

**Minutes for Full Board Meeting
Monday 24 February 2025 at 5.30 pm
Held in: Te Puna o Te Pito Mata**

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.*

Present: Brendon Wilkinson (Presiding Member), Michael Hart (Tumuaki), Alia Finn, John McKeowen, Roanne Mitchell-Te Teira, Kathy Ngamane, Wayne Whitney, Kiryn Curnow, Palarry Rous

In Attendance: Tracey Reed (Minute Secretary)

Meeting commenced at 5.35 pm

[Karakia fimatanga \(to open\)](#) – Brendon Wilkinson

1. NAUMAI HAERE MAI / WELCOME

Apologies – Siobhan Flanigan, Ngaio Rapana-Hodson

Declarations of Interest – None

Confirmation of Agenda Speaking Rights of Non-Board members attending – Sharyn Baker, Penny Keet, Chris Ashforth, Lisa Barnett

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

Moved B Wilkinson. All in favour. Carried

2. BOARD PROCESS

- **Presiding Member** – As this is an **election year** the presiding member from 2024 continues. The Presiding Member called for nominations for members to be Presiding Member for 2025 as the Presiding Member, in 2024, said he would be appointed for one year. No other nominations were received.
- **Deputy presiding member**
The Presiding Member called for nominations / appointment of Deputy Presiding Member for 2025. The DPM acts in the absence of the PM in the first instance. No other nominations were received.
Motion: That the Board appoints Siobhan Flanigan as the Deputy Presiding Member (DPM) for Thames High School Board for the 2025 school year.
Moved B Wilkinson. All in favour. Unanimous.
- **Committees – Membership & Chair Appointments**
 - **Finance**
 - **Property**

Finance
Motion: That the members of the Finance Committee for the 2025 school year are:
Brendon Wilkinson, Siobhan Flanigan, Ngaio Rapana-Hodson, Alia Finn, Michael Hart, Sharyn Baker.
Siobhan Flanigan is appointed as Chair.
All in favour. Unanimous.

John McKeowen Property Committee Chair for the 2024 school year is now employed by Thames High School and will stand down as a board member.
Action: J McKeowen seek advice from NZSBA Cheryl Bunker on the legislative maximum of one staff member as a board member.

Property
Motion: That the members of the Property Committee for the 2025 school year are:
Wayne Whitney, Brendon Wilkinson, Roanne Mitchell-Te Teira, Kathy Ngamane, Michael Hart, Sharyn Baker.
The Chair is: No appointment as Chair.
All in favour. Unanimous.

Discipline & Personnel Appointment Committee
Motion: That the members of the discipline and personnel appointment committee are decided as needed.
All in favour. Unanimous.

- **Discussion – other roles?**
 - Community engagement – Role is to liaise with **Whānau and Friends**
 - The appointment of *Whānau and Friends* board liaison/s for meetings held one week prior to the full board hui. The role description of the board liaison is to attend the *Whānau and Friends* meetings and bring the discussion back to the board. It was reiterated that the intent was to be a constructive means to inform and get feedback and involvement from our community. LSC (Lisa Barnett) confirmed there were several Year 9 parents keen for such involvement.
 - The board liaison/s of the **Whānau and Friends** hui are Alia Finn, Roanne Mitchell-Te Teira and Brendon Wilkinson.

Action: Alia Finn draft a role description for the role of the liaison/s for the **Whānau and Friends**

- **TAMSO** (Te Ao Māori Strategic Ohu) – purpose, frequency, and coordination
 - Kathy Ngamane is currently the Board liaison for TAMSO. Kathy steps down as the Board liaison for TAMSO.
 - TAMSO “needs to be Board led”.
 - TAMSO hui date is set for Monday 17 March 2025.
 - General consensus that the purpose of TAMSO needs to be refreshed.

Action: The Board secretary sends an invite to board members and TAMSO.

Action: The Board secretary sends an email to TAMSO welcoming agenda items and context for “2025 a new year start” for the next TAMSO hui to held on Monday 17 March 2025.

- **Committee Terms of Reference of Delegations**

Reference:

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

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

- Delegations (role) of the presiding member – refer to [Governance - Board Responsibilities Policy](#) (incl. committees, roles)
- [Schedule of Delegations 2025](#)
 - Including memorandum of delegations, Acting Principal (in absence of principal)
 - Included: [Financial Authorities Delegation](#)
- [Authority Delegation of principal for school closure](#)
- Confirmation of delegations within terms of reference.

Motion: That the delegated authorities, as tabled, are approved for 2025.

Moved B Wilkinson. All in favour. Carried.

- **Legislative compliance**

- [Legislative Compliance - School Board Audit Requirements](#) – Audit requirement done annually.
- [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. as tabled, are approved for 2025.

Moved J McKeowen, seconded W Whitney. All in favour. Carried.

- **Work Plan**

Changes to / Confirmation of Board Work Plan

[Draft Board Work Plan 2025](#)

Motion: That the Draft Board Work Plan 2025 is approved (with any changes noted).

Moved B Wilkinson. All in favour. Carried.

- **Organisation**

Action: The board secretary sends out calendar invites for meet and greet morning tea for board and staff on a Thursday.

3. **MINUTES & MATTERS ARISING FROM PREVIOUS MEETINGS (6.18 pm)**

3.1 [Minutes of Full Board Special meeting 10 December 2024](#)

(Attached and taken as read)

Motion: That the minutes of the full board special meeting held on 10 December 2024 are approved.

Moved J McKeowen, seconded R Mitchell-Te Teira. All in favour. Carried.

Any matters arising?

- A Finn asked if there is a Edpro contract review of the process? The principal advised the review of the Edpro contract has been superseded by the disengagement and later events. (Refer to 3.2 *Cleaning and Property Management Review*) of the Principal's Report. Tabled at the special board meeting in January 2025.

- The next review to the board, of property and cleaners, is in 18 months (August 2026) as instructed by the Board resolution January 2025.

3.2 [Minutes of Full Board Special meeting 28 January 2025](#)

(Attached and taken as read)

Motion: That the minutes of the full board special meeting held on 28 January 2025 are approved.

Moved W Whitney, seconded K Curnow. All in favour. Carried.

Any matters arising – none.

4. **PRINCIPAL'S REPORT**

Principal's Report (6.21 pm)

Q&As / Discussion:

- Will academic performance be reviewed?
 - Yes, the most significant next review step occurs with departmental NCEA achievement reports in March.
 - Several factors have been explored already including long lasting effects of Covid and other disruptions.
- Student progress – NCEA 2024
- Literacy & numeracy levels and co-requisite
- Challenges for teachers & students
- Programmes offered; Bedrock / Travellers / Pulse
- Staff PD - Understanding Behaviour, Responding Safely (UBRS)

Motion: That the principal's report is accepted.

Moved B Wilkinson. All in favour. Carried.

5. **BOARD COMMITTEE REPORTS / PROCESS** (6.50 pm)

FINANCE

[Minutes of Finance Committee meeting](#) held on the 25 November 2024

(attached and taken as read)

Motion: That the minutes of the Finance Committee meeting held on the 25 November 2024 are approved.

Moved R Mitchell-Te Teira, seconded A Finn. All in favour. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that the November 2024 paid December 2024, December 2024 paid January 2025, and January 2025 accounts for payment paid February 2025 are approved.

Moved K Ngamane, seconded R Mitchell-Te Teira. All in favour. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that the carryover of unspent funds for the purpose of the principals coaching, which had been allocated as per the agreement for which these funds were intended. The amount to be carried over is \$2,900. This will be included in the 2025 Budget.

Moved W Whitney, seconded J McKeowen. All in favour. Carried.

PROPERTY (6.55 pm)

[Minutes of the Property Committee meeting](#) held on the 17 February 2025

(attached and taken as read) Including Property Report by Business Manager

Motion: That the minutes of the Property Committee held on the 17 February 2025 are approved with amendment to the date of hire of THS Hall "Sikh Pray" day from the 18 March 2025 to **16** March 2025.

Moved J McKeowen, seconded B Wilkinson. All in favour. Carried.

Motion: That the board accepts the recommendation from the Property Committee that they accept the bookings for the hire of facilities -for:

- Danby Field "Extraganza Fair" – 7-10 March 2025
- THS Hall "Sikh Pray" day – 18 March 2025 (with amendment to the date to read **16** March 2025)

Moved J McKeowen, seconded B Wilkinson. All in favour. Carried.

Health & Safety (Board rep reports) (7.03 pm)

- Staff board rep reports no update.
- Next H&S Committee meeting yet to be scheduled.
 - Business Manager & Lab Manager have done an audit on chemicals in school and identified some hazards. Training for cleaners of what can and cannot be used.

Personnel (7.04 pm)

Form a Personnel Committee for the appointment process (Deputy Principal / Tumuaki Tuarua)

[-Timeline Deputy principal Option 1 & 2](#)

Motion: That the members of the Personnel Committee are Wayne Whitney, Kiryn Curnow, Alia Finn, Roanne Mitchell-Te Teira, Palarry Rous

6. **SELF / STRATEGIC PLAN REVIEW** (7.11 pm)

Motion: That the Self / Strategic Plan Review will be tabled at the 31 March 2025 board meeting.

Moved B Wilkinson. Carried.

7. **EDUCATION OUTSIDE THE CLASSROOM (EOTC)** (7.11 pm)
[EOTC trips](#) (overnight or higher risk) for approval
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.
 Moved W Whitney, seconded K Curnow. All in favour. Carried.
8. **OPEN FORUM / AOB**
 - Toilets that are currently closed – Deputy Principal P Keet advised the board that at the end of 2024, toilets were closed during class time in C-block due to vandalism. Start of 2025 in the first few days, toilets continued to be locked until morning tea due to miscommunication. Toilets are now not locked
9. **SELF EVALUATION**
 A Finn – Conflict of Interest Policy Query: "Can \$25K of a deal be made before it is a Conflict of Interest?" in the [Financial Conflicts of Interest](#) policy.
 The Business Manager explained Transparency & Disclosure – The policy likely requires disclosure regardless of the amount.

[Policies and Assurances Term 4, 2024](#) are ratified
 -(School Docs Policy Reviews closed 13 December 2024)

Motion: That the Policies and Assurances Term 4 2024 to be ratified are deferred to the 31 March 2025 Board meeting.
 Moved B Wilkinson. Carried.
- 10 **CORRESPONDENCE Inward / Outward** (7.18 pm)
Inward
 -[Thames Bridge Club - dated 21 Jan 2025](#)
 - [KET resignation letter dated 10 Feb 2025](#)

Motion: That the inward correspondence is accepted.
 Moved A Finn, seconded W Whitney. All in favour. Carried.

Outward
 - [KET acceptance of resignation dated 12 Feb 2025](#)

Motion: That the outward correspondence is approved.
- 11 **IN-COMMITTEE** (7.27 pm)
 That the board move into In-committee under Section 48 of the Local Government Official Information Act to discuss confidential matters.

Meeting closed at 8.23 pm

 Brendon Wilkinson
Presiding Member

Date: _____