

# Minutes for Full Board Meeting Monday 28 July 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, Kathy Ngamane, Wayne Whitney, Kiryn Curnow, Palary Rous

In Attendance: Tracey Reed (Minute Secretary)

Meeting commenced at 5.38 pm

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

## NAUMAI HAERE MAI / WELCOME

Apologies – None

Declarations of Interest – None

Confirmation of Agenda – Confirmed.

Speaking Rights of Non-Board members attending – Daniel Neufeld, John McKeowen, Lisa Barnett

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

Moved B Wilkinson. All in favour. Carried

## 1. REPORTS

### 1.1 [Mathematics Biennial Report \(5.40 pm\)](#)

HoD Mathematics highlighted:

- The HoD Mathematics noted that he could not confirm the accuracy of the first section of the report, as the relevant section had been revised after consultation.
- Work continues in junior programme working on CAA assessments.
- Portfolios, previously a successful third pathway for numeracy certification, are no longer available.
- Current Year 11 and last year's Year 10 had low asTTle scores; strong correlation between low scores and reduced pass rates.
- Maintain two-pronged entry into both assessments to maximise student success and cater to varying engagement with assessment themes.
- A significant number of Years 12–13 students are not attending external examination sittings
- Continue dual assessment entry for all relevant students.
- There are ongoing challenges in covering all classes, with additional workload for teachers from overseas adapting to the New Zealand Curriculum.
- The HoD Mathematics reported satisfaction with the permanent mathematics teacher who commenced in early 2025.

#### **Discussion: Mathematics Department and Student Behaviour**

- o The Board discussed concerns raised in relation to the Mathematics Department, including behavioural issues at events that may have contributed to a staff resignation.
- o The Head of Department for Mathematics suggested that a firmer stance be taken on racist behaviour.
- o The Presiding Member expressed concern about the potential impact of the current culture on staff wellbeing. The Principal reiterated that racism is not tolerated at the school and confirmed that a restorative process had been undertaken in response to the incidents referred to and had been accepted as resolved by staff involved.
- o It was suggested that a behaviour chart outlining consequences for racist behaviour, along with consistent implementation, be considered.
- o The Presiding Member questioned patterns of behaviour and sought clarification on how teacher safety is being ensured.
- o The Principal reiterated the use of consistent messaging, including visual materials such as posters to reinforce expectations across the school and considerable professional development and support according to our policies.

#### **Actions:**

1. Board members to contribute ideas and suggestions for actions to address identified concerns.
2. The school's behaviour policy and related flowcharts to be sent to W. Whitney.
3. The Principal to report back to the Board at the next hui on 25 August 2025.

The Presiding Member thanked the Head of Mathematics for their report and contribution to the discussion.

**Motion:** That the Mathematics Biennial Report is accepted.

Moved B Wilkinson. All in favour. Carried.

### 1.2 [Matariki Report \(6.20 pm\)](#)

**Acknowledgment:** J. McKeowen expressed appreciation for the involvement of the board, staff, and whānau in the Matariki Celebration Day. The event showcased student participation in extracurricular activities and the wider community. Although the hāngi was not cooked, the collective effort demonstrated strong community spirit. Three other tainui hāngi also faced challenges.

#### **Board Input:**

- Recognised the collaboration of young people, with some arriving onsite at 5:00 a.m.
- It was emphasised the importance of involvement in Matariki celebrations, not just in crisis situations.
- Highlighted the positive experience for both younger students and kaumatua, who enjoyed participating together.
- The Presiding Member extended a mihi to Shannon Paki for his contributions.
- The Principal noted strong connections between visitors of all ages and the events, with community members actively contributing. The event was described as uplifting and aspirational. Planning for the 2026 event has already begun, with contingency plans in place for any unforeseen issues.

## **2. BOARD PROCESS (6.32 pm)**

### **2.1 NZSBA Conference – reporting back (Presiding Member / A Finn)**

The Presiding Member and Board Member, A Finn attended the 35th Annual NZSBA Conference, titled "Creating a Difference," held in Christchurch from 11–13 July 2025. It is recommended that any board member who has not previously attended a NZSBA conference consider participating in future events.

Two notable seminar sessions attended included:

- Cheryl Bunker: *Natural Justice – What, Why?*
- Kathryn Berkett (Keynote Speaker): *The Neuroscience of How We Learn.*

Future NZSBA conferences will be held biennially, with a shift toward regional rather than national conferences. Additionally, the conference will no longer be scheduled in triennial election years.

### **2.2 Student Board Representative Election 2025 (6.38 pm)**

- The Board Secretary reminded the Board of her appointment, earlier this year (June) as Returning Officer for the 2025 Board Student Election. The election will follow a 31-day timetable, with Election Day scheduled for Thursday, 11 September 2025, one day later than the Parent/Staff election.

**Motion:** That the Board accept the timeline for the Student Board Representative Election 2025.

Moved S Flanigan, seconded K Curnow. All in favour. Carried.

### **2.3 [DRAFT-Thames High School Board Agenda Template](#) (6.39 pm)**

#### **Discussion:**

- The Presiding Member proposed that the Board set the agenda.
- N. Hodson-Rapana recommended shortening the time allocated to some agenda items.
- S. Flanigan noted the need for flexibility in the agenda.
- W. Whitney suggested that pressing issues be brought to the attention of the Board and included in the agenda for discussion.
- The Principal – the headings are from NZSBA and reminded the Board that Doug Black and Cheryl Bunker emphasised the importance of focusing on Strategic and other governance matters.

**Motion:** That the Board approve the draft Thames High School Board Agenda Template for use at future Board meetings.

Moved M Hart, seconded B Wilkinson. All in favour. Carried.

## **3. PRINCIPAL'S REPORT (6.48 pm)**

- [Principal's Report](#) (June 2025)
- [Principal's Report](#) (July 2025)

Areas for discussion:

#### **Literacy and Numeracy**

- Recent CAA (Curriculum and Assessment Authority) literacy and numeracy results, which were lower than desired.
- The national assessments, introduced by the Government, are conducted online twice a year and are a requirement for NCEA.

Interventions:

- Targeted support for Year 11 students through the Learning Support team.
- Additional opportunities in September for Year 10 Mathematics and English students to address identified weaknesses.
- Professional learning sessions focused on school-wide literacy and numeracy strategies, including standardised reading and writing frameworks.
- Targeted tutorials for Year 12 students yet to achieve the required standards.

The school's current approach is to integrate literacy and numeracy across subject areas, with extra time prioritised in English and Mathematics for Years 9 and 10. If this approach does not deliver sufficient improvement, dedicated literacy and numeracy classes may be considered, which could reduce time available for other subjects.

The Ministry has indicated planned changes to the numeracy assessment to reduce language complexity, which may positively impact student outcomes. The board noted that national results vary widely due to differences in school entry practices and the voluntary nature of early entry.

**Motion:** That the Principal's Report for June 2025 and July 2025 is accepted.

Moved S Flanigan, seconded K Curnow. All in favour. Carried.

**Motion:** That the Board accept the days Open for Instruction (*Page 4 – Principal's Report*)

Moved K Curnow, seconded S Flanigan. All in favour. Carried.

#### 4. SELF / STRATEGIC PLAN REVIEW (7.05 pm)

- Discussion as reported in Principal's Reports June / July 2025
- The process to follow in lead up to 2026-2028 Strategic Plan, e.g. timeline, consultation, facilitator / consultant, etc.
- Ref: [2025 - 2026 Strategic Plan](#); [2025 THS Annual Implementation Plan](#)

##### Discussion:

##### Strategic Planning – Governance Framework

The Board discussed the development of a strategic planning governance framework, including alignment with best practice and use of relevant data and metrics. Consideration was given to the Springboard Trust programme as a potential resource for planning and measuring outcomes.

##### Decisions / Actions:

- A dedicated session (special meeting or day) will be scheduled to progress strategic planning. The strategic plan will be developed with clear metrics aligned to the school's mission and desired outcomes.
- Consultation will be undertaken to gather stakeholder input, using both surveys and discussion forums.
- Initial stages of planning and drafting to be completed before the end of the year, with formal ratification to occur once the new Board is in place.
- The Board agreed a facilitator would be beneficial.

**Action:** The Principal draft a timeline and reach out to potential facilitators with suggestions for the next Board meeting scheduled for 25 August 2025,

#### 5. BOARD COMMITTEE REPORTS / PROCESS

##### 5.1 FINANCE (7.12 pm)

[Minutes of the Finance Committee meeting](#) held on the 26 May 2025 (attached and taken as read)

Report back on the Board Finance Committee meeting held before the full Board meeting (28 July 2025) – the report is available to read in the Board shared drive.

**Motion:** The Board accepts the recommendation of the Finance Committee that the minutes of the Finance Committee meeting held on the 26 May 2025 are approved.

Moved S Flanigan, seconded B Wilkinson. All in favour. Carried.

**Motion:** That the Board accepts the recommendation from the Finance Committee that the accounts payable for May 2025 paid June 2025 and credit card statements for HRT/BKR/MGH are approved.

Moved S Flanigan, seconded B Wilkinson. All in favour. Carried.

**Motion:** That the Board accepts the Finance Committee's recommendation that term deposits will no longer roll over automatically and will only be reinvested once approved by the Finance Committee.

Moved S Flanigan, seconded B Wilkinson. All in favour. Carried.

**Motion:** That the Board ratify the following term deposits:

1. That the TD81 – John McLoughlin Bequest term deposit of \$109,000 be reinvested for a further six months at 4.0% (estimated return approximately \$2,200), maturing at the end of December, as the funds are not required before then.
2. The Term 3 operational funding instalment (ca. \$450, 000) is invested for a 2-month term at 2.75% (return ca. \$2,060). Not needed to cover cashflow. Two existing term deposits maturing in July will cover wages and other accounts. The situation will be monitored, and adjustments will be made if unexpected expenditure arises.

Moved S Flanigan, seconded B Wilkinson. All in favour. Carried.

**Motion:** That the Board ratify opting into the Ministry of Education's Donation Scheme for the 2026 school year, as required as part of the 1 July 2025 Roll Return.

Moved S Flanigan, seconded R Mitchell-Te Teira. All in favour. Carried.

**Motion:** That the Board accept the recommendation from the Finance Committee that the SUE 2015 reports are destroyed in accordance with the [School Records Retention and Disposal Schedule](#)

Moved S Flanigan, seconded W Whitney. All in favour. Carried.

##### 5.2 PROPERTY (7.18 pm)

##### PROPERTY

[Minutes of the Property Committee meeting 19 May 2025](#)

(attached and taken as read) including the Business Managers Property Report

**Motion:** The Board accepts the recommendation of the Property Committee that the Board approve the minutes of the Property Committee meeting held on the 19 May 2025 and that the [May Property Report](#) is accepted.

Moved W Whitney, seconded S Flanigan. All in favour. Carried.

There was no Property Committee meeting held on Monday 23 June 2025 (unable to reach a quorum)

**Motion:** That the Board accepts the recommendation of the Property Committee that the Business Managers [June Property Report](#) is accepted.

Moved W Whitney, seconded B Wilkinson. All in favour. Carried.

[Minutes of the Property Committee meeting 21 July 2025](#)

(attached and taken as read) including the Business Managers Property Report.

**Motion:** The Board accepts the recommendation of the Property Committee that the Board approve the minutes of the Property Committee meeting held on the 21 July 2025 and that the [July Property Report](#) is accepted.  
Moved W Whitney, seconded S Flanigan. All in favour. Carried.

**Motion:** That the Board approve the use of Thames High School courts for the following event:  
Thames High School courts from the 7-8 November 2025 for **Steampunk**.  
Moved W Whitney, seconded R Mitchell-Te Teira. All in favour. Carried.

**Tabled:** The Business Manager assured the Board, via email message prior to the commencement of the Full Board meeting, that the locks had not been changed.

**Action:** That the Principal check the Property records to verify the frequency of regular inspections of the School House.

### 5.3 HEALTH & SAFETY (7.23 pm)

[Minutes of the Staff Health & Safety meeting](#) held on the 5 June 2025 (attached and taken as read)

**Motion:** That the Board accepts the recommendation from the Staff Health & Safety Committee that the minutes of the Staff Health & Safety Committee meeting held on the 5 June 2025 are approved.  
Moved K Curnow, seconded B Wilkinson. All in favour. Carried.

### 5.4 COMMUNITY ENGAGEMENT (7.26 pm)

- **TAMSO** – No TAMSO hui held in June. Next scheduled hui is Monday 11 August 2025.
- **Whānau and Friends** – A Finn – An outline has been drafted up.

### 5.5 DISCIPLINE (7.27 pm)

The Discipline Reconsideration meeting was held on the 2 July 2025, and the student was excluded.

### 5.6 PERSONNEL & APPOINTMENTS (7.37 pm)

Covered in the Principal's Report.

## 6. SELF EVALUATION (7.37 pm)

### 6.1 [Assurances Term 1, 2025](#)

### 6.2 [Policies and Assurances Term 2, 2025](#)

(Note: SchoolDocs policy reviews closed on 27 June 2025)

- o [Planning and Preparing for Emergencies, Disasters, and Crises](#)
- o [Communication during an Emergency, Disaster, or Crisis](#)
- o [Emergency \(School\) Closure](#)
- o [Emergency Management](#)
- o [Disaster Management](#)
- o [Crisis Management](#)

**Motion:** That the Board ratifies the Assurances for Term 1, 2025 and Policies and Assurances for Term 2, 2025.  
Moved B Wilkinson. All in favour. Carried.

## 7. EOTC (Education Outside the Classroom) (7.38 pm)

- [EOTC Trips for approval](#)

The EOTC trips cannot be approved until the paperwork is updated. W. Whitney will meet with the Deputy Principal for EOTC before any trips, which have not yet been approved, can be approved

## 8. CORRESPONDENCE (7.39 pm)

### INWARD

- [Notice of disestablishment Kahui Ako 99087](#)
- [Resignation letter - Teacher of Maths](#)
- [Resignation \(Retirement\) letter - Teacher of Science](#)

### OUTWARD

- [Acceptance of resignation - Teacher of Maths](#)
- [Acceptance of resignation \(retirement\) - Teacher of Science](#)

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

## 9. OPEN FORUM / AOB

This section did not take place due to time constraints of the meeting.

## 10. PUBLIC-EXCLUDED BUSINESS (IN-COMMITTEE) (7.40 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 7.59 pm

Brendon Wilkinson  
Presiding Member

Date: \_\_\_\_\_