

Minutes for Full Board Meeting
Tuesday 24 March 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 Waihangā āiane; Hei aratakina ā mua.
To acknowledge our past; To inspire our present; To transform our future world.

Meeting commenced at **5.31 pm**

QUORUM: Confirmed

1. MIHI WHAKATAU / WELCOME AND KARAKIA

1.0 Introduction/whakawhanaungatanga – Led by Brendon Wilkinson

ADMINISTRATION (5.33 pm)

1.1 Present and Apologies

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

Apologies: Cindy Dargaville

In Attendance (Non-Board Members: Tracey Reed (Minute Secretary), Sharyn Baker (Business Manager), Cheryl Bunker (NZSBA Governance Advisor), John McKeowen

Motion: That speaking rights be granted to the following non-board members in attendance: Sharyn Baker, Cheryl Bunker

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

It was agreed to defer formal introductions until a full Board is present.

A newly appointed Board member (Shannon Paki) shared a brief introduction, outlining his role and intent to both represent and listen to the school community, including Ngātu Maru. He is new to this Board environment and may seek clarification at times.

Board members welcomed Shannon, acknowledging his contribution to the school and community, and expressing appreciation for his commitment and the new perspective he will bring.

1.2 Declaration of Interests – None.

1.3 Confirmation of Minutes (5.39 pm)

That the [Draft Minutes of the Full Board meeting](#) held on 23 February 2026 are approved.

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

1.4 Matters Arising

The Principal advised the Board that in 2024 the Board approved planning for the Senior Mixed Touch Team international trip. However, the trip was not formally brought back to the Board for final approval prior to proceeding.

Discussion confirmed that the trip progressed through the school's EOTC processes and management oversight. The absence of a recorded Board approval presents a potential audit issue due to the international nature of the trip. The purpose of the current motion is to formally record the Board's approval of the trip, reflecting the original intent.

Motion: That the Board formally records that the Thames High School Senior Mixed Touch Team international competition trip in 2025 was approved as intended following the 24 November 2024 meeting, noting that the itinerary and fundraising requirements discussed at the 25 November 2024 meeting were successfully completed.

Moved M Hart. **Seconded** S Flanigan. **All in favour. CARRIED.**

2. Strategic Reporting and Monitoring (5.45 pm)

2.1 Finance and Audit Report

[Minutes of the Finance Committee 23 Feb 2026](#)

2.2 Final Budget

The Business Manager presented the 2026 final budget to the board. She reported that the projected budget deficit has improved from an initial \$38,000 to \$27,000, representing a \$12,000 movement. This adjustment is primarily due to the 1st of March roll confirmation, where student numbers in the senior school performed better than in the junior school, as well as reviews against 2025 actuals.

The Business Manager further noted that all three collective agreements have been addressed, the secondary school principal collective has been notified, and the secondary teachers' collective has been ratified, with a resulting contract variation expected to provide additional funding.

Overall, the board is maintaining a conservative budget; while historical trends suggest the school typically approaches a zero-deficit outcome, current uncertainties such as fuel costs remain a factor. The budget is currently tracking at a \$27,000 deficit.

Motion: That the Board accepts the recommendation from the Finance Committee that the 2026 Final Budget is approved.

Moved L Lester. **Seconded** N Hodson-Rapana. **All in favour. CARRIED.**

2.3 Term Deposit

Business Manager - The term deposit maturing on 20 April 2026 was reviewed. With \$107,000 in new funding arriving for the 10 year property plan, it was proposed to reinvest \$50,000. Operational funding will also be reinvested, while ensuring approximately \$200,000 is retained to cover salary obligations.

Motion: That the Board accepts the recommendation from the Finance Committee that the Term deposits for April 2026 are approved.

Moved L Lester. **Seconded** A Finn. All in favour. **CARRIED.**

2.4 Draft Financial Statements

Motion: That the Board accepts the recommendation from the Finance Committee that the 2025 Draft Financial Statements are approved. This includes the two controlled entity trusts.

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

3.1 Property

- [Minutes of the Property Committee meeting 2 March 2026](#)

It was clarified that there was no requirement to formally pass the property minutes at the full board meetings, as the committee had previously agreed to accept them. Board members were reminded they can view property minutes in the Board Property folder.

- **Danby Field**

The Board discussed the status of Danby Field, noting its relationship with the land bank and Ngāti Maru. Regarding maintenance, the Business Manager confirmed that the field had recently been mowed at a cost of approximately \$7,000. A board member also proposed presenting an initiative to the community to potentially transform the area into a garden and incorporate it into the kai network.

- **Solar Systems**

The Business Manager is looking at an alternative option and is currently looking into size and costs of solar and battery partnerships through the council as a potential opportunity.

5.4 Other Reports (5.57 pm)

5.4.1 Staff Health & Safety

A meeting was held on the 18 March 2026.

A Health & Safety report, which highlighted a recent incident in the Science Lab where cooking in a non-designated area unintentionally triggered fire alarms and a school-wide evacuation. Management are actively reviewing safety protocols, including prohibiting cooking outside designated school facilities and enhancing fire alarm awareness, specifically addressing the challenge of hearing alarms while at the school pool. The Board discussed the importance of maintaining consistent oversight, committing to include Health & Safety reports in board packs at least twice a term to ensure ongoing compliance and staff awareness.

5.3 School Lunches/Waste Report (6.04 pm)

- [Healthy Food Lunches Programme - 2026 Progress Report](#)
- [School Lunch Collective 2026 - Statistics](#)
- [MOE Healthy School Lunches pānui - 5 Mar 2026](#)

The Board reviewed the School Lunches Waste Report. The Business Manager advised that the program is now in its second year, continuing to provide a valuable service to families.

Regarding the funding model, the Business Manager clarified that while Ministry of Education funding for the Compass lunch contract is recorded in the audit accounts, this represents an equivalent value for approved project costs rather than discretionary cash.

It was noted an equivalent value of \$4.50 per person, with current metrics indicating a 56% uptake and a 44% waste rate. The Board discussed the management of leftover food, noting that processes are in place to ensure it does not go to waste, and touched on the technical requirements around consuming food on school grounds and the potential for wider community access.

A Board member suggested that the report be reworded to more clearly specify the receipt of this monetary allocation.

Finally, the Board acknowledged the positive impact on student wellbeing, and the Principal thanked the Business Manager for her ongoing management and oversight of the lunch program and canteen operations.

4. Public-Excluded Business (In-Committee) (6.15 pm)

4.1 Confirmation of In-Committee Minutes

4.2 Matters Arising

4.3 Outcome of employment matter

4.4 Outcome of Concern/Complaints

4.5 Appointment of Complaints Committee

4.6 Correspondence

4.7 Leave application (Staff member)

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

Motion: Presiding Member move that **Cheryl Bunker, NZSBA Governance Advisor**, be permitted to remain at this meeting, after the public has been excluded, because of her knowledge in Board Governance. This knowledge, which will be of assistance in relation to the matters to be discussed is relevant to the matter because Guidance and advice are required.

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

(8.04 pm)

Due to the time required for PEB (In-committee) session, the remaining items on the agenda were laid on the table to be addressed at the next scheduled board meeting.

Full Board Meeting closed at **8.05 pm**

Alia Finn

Presiding Member _____ Date: _____