL'S REPORT (5-10 MINUTES)	Principal's Report (Attached and taken as read) <ul style="list-style-type: none"> • Areas for highlighting or expansion by the principal • Any questions? Proposed Motion: That the principal's report is accepted.	M Hart
7	SELF / STRATEGIC PLAN REVIEW (10-15 MINUTES)	2025 THS Annual Implementation Plan - Board Recommendations/Suggestions Proposed Motion: That the Annual Implementation plan is accepted.	M Hart
8	BOARD COMMITTEE REPORTS / PROCESS (15-20 MINUTES) Health and Safety	FINANCE No Finance Committee meeting held on the 24 February 2025 due to no quorum. Proposed Motion: That the Board accepts the recommendation from the Finance Committee that the February 2025 accounts for payment paid March 2025 are approved. Proposed Motion: That the Board accepts the recommendation from the Finance Committee that the Board approve the outstanding Edpro accounts. Proposed Motion: That the Board accepts the recommendation from the Finance Committee that the Board approve the term deposits for April 2025. Proposed Motion: That the Board accepts the recommendation from the Finance Committee that the Board approve the 2025 Final Budget. Proposed Motion: That the Board accepts the recommendation from the Finance Committee that the Board approve the addition of Christopher Ashforth to the bank signatories. Proposed Motion: That the Board accepts the recommendation from the Finance Committee that the Board approve to have Penny Keet removed from any financial delegation of Thames High School.	S Flanigan
		PROPERTY Minutes of the Property Committee meeting held on the 24 March 2025 (attached and taken as read) Including Property Report by Business Manager Proposed Motion: That the minutes of the Property Committee meeting held on the 24 March 2025 are approved. Proposed Motion: That the Board accepts the recommendation from the Property Committee that the Board accepts the Property Report for March 2025. Proposed Motion: That the Board accepts the recommendation from the Property Committee that the Board approve the quote for thermal imaging for the value of \$3,215K.	B Wilkinson / K Ngamane

		<p>Proposed Motion: that the Board accepts the recommendation from the Property Committee that the Board have reviewed the Cyclical Maintenance Provision and agree with the provision presented.</p> <p>Proposed Motion: That the Board accepts the recommendation from the Property Committee that the Board accept the two bookings for the hire of Thames High School facilities:</p> <ul style="list-style-type: none"> • Danby Field (April) Weber Circus - Venue - Thames • Hall (June) for Dave Upfold at Speakers New Zealand fundraiser for Touch Team trip to Australia. 	
		<p>HEALTH & SAFETY (<i>Board rep reports</i>)</p> <p>Minutes of the Staff Health & Safety Committee meeting held on the 20 March 2025. (attached and taken as read)</p> <ul style="list-style-type: none"> • Actions: Health, Safety & Wellbeing Committee (Mar 25) • Health & Safety Incident List <p>Proposed Motion: That a board member representative for the Staff Health & Safety Committee is appointed.</p>	K Curnow
		<p>COMMUNITY</p> <ul style="list-style-type: none"> • TAMSO – Hui was held on Monday 17 March 2025 	K Ngamane
		<p>DISCIPLINE – Suspension meeting held on the 24 March 2025</p>	S Flanigan
9	<p>SELF EVALUATION (15 MINUTES)</p> <ul style="list-style-type: none"> • POLICY REVIEW • ASSURANCE SCHEDULE 	<p>Policies and Assurances Term 4, 2024 are ratified -(School Docs Policy Reviews closed 13 December 2024)</p> <ul style="list-style-type: none"> o Finance & Asset Management o Managing Income & Expenditure o Financial Conflicts of Interest o Student Donations & Student Activity Payments / Attendance Dues & Other Income o Expenditure o Asset Management & Protection o Property Planning & Maintenance o Prevention of Bribery, Corruption, Fraud & Theft <p>Proposed Motion: That the Term 4 2024 updated policies from School Docs, deferred from the previous board meeting, are ratified by the Board.</p> <p>Custom Policies (additional to School Docs)</p> <ul style="list-style-type: none"> • Controlled Entities Governance Framework Policy THS • Firearms Policy Framework Policy THS <p>Policies and Assurances Term 1, 2025 -(School Docs Policy Reviews close 12 April 2024)</p> <p>USERNAME: thameshigh PASSWORD: sealey</p>	B Wilkinson
10	<p>Education Outside The Classroom (EOTC) High Risk & Overnight Trips (10 MINUTES)</p>	<p>Overnight and High Risk Trip/s for ratification:</p> <p>EOTC Trips (overnight or higher risk) for approval</p> <p>Proposed motion: The board gives initial approval for the overnight trip(s) with the understanding that the remaining steps for EOTC will be followed delegating authority to W Whitney, Board EOTC liaison to approve and report to the Board.</p>	W Whitney

11	OPEN FORUM / AOB (5-15 MINUTES)	Quick check in	B Wilkinson
12	CORRESPONDENCE (5 MINUTES)	<p>INWARD / OUTWARD</p> <p>INWARDS:</p> <ul style="list-style-type: none"> - Resignation Board member email - John McKeowen - Thank you email - Sam Rogers <p>Proposed motion: That the inward correspondence is accepted.</p> <p>OUTWARDS:</p> <ul style="list-style-type: none"> - Acceptance letter of resignation - John McKeowen - Acceptance letter of resignation - Michelle Fry <p>Proposed motion: That the outward correspondence is approved.</p>	T Reed
13	IN-COMMITTEE (30 MINUTES)	<p>That the board move into In-committee under Section 48 of the Local Government Official Information Act to discuss confidential matters.</p> <ul style="list-style-type: none"> - Matters arising - New items? 	B Wilkinson

Ending Karakia-Whakamutunga	
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REFERENCE		
SCHEDULE OF FULL SCHOOL BOARD MEETINGS FOR 2025	<ul style="list-style-type: none"> ● Monday 24 February ● Monday 31 March ● Monday 26 May ● Monday 23 June ● 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> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Term 1: Friday 31 Jan to Fri 11 April</p> </div> <p>Mon 31 Mar Board hui 5.30 – 7.30 pm Fri 11 Apr Last day of Term 1 Sat 12 Apr School holidays begin (until Mon 28 Apr)</p>	

Term 2: Monday 28 Apr to Friday 27 Jun	
Mon 28 Apr	First day of Term 2
Wed 30 Apr	THS Cross Country (sign up & winter sports teams)
Thur 1 May	Junior Social School Hall 7.00 pm
Mon 12 May	TAMSO 6.30 – 8.00 pm
Mon 26 May	Board hui 5.30 – 7.30 pm
Fri 30 May	Staff Only Day – NCEA / Curriculum (1)
Mon 2 Jun	King's Birthday (Public Holiday)
Sat 7 Jun	Senior School Ball
Thur 19 Jun	Matariki Celebrations
Fri 20 Jun	Matariki (Public Holiday)
Mon 23 Jun	Board hui 5.30 – 7.30 pm
Fri 27 Jun	Last day of Term 2
Sat 28 Jun	School holidays begin (until 13 Jul)
Term 3: Monday 14 Jul to Friday 19 Sept	
Mon 14 Jul	First day of Term 3
Mon 28 Jul	Board hui 5.30 – 7.30 pm
Tue 29 Jul	Northcote Sports Exchange (THS hosting)
Mon 11 Aug	Careers Week
Fri 15 Aug	Careers Roadshow Expo
Mon 11 Aug	TAMSO 6.30 – 8.00 pm
Mon 25 Aug	Board hui 5.30 – 7.30 pm
Fri 19 Sept	Last day of term 3
Sat 20 Sept	School holidays begin (until 5 Oct)
Term 4: Monday 6 Oct to no later than Friday 19 Dec	
Mon 6 Oct	Frist day of Term 4
Mon 27 Oct	Labour Day (Public Holiday)
Tue 28 Oct	Board hui 5.30 – 7.30 pm
Tue 4 Nov	NCEA Exams start
Fri 14 Nov	Staff Only Day – NCEA / Curriculum (2)
Mon 24 Nov	Board hui 5.30 – 7.30 pm
Tue 28 Nov	NCEA Exams end
Fri 12 Dec	Last day of term 4 (TBC)
Sat 13 Dec	School holidays begin (until Jan 2026)

Action List: from previous hui held 24 February 2025		
Item due for action	Who	Status e.g. Completed, In progress, etc.
Advice from NZSBA Cheryl Bunker on the legislative maximum of one staff member as a board member.	J McKeowen	Completed
Draft role description for the role of the liaison/s for the Whānau & Friends	A Finn	In progress
<ul style="list-style-type: none"> TAMSO calendar invite to board members and TAMSO for hui 17 March 2025. Email to TAMSO welcoming agenda items and context for "2025 a new year start" hui 17 March 2025. 	Board Secretary	Completed
Invites to the board and staff for meet and greet morning tea on Thursday 3 April 2025 at 10.45 am.	Board Secretary	Completed