

Minutes for Full Board Meeting
Monday 23 February 2026 at 5.30 pm
Held in: Te Puna o Te Pito Mata
Te Kura Tuarua o Te Kawaeranga |
Thames High School

*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 **5.34 pm**

QUORUM: Confirmed

1. MIHI WHAKATAU / WELCOME AND KARAKIA

Introduction/whakawhanaungatanga – Led by Brendon Wilkinson

2. ADMINISTRATION (5.35 pm)

2.1 Present and Apologies

Present: Brendon Wilkinson (PM), Michael Hart (Principal), Cindy Dargaville, Alia Finn, Siobhan Flanigan, Ngaio Hodson-Rapana, Lydia Lester, Kathy Ngamane, Daniel Neufeld, Brooklyn Jiang

Apologies: Wayne Whitney

In Attendance (Non-Board Members): Tracey Reed (Minute Secretary), Cheryl Bunker (NZSBA Governance Advisor) Councillors Martin Rodley and Robyn Sinclair; Holly Mackenzie (Thames Community Board); Katherine Guptill, Sharyn Baker, Lisa Barnett, and John McKeowen.

Motion: That speaking rights be granted to the following non-board members in attendance: Cheryl Bunker, Martin Rodley, Robyn Sinclair, Holly Mackenzie, Katherine Guptill, and Sharyn Baker.

Moved: S Flanigan. **Seconded** L Lester. **All in favour. CARRIED.**

2.2 Declaration of Interests – None.

(5.36 pm) Katherine Guptill presented a letter addressed to the Board Presiding Member for each of the Board members. This was noted by the Board Secretary (time and dated).

3. FORMAL / GOVERNANCE FOCUS (5.38 pm)

3.1 Youth Leadership Partnership (Thames Community Board – TCB)

Discussion: Representatives from the Thames Community Board (TCB) attended the meeting to present a proposal for a youth development initiative.

Thames Community Board (TCDC) is proposing to fund specialised training in governance and leadership for all students at Thames High School. The following points were highlighted during the presentation and subsequent discussion:

- **Student Participation:** TCB emphasised their goal of increasing "student voice." They have historically worked with the LSC and a Youth panel and are keen to see more active engagement from young people in local government.
- **Civic Education:** The program targets all students to prepare them for the electoral roll and provide a practical understanding of how local and central government operate.
- **Investment:** The TCB would look to fund and focus on professional-level training in civic leadership and strategic governance.

The Board discussed how this partnership might align with the school's current leadership curriculum and the steps required to formalise the programme.

Recommendation: That the Board considers the alignment of this initiative with the Thames High School student leadership curriculum and authorises further planning with the Thames Community Board (TCB).

Action: A formal response is due to Thames Community Board by **22 April 2026**.

Acknowledgement: On behalf of the Board, Student Representative Brooklyn Jiang thanked the TBC members for the presentation and for their continued support of student leadership.

2. ADMINISTRATION - continued

2.3 Confirmation of Minutes (5.51 pm)

Motion: That the [Minutes of the full Board meeting](#) held on 1 December 2025 are approved.

Moved L Lester. **Seconded** K Ngamane. **All in favour. CARRIED.**

2.4 Matters Arising (5.52 pm)

4.1 Library Review – A board member enquired about the inclusion of student voice in the review process. It was noted that while a student voice meeting had occurred, some senior students were unable to attend due to exam commitments. The Student Representative suggested gathering additional student feedback.

Action: The Student Representative to create a Google Form to gather further student feedback, including the question "Why do you want to come to school?" and collaborate with the School Librarian.

3. FORMAL / GOVERNANCE FOCUS – continued (5.55 pm)

Board Member Kathy Ngamane, Māori representative (Ngāti Maru) announced her resignation from the Board.

- The Board formally acknowledged Whaea Kathy's dedicated service and the contributions she has made during her tenure.
- It was noted that the Iwi representative position remains with Ngāti Maru to appoint Māori representation.

• Māori Representation – Open for Consideration

Discussion was held regarding Ngāti Maru representation following Kathy Ngamane's resignation. The Board acknowledged that Iwi representation is a strategic priority and integral to the school's decision-making process. It was noted that Ngāti Maru has recommended Shannon Paki to represent as their representative.

Motion: The Board accepts the resignation of Kathy Ngamane with thanks. Further, the Board moves to co-opt Shannon Paki as the Ngāti Maru representative, subject written confirmation to eligibility.

Moved S Flanigan. **Seconded** L Lester. **All in favour. CARRIED.**

Action: The Presiding Member write to Ngāti Maru respectfully requesting written confirmation of the new Iwi representative.

Action: Kathy Ngamane to provide a formal letter of resignation for the Board's records.

3.2 Appointment Board PM / DPM / Committees (6.09 pm)

Role of the Presiding Member

- **Presiding Member** – (First meeting of the year, unless it's an election year).

The Principal called for nominations for members to be Presiding Member for 2026.

D Neufeld and N Hodson-Rapana nominated Alia Finn as Presiding Member.

Motion: That the Board appoints **Alia Finn** as **Presiding Member** (PM) for Thames High School Board for the 2026 school year.

Moved D Neufeld. **Seconded** B Jiang. **All in favour. CARRIED**

The outgoing Presiding Member, B. Wilkinson, thanked the Principal for his leadership and for his ability to make impactful decisions for the school. He acknowledged the Principal's commitment and noted that it has been a privilege to work alongside him. In response, the Principal expressed his appreciation for the opportunity to represent both the Board and the school community and thanked B Wilkinson for his time as Presiding Member.

- **Deputy presiding member (6.15 pm)**

The Presiding Member called for nominations / appointment of Deputy Presiding Member for 2026. The DPM acts in the absence of the PM in the first instance.

A Finn nominated Siobhan Flanigan as Deputy Presiding Member (DPM).

Motion: That the Board appoints **Siobhan Flanigan** as the **Deputy Presiding Member** (DPM) for Thames High School Board for the 2026 school year.

Moved A Finn. **Seconded** D Neufeld. **All in favour. CARRIED.**

- **Committees – Membership & Chair Appointments (6.17 pm)**

Confirming membership and Chair of the standing committees (Personnel and Discipline committees are formed as needed)

- Finance
- Property

Finance (6.23 pm)

Motion: That the members of the **Finance Committee** for the 2026 school year are **Ngaio Hodson-Rapana, Lydia Lester, Alia Finn, Michael Hart (Principal), Sharyn Baker (Business Manager).**

Lydia Lester is appointed as **Chair.**

Moved A Finn. **Seconded** C Dargaville. **All in favour. CARRIED.**

Property (6.24 pm)

Motion: That the members of the **Property Committee** for the 2026 school year are **Ngaio Hodson-Rapana, Daniel Neufeld, Alia Finn, Brendon Wilkinson, Brooklyn Jiang, Michael Hart (Principal) and Sharyn Baker (Business Manager).**

Daniel Neufeld is appointed as **Chair.**

Moved D Neufeld. **Seconded** L Lester. **All in favour. CARRIED.**

Discussion – other roles: **(6.25 pm)**

- **EOTC Board Liaison** – The EOTC Board Liaison is **B Wilkinson**

- **Community Engagement Liaison** – Role to liaise with Whānau and Friends

- The Principal to collaborate with Thrive Trust.

Motion: That the members of the board to liaise with Whānau & Friends group: **B Wilkinson, A Finn, L Lester, N Hodson-Rapana**

Moved A Finn. **Seconded** D Neufeld. **All in favour. CARRIED.**

- **Strategic Planning and Policy Review Committee**

Membership of the Strategic Planning and Policy Review Committee proposed last year was deferred until March hui.

- **TAMSO (Te Ao Māori Strategic Ohu)** – purpose, frequency, and coordination – deferred to the next scheduled Board meeting.

Reference:

- o [Governance Board Meeting Policy](#) (includes structure, roles, and procedural rules)
- o [Governance Board Roles and Responsibilities Policy](#) (incl. committees, roles)
- o [Terms of Reference - Property Committee](#)
- o [Terms of Reference - Finance Committee](#)
- o [Terms of Reference - Personnel Committee](#)
- o [Terms of Reference - Discipline Committee \(6.35 pm\)](#)
- o [Role Description - Principal Tumuaiki](#)

(6.35 pm) The Principal proposed that the Board grant delegated authority to the Student Discipline Committee to determine the outcome on behalf of the Board as outlined in the Terms of Reference. It was noted that this is a standard annual confirmation of authority.

Motion: That the Board delegates authority to the Discipline Committee to act on behalf of the Board in accordance with the Committee's Terms of Reference.

Moved S Flanigan. **Seconded** L Lester. **All in favour. CARRIED.**

- **Delegations (best practice to review annually) (6.40 pm)**

- o Delegations (role) of the presiding member
- o [Schedule of Delegations 2026](#)
 - o Including memorandum of delegations, Acting Principal (in absence of principal)
 - o Included: [Financial Authorities Delegation](#)
- o [Authority Delegation of principal for school closure](#)
- o Confirmation of delegations within terms of reference.

Motion: That the delegated authorities, as tabled, are **approved** for 2026.

Moved B Wilkinson. **Seconded** C Dargaville. **All in favour. CARRIED.**

- **Legislative compliance) (6.43 pm)**

- o [Legislative Compliance - School Board Audit Requirements](#)
- o [Code of Conduct for State School Board Members](#)

Motion: That the Board acknowledges and reaffirms its commitment and responsibilities outlined in the School **Board Audit Requirements** and **Board Code of Conduct**. authorities, as tabled, are approved for 2026.

Moved L Lester. **Seconded** B Wilkinson. **All in favour. CARRIED.**

- **Board Meeting dates - [Setting dates for 2026 – proposal](#) (6.44 pm)**

The Board discussed the schedule for 2026. A majority of members expressed a preference for meetings to be held on **Tuesdays of Week 3 and Week 8** of each school term.

Motion: That the board ratifies the 2026 meeting dates as proposed, with meetings to be held on **Tuesday of Week 3 and Week 8** of each term.

Moved A Finn. **All in favour. CARRIED.**

- **Work Plan (6.50 pm)**

- o Changes to / Confirmation of Board Work Plan
- o [Draft 2026 THS Board Work Plan](#)

Motion: That the Draft 2026 THS Board Work Plan is approved (with changes to dates as above)

Moved N Hodson-Rapana. **Seconded** D Neufeld. **All in favour. CARRIED.**

3.3 Casual Vacancy (6.51 pm)

- [Resignation - W Whitney](#)
- [Principal acknowledgement](#)
- [Board Secretary acknowledgement](#)
- [Draft Acceptance of Resignation](#)
-

References

- [Guide to Board Structure](#)
- [Casual vacancy flowchart to decide](#)
- [Timeline n Process - Option 1 - Option 2](#) – Parent Representative By-Election (63 days)

Discussion / decision required to fill casual vacancy

- [Board Position Paper - Casual vacancy 2026](#) (principal)

Motion: That the Board accepts the resignation of Board member Wayne Whitney.

Moved A Finn. **All in favour. CARRIED.**

Motion: That the Board approves the Draft Acceptance of Resignation – Wayne Whitney.

Moved A Finn. **All in favour. CARRIED.**

Casual Vacancy: The Board discussed the options for filling the current casual vacancy: by **By-election** (Option 1) or by **Selection** (Option 2). A vote was conducted with the following results:

- **Option 1 (By-election): 1 vote**
- **Option 2 (Selection): 6 votes**
- **Either: 1 vote**

Motion: That the Board resolve to fill the casual vacancy by **Selection**.

Moved B Wilkinson. **Seconded** S Flanigan. **CARRIED**.

Action: The Board Secretary to publish a pānui to the school community notifying them of a casual vacancy and the Board's intention to fill it by selection.

3.4 Principal's Report (7.04 pm)

[Principal's Report](#) (attached and taken as read)

As referenced in the report

- [2026 Thames High School Annual Implementation Plan – DRAFT](#)
- [THS Attendance Management Plan 2026](#)
- [Our Graduate Profile Infographic](#)
- [Our Learning and Teaching](#)
- [What Students can expect of teachers](#)
- [What Teachers can expect of students](#)
- Also: [2025 Term 4 THS Youthwork Report](#)

Discussion:

- **Enrolments:**

- The Principal reported on increased competition for student enrolments, specifically noting the impact of an unfulfilled ballot in 2025 at Hauraki Plains College (HPC). It was noted that a shift in student flow from the north has increased local competition from the larger school. This, alongside the loss of the Year 7–8 technology programme from Parawai, has significantly impacted current enrolment figures. Concerns were specifically raised regarding the Year 9 intake, noting a "0% gain" from Puriri and the largest "numerical loss" originating from Parawai. Feedback indicates that "relational" factors are a primary driver for Year 9 transitions, with student decisions often influenced by peer groups and siblings.

- The Student Representative specifically questioned if the enrolment issue was more of a "marketing issue" and suggested the Facebook content could be more "entertaining" by focusing on "arts and cultural and academic" successes.

The Principal responded that the suggestion was "brilliant" and confirmed such initiatives were already "underway". The Principal noted that alumni profiles are being developed and highlighted strong academic "stats," such as over 90% of students who wanted to go to university gaining entrance.

- **Attendance Management Plan**

The 2026 Attendance Management Plan was tabled. Incentives were queried and it was confirmed rewards are ongoing but need to be "stretch" targets not just first of those who do not meet targets. Incentives discussed included town store vouchers for students with 91–100% attendance and class-wide rewards (such as whānau feeds) that are only triggered if the entire class reaches a minimum average attendance target, such as 90%.

- **2026 Annual Implementation Plan (AIP)**

The Senior Leadership Team has shifted the AIP to a clearer, priority-led structure to improve accountability rather than under the strategic intents.

A Board member requested that all student achievement organised data in the AIP be disaggregated by ethnicity and gender. This is to ensure the Board can monitor the school's strategic intent for Māori learners and verify that achievement is tracking equitably across the student population. The Principal confirmed that this detailed breakdown will be included in the next reporting cycle.

3.5 Workplace Wellbeing Proposal (7.22 pm)

The Board discussed the proposal for the 2026 Staff Wellbeing Survey. The Principal recommended a staff-led, internal model to foster ownership and cost-effectiveness. Board members expressed concerns regarding potential unconscious bias and the difficulty of ensuring complete anonymity in an internal process. It was suggested that an external provider would encourage more honest feedback and provide a higher level of impartiality. Following this discussion and a vote (8 to 1), the Board resolved to use an external provider for the survey.

Motion: That the Board approve **Team Builders** as the external provider for the Staff Wellbeing Survey.

Moved D Neufeld. **Seconded** B Wilkinson. **CARRIED**.

Motions:

1. That the Board accepts/receives the Tumuaki/Principal's Report (23 Feb 2026)
Moved M Hart. **Seconded** B Wilkinson. **All in favour. CARRIED**.
2. That the Board notes progress on the development of the draft 2026 Annual Implementation Plan and provides feedback to support refinement prior to finalisation and publication.
Moved A Finn. **All in favour. CARRIED**.
3. That the Board ratifies the Attendance Management Plan as presented, noting: its alignment with the school's Attendance Policy and Procedures, and its consistency with Ministry of Education requirements under the Education (School Attendance) Regulations 2024.
Moved L Lester. **Seconded** B Wilkinson. **CARRIED** by majority. (1 abstained)

(7.34 pm) Motion: That the meeting be extended by up to 30 minutes to allow for the completion of urgent business.

Moved A Finn. All in favour. CARRIED.

3.6 Finance and Audit Report (7.37 pm)

3.6.1 Motion: That the Board accepts the recommendation from the Finance Committee that the accounts payable for November 2025 paid December 2025 and January 2026 paid February 2026 and credit cards for December 2025 and January 2026 are approved.

Moved D Neufeld. Seconded S Flanigan. All in favour. CARRIED.

3.6.2 Motion: That the Board accepts the Finance Committee's recommendation regarding the \$300,000 Term Deposit (73) maturing 20 March 2026; specifically, that \$150,000 be reinvested at the best available rate, with the balance held liquid subject to Ministry of Education project approvals and cash flow requirements."

Moved S Flanigan. Seconded L Lester. All in favour. CARRIED.

3.6.3 International Fees 2027 Proposal

Motion: That the Board approve the International Fees 2027 proposal.

Moved N Hodson-Rapana. Seconded B Wilkinson. All in favour. CARRIED.

3.6 Property (7.38 pm)

The Property Committee meeting scheduled for Monday 16 February 2026 has been rescheduled to Monday 2 March 2026.

3.7.1 Lift - [MOE G Gaudin dated 17 Feb 26](#)

- (pending quote)

3.7.2 Heating - [Pre Service Report Feb 2026](#)

3.7.3 [10YPP-5YA Amendment Application Form - THS](#) / [Procurement Plan THS Feb 2026](#)

Motion: That the Board grants pre-approval for the 5YA Amendments and Property Top-Up expenditure, as per the recommendations from the Property Committee meeting held on 2 March 2026.

3.7.4 Inward Correspondence: [SCO - Science Infrastructure and Safety Works](#) dated 17 Feb.26

3.8 Other Committee Reports

3.8.1 Staff Health & Safety – meeting scheduled for Week 6 Term 1

3.8.2 TAMS0 – meeting to be confirmed

3.9 EOTC / Overnight Trip: Approvals (7.41 pm)

[EOTC](#) Trips

Motion: The Board gives initial approval for the overnight and higher risk trip(s) with the understanding that the remaining steps for EOTC will be followed by delegating authority to the **Board** EOTC liaison to approve and report to the Board.

Moved B Wilkinson. Seconded D Neufeld. All in favour. CARRIED.

Tabled: That the Board formally approves the proposal for the Thames High School Senior Mixed Touch Team international competition trip in 2025, noting the planning and process discussed at the 25 November 2024 meeting; and that the Board supported the continued work involved in finalising the itinerary and fundraising requirements.

4. STRATEGIC DISCUSSION AND DECISION-MAKING (7.43 pm)

4.1 Key Issue Exploration / Consultation

(e.g. Initiatives, Curriculum Development, Property Planning, etc.)

Refer to Principal's Report – AIP, AMP

4.2 Policy Review Schedule (7.43 pm)

[Term 4 2025 Policies](#) for Review (closed 19 December 2025)

USERNAME: thameshigh **PASSWORD:** sealey

- [Bullying and Harassment](#)
- [Behaviour Management](#)
- [Searches, Surrender, and Retention of Property](#)
- [Minimising Physical Restraint](#)
- [Stand-down, Suspension, and Exclusion](#)
- [Staff Wellbeing and Safety](#)

Motion: That the Term 4 2025 Policies are ratified by the Board.

Moved B Wilkinson. Seconded D Neufeld. All in favour. CARRIED.

[Term 4 Assurances](#)

Motion: That the Board accepts the assurances for Term 4 2025 (with any amendments or actions that may be noted)

Moved D Neufeld. Seconded L Lester. All in favour. CARRIED.

4. BOARD PROCESS AND SELF-REVIEW (7.44 pm)

5.1 Self-Evaluation / Reflection - None

5.2 Planning for next meetings / Agenda Items

5.2.1 Covered in 3.2 Board Meeting dates

5.2.2 Finance Committee Board meeting dates.

Motion: That the Board approve the Finance Committee meetings to be held on the Monday prior to the full Board meeting, excluding public and school holidays.

Outcome: The motion was not moved and has been deferred to the next scheduled meeting.

6. CORRESPONDENCE AND OTHER BUSINESS

6.1 Inwards / Outwards Correspondence

6.1.2 Inwards

- [MoE Hon Erica Stanford - Letter campaign dated 12-01-26](#)
- [NZEI PUM meeting on 24 Feb 26 \(1\)](#)
- [NZEI PUM meeting on 24 Feb 26 \(2\)](#)

6.1.3 Outwards - None

Motion: The Inwards correspondence is accepted.

Moved B Wilkinson. **Seconded** C Dargaville. **All in favour. CARRIED.**

7. Public-Excluded Business (In-Committee) (7.46 pm)

7.1 Confirmation of In-Committee Minutes

7.2 Matters Arising

7.3 Principal's Annual Leave Record / Principal's Attestation letter (PGC)

7.4 Leave application (staff member)

7.5 Outcome of employment matter

Motion: That the public be excluded from the following parts/s of the proceedings of this meeting of the agenda. The grounds are that the matter is of a **Personnel** nature and the reason is to protect the privacy of individuals or commercially sensitive information. This motion is proposed to comply with section 48 of the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the special requirements when moving to exclude the public.

Moved to exclude the public / into committee at **(7.46 pm)**

Moved L Lester. **Seconded** S Flanigan. **All in favour. CARRIED.**

Full Board Meeting closed at **8.05 pm**

Alia Finn

Presiding Member _____ Date: _____