

**Minutes for Full Board Meeting
Monday 31 March 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, Palarry Rous

In Attendance: Tracey Reed (Minute Secretary)

Meeting commenced at 5.40 pm

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

1. NAUMAI HAERE MAI / WELCOME

Apologies – None

Declarations of Interest – None

Confirmation of Agenda Speaking Rights of Non-Board members attending – Penny Keet, Chris Ashforth, Lisa Barnett, Ora Wiki, Harris Elliot-Hogg, Izzy Fitzsimons

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

Moved B Wilkinson. All in favour. Carried

2. STUDENT LEADERS (5.41 pm)

Kaupapa overview

- Introduction to the board as Head Students Manukura Māori Leader, Ora Wiki, Head Students / Manuarataki-a-kura, Harris Elliot-Hogg & Izzy Fitzsimons
- Introducing 2025 [Senior Leader 2025 Goals Presentation](#)

The principal and the Presiding Member thanked the Senior Leaders.

3. BOARD PROCESS (6.00 pm)

- Acknowledging John McKeowen ([resignation](#)) – J McKeowen gave his apologies and intends to attend the next board meeting.
- [35th NZSBA Annual Conference 2025](#)
 - Thursday 10 Sunday 13 July 2025 at Te Pae Convention Centre, Christchurch
 - Board Professional Development budget for 2025 is \$5K.
 - Board member/s who expressed interest in attending; **Alia Finn, Brendon Wilkinson** (via email 31/3/25)
- **Triennial School Board Elections 2025**

SCHOOLED Returning Officer Services for School Board Elections 2025

 - **SCHOOLED** previous name (CES) are the only provider accredited by the Ministry of Education to offer online elections. CES were approved by the Board in 2022 as the Returning Officer for Thames High School Board and staff triennial school board elections.

Motion: That the board approve **SCHOOLED** as the Returning Officer for the 2025 Triennial School Board and Staff Elections.

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

4. MINUTES & MATTERS ARISING FROM PREVIOUS HUI (6.08 pm)

[Minutes of Full Board meeting](#) held on the 24 February 2025

(Attached and taken as read)

Motion: That the minutes of the full Board meeting held on 24 February 2025 are approved.

Moved B Wilkinson. All in favour. Carried.

Matters arising? – None.

5. REPORTS (6.10 pm)

NCEA Achievement 2024 Department Reports

- Departments are on a Biennial Report cycle.
- The principal appreciates the efforts of the Heads of Departments' and their departments for the work put into their reports.
 - o Reporting on Junior school achievement report.
 - o Challenges in 2024, implementing the new NCEA Level 1 was successful and the changes in 2025.
 - o Themes; attendance, engagement and behaviour.
- There was discussion of the amount of reading involved in the department reports and how this can be summarised. Also, the importance in the department's involvement in their reports.
- Future Q&A's where more time is allocated in matters arising to allow for discussion of the reports.

Motion: That the NCEA Achievement 2024 Department Reports are accepted.

Moved B Wilkinson. All in favour. Carried.

Action: Defer to the next board meeting (April) for discussion.

6. PRINCIPAL'S REPORT (6.20 pm)

The Presiding Member did a wellbeing check-in with the principal, of any concerns and/or challenges.

- **Behaviour** – there is a commitment to more work with behaviour.

Discussion

Commitment to Behaviour Support and Student Wellbeing

- Principal - Staff participated in Professional Learning and Development (PLD) on de-escalating behaviour, facilitated by Maree Woodall, with a focus on capacity building.
- Principal - The Whole School Wellbeing Team, facilitated by the school counsellor, now includes broader representation including students.
- C Ashforth - 24/7 Living Well Youth Workers are delivering the "Bedrock" programme with Year 9 students to support resilience building and goal setting.
- C Ashforth - Clive Hamill (veteran principal, formerly Melville High School) is working with and to support kaiāwhina to "sharpen the processes of working out processors and procedures" and to enhance effectiveness and focus on behaviour support.
- LSC - The Travellers Group programme (run by the LSC and school counsellor) supports identified Year 9 students at risk, building resilience.
- LSC - The Kauri Programme will launch in 2025, targeting young male students and modelled on the successful Affinity Programme for young female students.
- R Mitchell-Te Teira - Ngāti Maru Rūnanga has created a Kaupapa resource to work weekly with rangatahi from Year 8 to Year 11 over a three-year period:
 - o In-class delivery in 2025 with monthly out-of-class sessions.
 - o Expansion at Matariki 2025 with two new Year 8 rōpū from other kura, increasing to six rōpū in 2026.

The principal highlighted:

Attendance Overview – End of Term 1 2025

- **Decline in Attendance:** Attendance declined toward the end of Term 1. Improving attendance for both Māori and non-Māori students remain a key priority, as it is fundamental to increasing engagement, retention, and academic achievement.
- **Attendance and Achievement Disparity:** A noticeable drop in attendance since the start of 2025 is contributing to widening disparities in achievement. Attendance is recognised as the primary driver of student success, and the emerging gap in Term 1 is a significant concern.
- **Strategic Focus:** The school continues to prioritise attendance, engagement, and retention to lift achievement outcomes. Addressing the attendance gap that has emerged in Term 1 is essential to reversing this trend.

Attendance Q&A's

• Referrals

Referrals are made for students identified with "chronic absence" 70% absence. These referrals are submitted to Attendance Services by the school attendance officer via the ASA system.

• Prosecution

The school is required by the Ministry of Education (MoE) to refer cases of chronic absence. While prosecution has always been an option under the Education and Training Act, a new MoE plan, effective from 2026, will provide more active support for school boards in pursuing this process. It is the board that initiates prosecution, though historically this has involved a costly and lengthy process through the High Court.

• SWIS (Social Worker in Schools)

- o SWIS is funded via district health boards for high-needs schools. The estimated cost to locally fund the SWIS programme is between \$80-\$100K.
- o Currently, some local students are contributing through placements and case hours. A suggestion from the board meeting was to approach local education providers to explore the possibility of advocating for our school to receive SWIS support.

Motion: That the Principal's report and accompanying verbal discussion be received and accepted

Moved M Hart, seconded W Whitney. All in favour. Carried.

To complete important business, it was proposed to extend the meeting (6.52 pm)

Motion: That the hui is extended until 8.00 pm.

Moved B Wilkinson. All in favour. Carried.

7. SELF / STRATEGIC PLAN REVIEW (6.52 pm)

2025 THS Annual Implementation Plan

- Tabled in 2024
- Priorities focus on achievement, attendance and engagement.
- The 2025 AIP to be published on THS website – any objections or questions? - None.

Motion: That the 2025 THS Annual Implementation Plan is accepted.

Moved M Hart, seconded W Whitney. All in favour. Carried.

The Presiding Member asked the Deputy Principals to give a summary of the general atmosphere and challenges within the school (6.55 pm)

Discussion: Overall Sense of the School – Deputy Principals' / Principal's Feedback

- P Keet noted that while a small percentage of students at THS present with challenging behaviour, significant effort is being made to understand and support these students. Many behavioural issues stem from underlying causes such as hunger or difficult home situations. Upon reflection questions like, "Are you okay? Are you hungry? What do you need?" to help deescalate situations with empathy and understanding. Lack of parental engagement continues to be a challenge.
- C Ashforth spoke about the layered support systems in place, including whānau hui and collaboration with external agencies like CAPS Hauraki's and the Kauri Programme. Behavioural challenges in the classroom remain an ongoing concern, and building staff capacity to manage these effectively is a key focus.
- P Keet added that it's important for teachers to reflect on the reasons behind student behaviour, rather than reacting solely to the actions.
- Principal observed that most students are happy and engaged positively during breaktimes and generally uphold the school's values. Out of approximately 400 students, only 15–20 is considered of significant concern. Judgement calls around behaviour must balance the wellbeing of all involved, students and staff alike.
- W Whitney highlighted that behavioural concerns are increasing. Building a consistent school-wide culture with everyone on board is essential "paddling the same waka".
- Principal reiterated the importance of a positive, affirming philosophy to guide the school's approach.
- R Mitchell-Te Teira emphasised the value of cultural visibility, that the Board being seen within the community and kura helps foster unity and connection.
- The discussion concluded by acknowledging the transformative journeys of some students, in their senior year who have progressed further than they once thought possible. For the first time in years, Year 13 Māori student achievement is proportionally the highest across all groups, a significant success for the school.

8. BOARD COMMITTEE REPORTS / PROCESS (7.08 pm)

8.1 FINANCE

No Finance Committee meeting held on the 24 February 2025 due to no quorum.

Motion: That the Board accepts the recommendation from the Finance Committee that the February 2025 accounts for payment paid March 2025 are approved.

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

Motion: That the Board accepts the recommendation from the Finance Committee and in align with the auditor's recommendation that the Board does not pay Edpro's outstanding accounts.

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

Motion: That the Board accepts the recommendation from the Finance Committee that the Board approve the term deposits for April 2025.

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

Motion: That the Board accepts the recommendation from the Finance Committee that the Board approve the 2025 Final Budget.

Moved S Flanigan, seconded Ngaio Hodson-Rapana. All in favour. Carried.

Motion: That the Board accepts the recommendation from the Finance Committee that the Board approve the addition of Christopher Ashforth to the bank signatories.

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

Motion: That the Board accepts the recommendation from the Finance Committee that the Board approve to have Penny Keet removed from any financial delegation of Thames High School.

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

8.2 PROPERTY (7.11 pm)

Minutes of the Property Committee meeting held on the 24 March 2025 (attached and taken as read) Including Property Report by Business Manager

Motion: That the minutes of the Property Committee meeting held on the 24 March 2025 are approved.

Moved B Wilkinson. All in favour. Carried.

Motion: That the Board accepts the recommendation from the Property Committee that the Board accepts the [Property Report](#) for March 2025.

Moved B Wilkinson. All in favour. Carried.

Motion: That the Board accepts the recommendation from the Property Committee that the Board approve the quote for thermal imaging for the value of \$3,215K.

Moved B Wilkinson. All in favour. Carried.

Motion: that the Board accepts the recommendation from the Property Committee that the Board have reviewed the Cyclical Maintenance Provision and agree with the provision presented.

Moved B Wilkinson. All in favour. Carried.

Motion: That the Board accepts the recommendation from the Property Committee that the Board accept the two bookings for the hire of Thames High School facilities:

- [Danby Field \(April\) Weber Circus - Venue - Thames](#)
- [Hall \(June\) for Dave Upfold at Speakers New Zealand](#) fundraiser for Touch Team trip to Australia.

Moved B Wilkinson. All in favour. Carried.

8.3 HEALTH & SAFETY (7.13 pm)

[Minutes of the Staff Health & Safety Committee](#) meeting held on the 20 March 2025 (attached and taken as read)

- [Actions: Health, Safety & Wellbeing Committee \(Mar 25\)](#)
- [Health & Safety Incident List](#)

K Curnow is the board member representative for the Staff Health & Safety Committee to attend the meeting held on the 20 March 2025, with apologies, and remains as the board member representative for the Staff Health & Safety Committee.

8.4 COMMUNITY (7.14 pm)

TAMSO (Te Ao Māori Strategic Ohu) hui was held on Monday 17 March 2025.

K Ngamane highlighted:

- That Iwi are involved in the appointment process of the Manukura.
- That the Manukura is a senior leader therefore is aligned with head students, holding the same equivalent of standing within the community at the kura.
- The Committee (*Tina Paki, Ngaio Hodson-Rapana and Shannon Paki*) established, meet with the Manukura & two head students every Tuesday.
- To have the kaumatua present at TAMSO hui – apologies from Matua Wati at the previous hui.
- Having more parents involved.

8.5 DISCIPLINE (7.18 pm)

The Board Disciplinary Committee was held, and the suspension was extended and the student returns with conditions.

9. SELF EVALUATION (7.20 pm)

[Policies and Assurances Term 4, 2024](#) (closed 13 December 2024)

Motion: That the Term 4 2024 updated policies from School Docs, deferred from the previous board meeting, are ratified by the Board.

Moved B Wilkinson. All in favour. Carried.

Custom Policies (additional to School Docs)

- [Controlled Entities Governance Framework Policy THS](#)
- [Firearms Policy Framework Policy THS](#)

Motion: That the two custom policies, Controlled Entities and Firearms Policy are added into the extra framework of policies.

Moved M Hart, seconded K Curnow. All in favour. Carried.

10. EOTC (Education Outside the Classroom) (7.23 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.

11. AOB (7.29 pm)

Board general check-in business with each other.

12. CORRESPONDENCE (7.33 pm)

Inward

- [Resignation Board member email - John McKeowen](#)
- [Thank you email - Sam Rogers](#)

Outward

- [Acceptance letter of resignation - John McKeowen](#)
- [Acceptance letter of resignation - Michelle Fry](#)

Motion: That the inward correspondence is accepted, and the outward correspondence is approved.

Moved B Wilkinson. All in favour. Carried.

13. PUBLIC-EXCLUDED BUSINESS (IN-COMMITTEE) (7.34 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 8.45 pm

Date: _____

Brendon Wilkinson
Presiding Member