Minutes for Full Board Meeting
Tuesday 4 August 2026 at 5.30 pm
Held in: Careers Centre
Te Kura Tuarua o Te Kauaeranga|Thames High School

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.

Meeting commenced at **5.35 pm**

QUORUM: Confirmed

1. MIHI WHAKATAU / WELCOME AND KARAKIA

1.0 Introduction/whakawhanaugatanga – Led by Brendon Wilkinson

ADMINISTRATION

1.1 Present and Apologies

Present: Alia Finn (PM), Michael Hart (Principal), Cindy Dargaville(arrived 5.41 pm), Siobhan Flanigan, Lydia Lester, Shannon Paki, Phil Taylor,
Brendon Wilkinson, Daniel Neufeld, Brooklyn Jiang

Apologies: Ngaio Hodson-Rapana

LSM: Ted Benton
Minute Taker: Judith Payton, Tracey Reed
Visitors: Sharyn Baker, Lisa Barnett, John McKeowen

Motion: That speaking rights be granted to Sharyn Baker
Moved: A Finn. **All in favour.**

The Board welcomed Judith Payton to the Board as Board Administrator Support.

1.2 Declaration of Interests – None.

1.3 Confirmation of Minutes (5.39 pm)

- **Motion:** That the Draft Minutes of Full Board meeting held on 9 June 2026 approved, subject to an amendment noting that Brooklyn Jiang clarified a correction to the Student Survey / Student Council for the 51% of applications were female, and 49% are male.

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

1.4 Matters Arising (5.42 pm)

- Health & PE Department Biennial Report – Bicycle storage containers, proposed by HoD Health & PE, as a future initiative; deferred for consideration around 2027 due to site location and logistics planning.
- **Manaakitanga / Matariki Event:** Acknowledged the positive attendance and presence of senior leaders, staff, and students at the Te Puru Matariki celebrations.
- Student Support Trust wind-up**:** Discussion was held regarding legal verification and IRD/charity status requirements prior to dispersing trust funds.

Motion: Upon receiving legal verification from Lawyers, Miller Poulgrain, the Board will move forward with the actions decided during the Student Support Trust meeting regarding the allocation and disbursement of funds.
Moved A Finn **Seconded** B Wilkinson. **All in favour. CARRIED.**

Action: Verification regarding IRD and charity status requirements to be obtained from Miller Poulgrain prior to the disbursement of funds (B Wilkinson)

2. STRATEGIC REPORTING and MONITORING (5.46 pm)

2.1 Principal's July Report:
Principal Michael Hart presented the July Report.

- **ERO Update –** References:
  - Update from ERO 20 July 2026
  - Guidelines for Board Assurance Statement *(no hard copy provided)*
  - ERO's new School Reports - Example report for a secondary school
  - ERO School Reports - Explainer for schools and boards

  The Principal shared positive feedback from the Education Review Office (ERO), noting their recognition of the school's progress in leadership, culture, and evaluation practices.
  Brendon Wilkinson thanked the Principal for the report, noting how well it aligned with the priorities set out by ERO
- **Mid-Year AIP Progress Update:** The school is making steady advancement across its key strategic targets for 2026.
- **Māori Achievement:** Positive trends in credit acquisition were highlighted. The achievement gap between Māori and non-Māori students continues to narrow compared to previous years.
- **Active As Programme:** Thames High School has been selected to continue Active As funding for a further 18 months at approximately 80 percent funding. The school's strategic vision for Active As was commended by Sport NZ. The foundational work laid by the then Teacher in Charge of Sport, Sports Coordinator, Business Manager, and student leaders in securing this outcome and supporting the school's integrated curriculum model.

- Term 2 THS 24-7 Report: The Board expressed gratitude for the 24-7/Thrive Trust team's impact.
  Action: A request was made to capture more outcome-based data and pre/post-intervention measures in future reports.
- Every Day Matters Report Term 2: Overall attendance aligns with Waikato regional averages, with ongoing effort focused on chronic absence.
- Wellbeing@Schools 2026 Report: The Board discussed student feedback regarding safety, bullying, and culture. Ted Benton (LSM) highlighted concerns around junior student culture, emphasising that these issues need to be actively addressed. The Board reaffirmed a low tolerance stance on bullying and requested a follow-up report detailing specific, actionable steps to address junior culture.
  Aspect & Item Report Commentary (Conclusion No: 17, page 24)
  Phil Taylor queried the timelines for specific actions under Section 16. The Principal noted that attendance initiatives remain an ongoing priority and outlined a 6-week timeframe to review progress and track the specific steps being taken.
  Action: The Principal Report back to the Board in 6 weeks with progress updates and defined timelines on the Section 16 recommended Improvement actions.
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- SIF - Evidence guidance for schools
  The Senior Leadership Team is reviewing naturally occurring school evidence, such as strategic targets, student achievement, and attendance data, to evaluate the school's progress across key SIF domains.
  The Board acknowledged the self-assessment process underway using the SIF synthesis tool, which will assist in identifying priority evidence ahead of upcoming ERO evaluation partner discussions.

Motion: That the Board receives the Tumuaki/Principal's Reports for July 2026.
Moved B Wilkinson **Seconded** L Lester. **All in favour. CARRIED.**

2.2 Student Representatives Report - Final (6.28 pm)

Brooklyn Jiang presented the Student Representative Report, focusing on data interpretation, national benchmarking, and restorative practice training for staff.

- Brooklyn highlighted how school data compares against national benchmarks, identifying key strengths and areas where student experience can be improved.
- The Presiding Member queried if staff were trained in restorative practices to support positive behaviour management and student relationships. The Principal reassured that PLD is ongoing both formally and in practice.

Motion: That the Student Representative Report is accepted
Moved D Neufeld **Seconded** P Taylor. **All in favour. CARRIED.**

2.3 Principals Commentary Student Survey and Wellbeing Evidence

- The Principal provided additional commentary on the recent student survey and wellbeing evidence, providing context to the figures highlighted in the Student Representative's Report.
- Discussion on using the survey data to inform student-led initiatives, strengthen junior school culture, and support staff professional development in classroom environment management.

2.4 Finance and Audit Report (6.34 pm)

2.4.1 Minutes of the Finance Committee meeting held on Tuesday 28 July 2026
- Finance Report July 2026

Discussion points:

- It was noted and agreed that the Finance Committee minutes presented to the board should be explicitly labelled as "Draft" pending formal approval at the next Finance Committee meeting, rather than presented as final.

  - The Board noted an improved financial position relative to previous reports, with the forecasted deficit reducing. This was attributed to higher-than-expected revenue from international and equity funding for payroll contracts.
  - Discussion was held regarding rising property and investigative costs. Expenditure for the current financial year is largely committed, making department-wide spending cuts impractical at this stage.
  - Focus will remain on managing committed costs through the current period, with the objective of returning to a balanced or surplus budget in the 2026/2027 financial year.
  - Previous savings proposals submitted by the Business Manager. Non-committed projects and proposed future initiatives may need to be removed from the table to manage cost increases.

Motion: That the Board accept the recommendation from the Finance Committee that the Finance Report July 2026 is accepted.
Moved L Lester **Seconded** D Neufeld. **All in favour. CARRIED.**

Motion: That the Board accepts the recommendation from the Finance Committee that the accounts payable for May 2026 (paid June 2026) and June 2026 (paid July 2026), credit cards for June 2026 (paid July 2026 for M Hart, S Baker and May 2026 for P Managh)
Moved L Lester **Seconded** B Jiang. **All in favour. CARRIED.**

Motion: That the Board accepts the recommendation from the Finance Committee that the Term deposits to be reinvested TD 79 and TD 82 are approved.
Moved L Lester **Seconded** B Wilkinson. **All in favour. CARRIED.**

Motion: That the Board accepts the recommendation from the Finance Committee that the 2023 and 2024 audited accounts are approved.
Moved L Lester **Seconded** S Flanigan. **All in favour. CARRIED.**

Motion: That the Board accepts the recommendation from the Finance Committee that the Hall Cyclical Maintenance provision is removed from the provision and the accounts are adjusted accordingly.
Moved L Lester **Seconded** B Wilkinson. **All in favour. CARRIED.**

Action: 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.

2.5 Property (6.41 pm)
2.5.1 Minutes of the Property Committee held on 28 July 2026
- Property Report July 2026

Daniel Neufeld reported on ongoing property projects, including the completed removal of temporary structures during the school holidays and updates regarding the 10-Year Property Plan (10YPP).

Motion: That the Board accept the recommendation from the Property Committee that the Property Report July 2026 is accepted.
Moved D Neufeld **Seconded** L Lester. **All in favour. CARRIED.**

Action: 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.

2.6 Other Reports (6.47 pm)
2.6.1 Staff Health & Safety – Meeting scheduled for **Tuesday 11 August 2026**
The Business Manager gave a brief update regarding a contractor slip incident which has been resolved (area water-blasted).

2.6.2 TAMSO (TAMSO hui scheduled **Thursday 13 August 2026** (Week 4)
Discussion held on re-engaging community members and ensuring TAMSO operates effectively as an advisory body to the Board.

2.6.3 Discipline N/A
2.6.4 Personnel & Appointments N/A
2.6.5 Whanau and Friends committee N/A

2.7 EOTC / Overnight Trip/s: Approvals (7.01 pm)
EOTC Summary

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

3. Strategic Discussion and Decision-Making (7.04 pm)

3.1 Annual Implementation Plan 2026 Mid-year Update
- covered in the Principal's Report

- The Board reviewed the mid-year progress update presented by the Principal.
- Key areas of progress were noted across academic achievement targets and student engagement initiatives.
- Priorities for Terms 3 and 4 were confirmed, focusing on attendance, junior school culture, and student achievement outcomes.

Motion: That the Board receives the AIP 2026 Mid-year Progress Update; and notes the progress made and the identified priorities for Terms 3 and 4.
Moved A Finn. **All in favour. CARRIED.**

3.2 Strategic Plan Review and Development Proposal for the 2027–2029 **(7.10 pm)**
- covered in the Principal's Report

- The Board discussed legislative requirements, community consultation goals, and options for external facilitation.

Motion: That the Board:
1. receives the updated Strategic Plan Review and Development Proposal for the 2027–2029 planning cycle;
2. notes the proposed process and indicative timeline; including proposal for a Strategic Plan **Working Group**.
3. authorises the Principal to seek further information about Ministry and NZSBA/GovHub training and support; and
4. advises whether the Principal should obtain options and indicative costs for an independent external facilitator.

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

3.3 Policy Review Schedule (7.14 pm)
3.3.1 Policies Term 2 2026 (closed 3 July 2026)
- Daily School Bus
- School Swimming Pool
- Education Outside the Classroom (EOTC)
- EOTC Governance Roles and Responsibilities
- EOTC Risk Assessment and Management

Motion: That the Term 2 2026 Policies are ratified by the Board.
Moved A Finn. **All in favour. CARRIED.**

4.3.2 Policies Term 3 2026 for Review (closes 25 September 2026)

4. Board Process and Self-Review (7.22 pm)

·NZSBA Board Meeting Self Evaluation **(Google Form)**
Board members were requested to complete the NZSBA Board Meeting Self-Evaluation Google Form following each Board meeting.

5.1 Inwards / Outwards Correspondence (7.22 pm)
Inwards

- SchoolDocs Important Reminder Regarding Use of SchoolDocs Content and Systems dated 16 June 26
- OIA Request LSM appt & acknowledgement - Cooper Gordon - 2 July 2026
- OIA Request LSM - Stuff Waikato Times Paora Manuel re LSM - 3 July 2026

Motion: The Inwards correspondence is accepted
Moved A Finn**. All in favour.**

Outwards

- OIA Request LSM appt - Acknowledgement - Cooper Gordon - 2 July 2026
- Acknowledgement to Paora Manuel - 3 July 2026

Motion: The Outwards correspondence is approved.
Moved A Finn**. All in favour.**

6. Public-Excluded Business (In-Committee) (7.22 pm)
6.1 Confirmation of PEB (In-Committee) Minutes
6.2 Matters Arising
6.3 LSM
6.4 Complaints Sub Committees
6.5 Finance
6.6 OIA
6.7 Correspondence

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.**

Full Board Meeting closed at **7.56 pm**

Alia Finn
Presiding Member ______________________________ Date: ________________________