

Minutes for Full Board Meeting Monday 26 May 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, Siobhan Flanigan, Ngaio Hodson-Rapana, Roanne Mitchell-Te Teira, Wayne Whitney, Kiryn Curnow

In Attendance: Tracey Reed (Minute Secretary)

Meeting commenced at 5.35 pm

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

NAUMAI HAERE MAI / WELCOME

Apologies – Kathy Ngamane, Palarry Rous
Declarations of Interest – None

The Presiding Member welcomed Gareth Wright as the newly appointed Deputy Principal to the board meeting and acknowledged John McKeowen as a previous board member.

Confirmation of Agenda Speaking Rights of Non-Board members attending – Gareth Wright, Chris Ashforth, John McKeowen, Lisa Barnett

Motion: That speaking rights are given to non-board members attending.
Moved B Wilkinson. All in favour. Carried

1. REPORTS (5.45 pm)

[English Biennial Report](#)

- The English department comprises three full-time staff members, with additional staff teaching English as their subject.
- Since 2023, Year 9 and 10 have undergone a curricular change, implementing a formal structured literacy programme focusing on grammar in 2025.
- In 2024, not all Year 10 students were entered into the writing assessments.
- The achievement report indicates positive results overall. However, barriers such as attendance and engagement have been identified across all departments.
- Regarding technology, the English department is among the highest users of Chromebooks.
 - S. Flanigan suggested exploring the possibility of establishing an after-school homework support cohort in the library, in collaboration with senior leaders, to provide seniors with access to Chromebooks for their studies.

The Presiding Member thanked the Head of Department English for the department report.

Motion: That the English Biennial Report is accepted.
Moved B Wilkinson. All in favour. Carried.

2. BOARD PROCESS (5.59 pm)

Board meetings and how does the board keep to time?

- S Flanigan highlighted that it is the responsibility of board members to come prepared to meetings, having read all reports and relevant documentation beforehand.
- Presiding Member inquired of the board secretary about strategies for managing time effectively during board meetings.
 - The board secretary referred to Doug Black and Cheryl Bunkers from the NZ School Boards Association (NZSBA) induction for new Board members, noting that their role is to support governance of the school. The focus during board meetings should be on the strategic plan.
- The Principal proposed that the board adopt the NZSBA agenda template, which emphasises policy review and strategic planning, to assist in keeping meetings on track and within scheduled timeframes.
- It was resolved that the Presiding Member and Principal meet to discuss and come back with a proposal.

3. MINUTES / MATTERS ARISING FROM PREVIOUS HUI (6.12 pm)

[Minutes of the Full Board meeting](#) held on the 31 March 2025

Motion: That the minutes of the full board meeting held on the 31 March 2025 are approved.
Moved B Wilkinson. All in favour. Carried.

Matters arising:

[2024 Curriculum Achievement Summary](#)

Executive summary of the 2024 Department Achievement Reports - Key Themes:

- Prioritisation of numeracy and literacy support for 2025.
- Enhancement of attendance and engagement strategies.
- Maximising use of existing resources and partnership.
- Supporting staff wellbeing and ongoing professional development.
- The key themes are currently incorporated into the Annual Implementation Plan (AIP) for recognition.

4. PRINCIPAL'S REPORT (6.15 pm)

[Principal's Report](#) to where the Principal highlighted:

- The recent Governments Budget announcement indicates that the current Kāhui Ako structure will be disestablished. The implications for the Board are:
 - The current Kāhui Ako structure provides funding equivalent to 0.24 of a full-time teacher (WST). The Board will need to consider the effect of this funding ceasing.
 - All fixed-term roles associated with Kāhui Ako are due to end at the conclusion of 2025.
 - There are two Learning Support Coordinator (LSC) roles which the Board is the employing board for Kāhui Ako.
- Secondary School Teachers' Collective Agreement is set to expire in July 2025.
- Pay Equity implications and ongoing pay equity processes and the effect on staff remuneration. In particular, the Board should note the impact of these consideration changes on support staff salaries, such as cleaners.

Motion: That the Principal's Report is accepted
Moved M Hart, seconded B Wilkinson. All in favour. Carried.

5. SELF / STRATEGIC PLAN REVIEW (6.28 pm)

[THS Annual Report 2024 / Draft](#)

Discussion focused on query from board member about Strategic goal 1 and the role of TAMSO.

Motion: That the 2024 Thames High School Annual Report is accepted.
Moved B Wilkinson. All in favour. Carried.

6. BOARD COMMITTEE REPORTS / PROCESS

6.1 PROPERTY (6.45 pm)

[Minutes of the Property Committee meeting](#) on the 19 May 2025 (attached and taken as read)

Motion: That the minutes of the Property Committee meeting held on the 19 May 2025 are approved.
Moved Brendon Wilkinson, seconded S Flanigan. All in favour. Carried.

Motion: That the Property Report for May 2025 is accepted.
Moved Brendon Wilkinson, seconded S Flanigan. All in favour. Carried.

Motion: The Board accepts the recommendation of the Property Committee that the Board approve the upgrade to the school locks, pending a second quote, and possibility of this being included in the 5YA funding.
Moved B Wilkinson, seconded S Flanigan. All in favour. Carried.

Motion: The Board accepts the recommendation of the Property Committee that the Board approve the removal of P5 under the Procurement Exemption Request.
Moved B Wilkinson, seconded S Flanigan. All in favour. Carried.

6.2 FINANCE (6.53 pm)

[Minutes of the Finance Committee meeting](#) held on the 31 March 2025 (attached and taken as read)

Motion: The Board accepts the recommendation of the Finance Committee that the minutes of the Finance Committee meeting held on the 31 March 2025 are approved.
Moved A Finn, seconded R Mitchell-Te Teira. All in favour. Carried.

Motion: The Board accepts the recommendation from the Finance Committee that the accounts payable for March 2025 paid April 2025 are approved.
Moved A Finn, seconded B Wilkinson. All in favour. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that the term deposits for May 2025 are approved.
Moved A Finn, seconded B Wilkinson. All in favour. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that the GST returns and SUE reports are destroyed in accordance with the School Records Retention and Disposal Schedule.
Moved R Mitchell-Te Teira, seconded A Finn. All in favour. Carried.

Motion: That the budget for Matariki 2025 is increased to \$6,500.
Moved W Whitney, seconded R Mitchell-Te Teira. All in favour. Carried.

6.3 HEALTH & SAFETY (6.57 pm)

The Staff Health & Safety Committee meeting for May/June is still to be scheduled.

6.4 COMMUNITY ENGAGEMENT (6.57 pm)

TAMSO – No hui in May.

- The next TAMSO to be scheduled for after the 7 June 2025 as Matua Wati is away.
- TAMSO hui is to be Board led.

6.5 DISCIPLINE (6.57 pm)

- One Board Disciplinary Committee meeting was held, and the outcome was that the suspension was extended to 28 May 2025 to allow for ways to support.
- One catch up meeting from a previous suspension was held, to look at the conditions that were put in place.

6.6 PERSONNEL & APPOINTMENTS

Covered in the Principal's Report.

7. SELF EVALUATION (7.03 pm)

Term 1 2025 Policies for Review

-(School Docs Policy Reviews closed 11 April 2025)

- o [Health, Safety & Welfare](#)
- o [Safety Management System](#)
- o [Risk Management](#)
- o [Worker Engagement, Participation, and Representation](#)
- o [Healthcare](#)
- o [Recording and Reporting Accidents, Injuries, and Illness](#)

Motion: That the Term 1 2025 Policies are ratified by the Board.
Moved B Wilkinson. All in favour. Carried.

Term 2 2025 Policies for Review

-(School Docs Policy Reviews closes 27 June 2025)

8. EOTC (Education Outside the Classroom) (7.04 pm)

- [EOTC Trips](#)
- Revised Processors
[Education Outside The Classroom \(EOTC\) Guidelines](#)
 - [EOTC \(School Docs Policy\)](#)

The EOTC trips were not approved until the paperwork is updated.

9. CORRESPONDENCE (7.07 pm)

INWARD

- [Kōtui Ako - FYI Online Learning](#) dated 2 April 2025
- [Screen Report - NZ Detector Dogs / THS](#) dated 8 May 2025
- [Alana Salisbury resignation email](#) dated 19 May 2025
- [NZEI Paid Union meetings](#)

OUTWARD

- [THS Acceptance of resignation - Alana Salisbury](#)

Motion: That the inwards correspondence is accepted and the outwards correspondence is approved.
Moved B Wilkinson. All in favour. Carried.

10. OPEN FORUM / AOB (7.08 pm)

Board general check-in business with each other – no comments.

11. PUBLIC-EXCLUDED BUSINESS (IN-COMMITTEE) (7.15 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 7.20 pm

Date: _____

Brendon Wilkinson
Presiding Member