Te Kura Tuarua o Te Kauaeranga

Thames High School

Kia kōtahi ai te piki ake, kia ikeike rawa ki te taumata

We grow together to achieve one's true potential.

Te Kura Tuarua o Te Kauaeranga
Thames High School Board – Agenda

Date: **Tuesday 8 September 2026** **Time: 5.30 pm**

Venue: **Staffroom**
Te Kura Tuarua o Te Kauaeranga | Thames High School

Presiding Member: Alia Finn

Quorum: ☐ Confirmed ☐ Not Confirmed

---

1. **Administration** (15 minutes)

Item	Led by	Time
1.0 Mihi whakatau / Welcome and Karakia (5 minutes) Our School Value: Whanaungatanga – *We build connected and collaborative relationships*	B Wilkinson	
1.1 Present and Apologies **Members:** Alia Finn (PM), Michael Hart (Principal), Cindy Dargaville, Siobhan Flanigan, Ngaio Hodson-Rapana, Lydia Lester, Shannon Paki, Phil Taylor, Brendon Wilkinson, Daniel Neufeld, Brooklyn Jiang **LSM:** Ted Benton **Minute Secretary:** Judith Payton **Apologies:** Phil Taylor **Visitors:** Lisa Barnett, Roera Thorne, Eliza Carter (THS students) **1.2 Declaration of Interests**	A Finn	5 minutes
1.3 Confirmation of Minutes **Proposed Motion**: That the Draft Minutes of Full Board meeting held on 4 August 2026 are approved. **Moved** **Seconded**	A Finn	10 minutes
1.4 Matters Arising Any matters arising? Follow up on actions: ○ Verification regarding IRD and charity status requirements to be obtained from Miller Poulgrain prior to the disbursements of funds (B Wilkinson) ○ Capture more outcome-based data and pre/post-intervention measures in future reports. ○ The Principal report back to the Board at the next Board meeting with progress updates and defined timelines on the Section 16 recommended Improvement actions. ○ Board minute taker ensures all Finance & Property Committee minutes are labelled as "Draft" until formally approved at the subsequent committee meetings.	A Finn	

2. Strategic Reporting and Monitoring (45 minutes)		
Item	**Led by**	**Time**
2.1 Principal's Report • Principal's Report *(Attendance Service Referrals yet to be added – page 17)* - taken as read. Any queries? **Proposed Motion**: That the Board accepts the Tumuaki/Principal's Report 2026 **Moved** **Seconded** **2.4 Finance and Audit Report** **2.4.1** Draft Minutes Finance Committee meeting held on Tuesday 1 September 2026 - Finance August Report **Proposed Motion:** That the Board accept the recommendation from the Finance Committee that the Finance Report August 2026 is accepted. **Moved** **Seconded** **Proposed Motion:** That the Board accepts the recommendation from the Finance Committee that the accounts payable for July (paid August 2026) and credit cards for July 2026 (paid August – M Hart/S Baker/P Managh) are approved. **Moved** **Seconded** **Proposed Motion:** That the Board accepts the recommendation from the Finance Committee that the Term deposits to be reinvested (TD 74 and TD 81) are approved. **Moved** **Seconded** **Motion:** That the Board accepts the recommendation from the Finance Committee that the change of Travel Management Company (TMC) from CTM to Orbit are approved. **Moved** **Seconded** **Motion:** That the Board accepts the recommendation from the Finance Committee that the international flights of **2** students to France as part of the Nutter Exchange are approved, conditional on all of the documents from the reciprocal school being obtained, are approved.	M Hart L Lester	15 minutes 5 minutes
2.5 Property DRAFT Minutes Property Committee meeting held on 1 September 2026 - Property August Report **Proposed Motion:** That the Board accept the recommendation from the Property Committee that the Property Report August 2026 is accepted. **Moved** **Seconded**	D Neufeld	5 minutes
2.6 Other Reports **2.6.1 Staff Health & Safety –** Minutes Staff Health & Safety Committee held on 11 August 202 **2.6.2 TAMSO** - **Iwi Representative -Manukura** (TAMSO hui yet to be confirmed) **2.6.3 Discipline** **2.6.4 Personnel & Appointments** N/A **2.6.5 Whanau and Friends committee**	D Neufeld S Paki A Finn - A Finn / B Wilkinson	5 minutes 15 minutes 5 minutes -
2.7 EOTC / Overnight Trip/s: Approval **EOTC Summary** **Proposed motion:** The Board gives initial approval for the overnight trip(s) with the understanding that the remaining steps for EOTC will be followed by delegating authority to the Board EOTC liaison to approve and report to the Board. **Moved** **Seconded**	B Wilkinson	5 minutes

3. Strategic Discussion and Decision-Making (5 minutes)
Strategic: Policy, Performance, Planning / Goals / Assurance

Item	Led by	Time
3.1 Policy Review Schedule **3.1.1** Policies Term 3 2026 for Review (closes 25 September 2026) • School Community Engagement Policy • Inclusive School Culture • Enrolment • Student Attendance • Student Uniform • Concerns & Complaints Policy SchoolDocs Advisory *(included in Correspondence)* **USERNAME**: thameshigh **PASSWORD**: sealey	A Finn	5 minutes

4. Board Process and Self-Review (10 minutes)
Strategic: Governance Capability / Continuous Improvement

Item	Led by	Time
4.1 Proposal to Co-opt Outgoing Student Representative to Support Incoming Student Representative **Proposal to Co-opt Outgoing Student Representative** **Proposed Motion:** That the Board, having regard to the statutory criteria for co-option under Schedule 23 of the Education and Training Act 2020, agrees to co-opt Brooklyn Jiang as a Board member for a period of three months, recognising the governance experience and knowledge of student representation and student voice that he brings to the Board, and for the purpose of supporting continuity, induction and effective succession to the incoming Student Representative. **Moved** **Seconded** **Proposed Motion:** The Board notes that the incoming Student Representative remains the elected Student Representative under section 119 of the Act, and that Brooklyn serves during this period as a co-opted Board member. **Moved** **Seconded**	A Finn	5 minutes
4.2 Self-Evaluation / Reflection / Round the Table A NZSBA (New Zealand School Boards' Association) meeting self-review is a process for a school board to evaluate its own performance. • Action: NZSBA Board Meeting Self Evaluation **(Google Form)** Present previous evaluation	A Finn	5 minutes

5. Correspondence and Other Business (5 minutes)

Item	Led by	Time
5.1 Inwards / Outwards Correspondence **5.1.1 Inwards** • NZPF Te Tiriti Obligations • Secondary School Employer Partnerships (SSEP) Report Term 2 2026 • SchoolDocs Advisory **Proposed Motion:** The Inwards correspondence is accepted **Moved** **Seconded** **Outwards** **Proposed Motion:** The Outwards correspondence is approved. **Moved** **Seconded**	A Finn	5 minutes

6. Public-Excluded Business (In-Committee) (30 minutes)		
Item	**Led by**	**Time**
6.1 Confirmation of PEB (In-Committee) Minutes **6.2 Matters Arising** **6.3 Personnel** **6.4 Personnel** **6.5 Correspondence** **6.6 Curriculum** **6.7 LSM** **Proposed 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** **Seconded**		

Est: 120 minutes

7. Closing and Karakia Whakamutunga

Next meeting: Tuesday 27 October 2026

N.B If the meeting time exceeds the 2 hours provided then there is provision for a motion to extend the meeting by up to 30 minutes. If this is not sufficient then items *'lie on the table'* until the next board meeting. There is provision to call a special meeting.

Motion *(if required): "That the meeting be extended by up to 30 minutes to allow for the completion of urgent business"*.

If the motion is **not carried**, or if further time is needed beyond the extension:

- Remaining items are to **lie on the table** until the next scheduled board meeting.
- The Board may also **resolve to call a special meeting** if required.

Strategic: Governance – Effective Stewardship
- NZSBA Board Primary Objectives

REFERENCE		
SCHEDULE OF FULL SCHOOL BOARD MEETINGS FOR 2026	**Board meetings are held every Tuesday 3rd / 8th week of each Term.** • Monday 23 February • Tuesday 24 March • Tuesday 5 May • Tuesday 9 June • Tuesday 4 August • Tuesday 8 September • **Tuesday 27 October** • Tuesday 1 December **Property & Finance committee hui** on the previous **Tuesday**, except public and school holidays.	
TERM DATES 2026	**Term 1** Monday 26 January to Thursday 2 April **Term 2** Monday 20 April to Friday 3 July **Term 3** **Monday 20 July to Friday 25 September** **Term 4** Monday 12 October to Friday 11 December (no later than 18 Dec)	
KEY DATES for reference	See the school website for all dates (Subject to change) **Key dates 2026** *Dates are **subject to change** and will be advised.* **Term 3: Monday 20 July to Friday 25 September** **Mon 20 Jul** **First day of Term 3** Tues 8 Sept Board Hui 5.30 – 7.30 pm Mon 14 Sep - NZQA Common Assessment Activities (2)	

Fri 18 /Sep	Literacy (Reading & Writing) and Numeracy
Wed 23 Sept	TV Snr Volleyball (Only competition team)
Fri 25 Sep	**Last day of term 3**
Sat 26 Sep	*School holidays begin (until 11 Oct)*

Term 4: Monday 12 October to Friday 11 December

Mon 12 Oct	**First day of Term 4**
Fri 23 Oct	TV Girls Golf - 7 holes (only those that play for club)
Mon 26 Oct	**Labour Day (Public Holiday)**
Tues 27 Oct	Board Hui 5.30 – 7.30 pm
Wed 4 Nov	Senior Prize Giving
Thu 5 Nov	TV Jnr 3 x 3 Basketball (Only if THS team is registered)
Thu 10 Nov	**NCEA and Scholarship Exams start**
Wed 11 Nov	TV Jnr Volleyball (Only competition team)
Fri 13 Nov	**Staff only day - Curriculum (2)**
Fri 20 Nov	TV Ultimate Frisbee (Only competition team)
Wed 25 Nov	**Year 8 Orientation Day**
Tues 1 Dec	Board Hui 5.30 – 7.30 pm
Fri 4 Dec	NCEA and Scholarship Exams last day
Tue 8 Dec	Junior Prize Giving
Wed 9 Dec - Fri 11 Dec	End-of-year activities
Mon 14 Dec	**Last day of Term 4** - **Staff only day**
Sat 12 Dec	*School holidays begin (until Jan 2027)*

Action List: from previous meeting held 4 August 2026

Item due for action	Who	Status e.g. Completed, In progress, etc.
Verification regarding IRD and charity status requirements to be obtained from Miller Poulgrain prior to the disbursement of funds	Brendon Wilkinson	**In progress**
A request was made to capture more outcome-based data and pre/post-intervention measures in future reports.	Principal	**In progress**
The Board Minute Taker ensures all Finance Committee minutes presented to the Board are explicitly labelled as "Draft" until formally approved at the subsequent Finance Committee meeting.	J Payton - Minute taker	**Completed**
The Board Minute Taker ensures all Property Committee minutes presented to the Board are explicitly labelled as "Draft" until formally approved at the subsequent Property Committee meeting.	J Payton - Minute taker	**Completed**