

**Minutes for Full Board Special Meeting
Wednesday 15 October 2025 at 5.00 pm
Held in: Te Kura Tuarua o Te Kauaeranga |
Thames High School Staffroom**

*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.*

Meeting commenced at **5.27 pm**

1. MIHI WHAKATAU / WELCOME AND KARAKIA

Introduction/whakawhanaugatanga – Led by Wayne Whitney

2. INDUCTION

2.1 Handover between outgoing and incoming board members

- The Presiding Member acknowledged the outgoing board members and welcomed the newly elected board members.
- The Principal thanked all board members for putting themselves forward, with a special welcome to the newly elected staff and student representatives. He also expressed appreciation to outgoing board members A Finn and P Rous for their commitment and service.

2.2 Introduction to the role of the board (5.33 pm)

- [NZSBA Role of the Board](#) – Cheryl Bunker NZSBA Regional Governance Advisor
Cheryl Bunker facilitated a slide presentation to the new board "Role of the Board".

2.3 Board Induction Process (6.10 pm)

- [Board Induction Process - full pack](#)

Introduction from each person attending the special board meeting.

3. ADMINISTRATION (6.30 pm)

3.1 Present and Apologies

Members: Brendon Wilkinson (PM), Michael Hart (Principal), Cindy Dargaville, Siobhan Flanigan, Ngaio Hodson-Rapana, Lydia Lester, Wayne Whitney, Daniel Neufeld, Brooklyn Jiang

Apologies: Cindy Dargaville (had confirmed attendance but was unable to join due to lack of access to a suitable device)

Non-Board Members: Cheryl Bunker, Gareth Wright, Chris Ashforth, Sharyn Baker, Alia Finn, Palarry Rous

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

Moved M Hart. Carried.

3.2 Declaration of Interests: None

At 6:30 pm, the Board agreed to proceed with Agenda Item No. 4 before returning to Item No. 3.3.

4 CO-OPTING BOARD MEMBERS (6.30 pm)

4.1 Ngāti Maru representation

- [Reference - Standing resolution \(1 September 2022\)](#)
- Reference - [Board membership EATA 2020](#)

• **Māori Representation at Board Hui – Open for Consideration**

Discussion was held regarding Ngāti Maru representation on the Board. Questions were raised about the consultation process with Ngāti Maru, the endorsement of an existing member, and the possibility of nominating another representative. Strategically, it was acknowledged that iwi representation is integral to decision-making. Ngāti Maru have confirmed their decision to appoint Kathy Ngamane as their representative on the Board, in a co-opted capacity.

Motion: That the Board appoint Kathy Ngamane as the Co-opted Ngāti Maru representative on Te Kura Tuarua o Te Kauaeranga | Thames High School Board, for the duration of the current Board's term of office.

Moved: B Wilkinson | **Seconded:** L Lester. Carried unanimously.

• **Co-option of Alia Finn to the Board**

The Board considered the co-option of Alia Finn for the purpose of continuity and board support. It was noted that Alia had contributed significantly over the past 12 months and brought value to the board. The motion was proposed that Alia Finn be co-opted onto Te Kura Tuarua o Te Kauaeranga | Thames High School Board for the full term of the current board cycle.

Motion: That Alia Finn be co-opted onto Te Kura Tuarua o Te Kauaeranga | Thames High School Board for the full term of the current board, for the purpose of continuity and support.

Moved: S Flanigan | **Seconded:** N Hodson-Rapana. Carried by majority.

Action: Co-opting Eligibility Declaration is completed by the two co-opted board members; A Finn and K Ngamane.

3. ADMINISTRATION – continued (6.52 pm)

3.3 Appointment of the Presiding Member

- Call for nominations and vote if needed.
- Board Presiding Member takes office until February 2026 (then annually)

The Board acknowledged the need to appoint a Presiding Member for the current term. Brendon Wilkinson was nominated for the role, with support expressed by other members. Brendon accepted the nomination and agreed to serve as Presiding Member until the first board meeting in February 2026, at which point the position will be reconsidered in accordance with standard board procedures.

Motion: That the Board appoint Brendon Wilkinson as the Presiding Member (PM) on Te Kura Tuarua o Te Kauaeranga | Thames High School Board, until the first board meeting in February 2026.

Moved: W Whitney | **Seconded:** A Finn. Carried unanimously.

5. ESTABLISH MEMBERSHIP – COMMITTEES & CHAIR (6.57 pm)

5.1 Confirming membership and chair of the standing committees:

- Finance
- Property
- Discipline
- Personnel

The Presiding Member thanked board members for their commitment to the community and the life of the school, expressed gratitude to the Senior Leadership Team for their work behind the scenes, and acknowledged the Principal's leadership and dedication.

The Presiding Member also thanked Sharyn Baker, Business Manager for her dedicated work in finance and expressed appreciation to Cheryl Bunker for leading the induction process.

➤ Appointment of Finance Committee:

The Board discussed the formation of the Finance Committee until February 2026 (then annually). The following members were appointed to the committee; Wayne Whitney, Brendon Wilkinson, Lydia Lester, Siobhan Flanigan, Alia Finn

Motion: That the Board appoint Wayne Whitney, Brendon Wilkinson, Lydia Lester, Siobhan Flanigan, Alia Finn as members of the Finance Committee on Te Kura Tuarua o Te Kauaeranga | Thames High School Board, until the first board meeting in February 2026.

Moved: B Wilkinson | **Seconded:** L Lester. Carried unanimously.

Note: No Chair was appointed at this meeting. The appointment of a Finance Chair may be considered at a first Finance Committee meeting to be held 28 October 2025.

➤ Appointment of Property Committee:

The Board discussed the formation of the Property Committee until February 2026 (then annually). The committee is responsible for overseeing the maintenance and development of school property, ensuring a safe and effective learning environment.

Motion: That the Board appoint Ngaio Hodson-Rapana, Alia Finn, Daniel Neufeld, Brooklyn Jiang as members of the Property Committee on Te Kura Tuarua o Te Kauaeranga | Thames High School Board, until the first board meeting in February 2026.

It was noted that Cindy Dargaville may be interested in joining, pending confirmation.

Moved: W Whitney | **Seconded:** S Flanigan. Carried unanimously.

Note: No Chair was appointed at this meeting. The appointment of a Property Chair may be considered at a first Property Committee meeting to be held 20 October 2025.

➤ Appointment of Discipline Committee and Personnel Committees

• Discipline Committee:

- The Board resolved to maintain a standing Student Discipline Committee, with membership drawn from any three board members (excluding the Principal) as required.
- The Staff Discipline Committee will continue to be formed as required, in accordance with the board's terms of reference.

• Personnel Committee:

- The Personnel Committee will also be formed as required, typically for senior leadership appointments or related matters.

Motion: That the Board confirms the formation of the Student Discipline Committee as a standing committee, and the Staff Discipline and Personnel Committees as required, in line with existing terms of reference.

Moved: B Wilkinson. Carried unanimously.

➤ **Proposal for a Strategic / Policy Committee to lead and review the Strategic Plan and Policies.**

- [Strategic Plan 2026-2028 Review Proposal](#)
- [2025 Thames High School Te Kura Tuarua o Te Kauaeranga Survey](#)

The Principal proposed the formation of a Strategic and Policy Committee to lead the review and development of the school's strategic plan and policies. The committee would support detailed policy analysis and monitor progress against the Annual Implementation Plan (AIP), ensuring alignment with board priorities and legislative requirements. The Board discussed the value of having a dedicated group to manage this work, especially given the complexity and volume of policy reviews. It was agreed that the proposal would be considered further at the next board meeting scheduled for 28 October 2025, with membership and terms of reference to be confirmed.

The Principal also proposed continuing with the strategic plan survey. During the discussion, it was noted that although the strategic planning timeline may shift due to legislative changes, the survey would still be valuable for gathering baseline feedback from the community. The Board agreed that the survey should proceed to help inform future planning and ensure community voices are considered.

6. MINUTES OF PREVIOUS MEETING (7.18 pm)

6.1 Confirmation of Minutes

[Draft Minutes of Full Board meeting 25 August 2025](#)

Motion: That the minutes of the full board meeting held on the 25 August 2025 are approved.

Moved: B Wilkinson. Carried.

Matters arising: None

7. PUBLIC-EXCLUDED / IN-COMMITTEE BUSINESS (7.20 pm)

7.1 Personnel / Student / Legal Matters

Motion: That the Board go 'into committee' under section 48 of the Local Government Official Information and Meetings Act 1987

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.

Moved: B Wilkinson. Carried.

Meeting closed at **7.20 pm**

Brendon Wilkinson
Presiding Member

_____ Date: _____