Minutes for Full Board Meeting
Tuesday 9 June 2026 at 5.30 pm
Held in: Staffroom
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 **5.37 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, Siobhan Flanigan, Ngaio Hodson-Rapana, Shannon Paki, Phil Taylor, Brendon Wilkinson, Daniel Neufeld, Brooklyn Jiang

Apologies: Lydia Lester

In Attendance (Non-Board Members: Tracey Reed (Minute Secretary), Ted Benton (MoE), Cheryl Bunker (NZSBA Governance Advisor), Lisa Barnett, John McKeowen

Motion: That speaking rights be granted to the following non-board members in attendance: Ted Benton and Cheryl Bunker
Moved: A Finn. **All in favour. CARRIED.**

1.2 Declaration of Interests – None.

1.3 Confirmation of Minutes (5.40 pm)

- **Motion:** That the Draft Minutes of Full Board meeting held on 5 May 2026 approved, subject to an amendment noting that Brooklyn Jiang clarified a correction for the policy paragraph regarding previous minutes. His comments on costs referred explicitly to ADHD and anxiety diagnosis costs rather than the physical cost of headphones.

Moved B Wilkinson **Seconded** D Neufeld. **All in favour. CARRIED.**

1.4 Matters Arising (5.41 pm)

- Refer **Policies 3. Strategic Discussion and Decision-Making**

2. **STRATEGIC REPORTING and MONITORING (5.41 pm)**
   2.1 Presentation / Curriculum Focus / Reports

Health & PE Department Biennial Report – David (Harry) Harrison – HoD Health & PE
The report from David (Harry) Harrison (HoD Health & PE) was taken as read. The Principal noted it was submitted well ahead of its August timeline and demonstrated excellent departmental progress.

Motion: That the Health & PE Department Biennial Report is accepted.
Moved M Hart **Seconded** S Flanigan **All in favour. CARRIED.**

Action: The Board Secretary send a letter of gratitude to the Head of Department Health & PE and the team to thank them for their reporting efforts.

- Te Reo Māori Department Report *(deferred to 4 August Board meeting)*

2.2 Principal's Report (5.44 pm)

2.2.1 Principal's June Report

- Summary Dept Achievement Reports 2025
- Thames High School 2025 Annual Report

Q & A's

- The Principal highlighted several items, including attendance improvements, Senior Ball planning, and the Senior Leadership Team's ongoing engagement with the Springboard Trust strategic planning PLD (utilising a 10-year balanced scorecard approach).
- The Well-being at School survey data has been completed and will be tabled at the next meeting, followed by the upcoming *Rongohia Te Hau* cultural pedagogy survey.
- The Principal shared insights from the recent SPANZ conference regarding change fatigue across the sector.
- An update on the Alternative Education programme noted that while a compromise position on the MOU was reached with the Ministry, it remains unsigned, impacting official enrolment figures for the 1 June roll return.
- Cindy Dargaville initiated a discussion regarding the integration of deeper reviews into attendance initiatives and Māori student achievement strategies for upcoming meetings.
  Action: It was agreed that future board agendas will schedule dedicated updates on targeted attendance initiatives and Māori achievement frameworks to monitor ongoing progress

- The Board discussed the current budget allocations supporting vocational and trades pathways alongside tracking metrics for Level 3 and University Entrance (UE) achievement. Daniel Neufeld raised community concerns regarding the equity and scope of the zero-fee scheme. The necessity of balancing trades funding while proactively addressing achievement disparities for Māori students on university pathways.

Motion: That the Board receives and accepts the Principal's Report.
Moved M Hart. **Seconded** B Wilkinson. **All in favour. CARRIED.**

2.3 Finance and Audit Report (6.13 pm)

Minutes of the Finance Committee held on the 2 June 2026
- Finance Report May 2026

- Siobhan Flanigan raised an administrative query regarding a $13,000 payment to Vale Enterprises.
    - Queries were also raised regarding $3,200 spent on deep-polishing the cooking room floors and $1,700 allocated to legal advice.
    - Ngaio noted that the projected deficit has tracking numbers showing an increase of $50,000, prompting a request for a further granular breakdown of costs.
    - It was noted that the financial profit generated from the 2025 Senior Ball had not yet been fully reimbursed to whānau. The Principal Michael Hart agreed to follow up with the Business Manager before the upcoming ball.

- The 2023 audit is officially complete. The 2024 and 2025 audits are currently being unzipped and processed concurrently following changes to trust reclassifications initiated by William Buck Auditors in 2022. Cash flow remains secure following the 1 June funding tranche.
- Brendon Wilkinson raised a governance concern regarding Clause 13 of the trust deed, specifically whether funds can legally be distributed back to the school as a "charitable body." Siobhan Flanigan agreed to seek independent legal advice to mitigate risk. The Principal noted support for how the funds have been distributed to date, affirming their alignment with student needs..

Motion: That the Finance Report May 2026 is accepted.
Moved D Neufeld. **Seconded** B Wilkinson. **All in favour. CARRIED.**

Motion: That the Board accepts the recommendation from the Finance Committee that the Term deposits to be reinvested TD72 and TD 81 are approved.
Moved S Flanigan**. Seconded** C Dargaville. **All in favour. CARRIED.**

Motion: That the Board accepts the recommendation from the Finance Committee that the accounts payable and credit cards for April 2026 paid May 2026 are approved.
Moved B Wilkinson. **Seconded** B Jiang. **All in favour. CARRIED.**

Motion: That the Board accepts and agrees to opt into the Ministry of Education's Donation Scheme for the 2027 school year, as required as part of the 1 July 2026 Roll Return (refer to Principal's June Report).
Moved S Flanigan. **Seconded** C Dargaville. **All in favour. CARRIED.**

Motion: That the Board seeks independent legal advice regarding the dissolution parameters of the Thames High School Student Support Trust.
Moved B Wilkinson. **Seconded** N Hodson-Rapana. **All in favour. CARRIED**

2.4 Property (6.40 pm)

- Minutes of the Property Committee meeting held on the 2 June 2026
- Property Report

Discussion: The board reviewed the minutes from the 2 June 2026 Property Committee meeting. Concerns were raised regarding the clarity and professionalism of the wording surrounding a $30,000 vinyl floor and asbestos replacement estimate. Furthermore, the inclusion of public-facing operational performance metrics regarding cleaning staff was deemed inappropriate for an open session.

Outcome: The Property Report was formally left on the table. The board directed that the report be split appropriately, moving the sensitive personnel information into Public-Excluded Business (PEB) for the next meeting

2.5 Other Reports (6.46 pm)

2.5.1 Staff Health & Safety - Minutes of the Staff Health & Safety meeting held on the 25 May 2026
Discussion: Daniel Neufeld reported that site ventilation continues to be an ongoing operational focus. Work is also continuing on closing out and implementing the physical environment recommendations arising from the recent school lockdown review.
Motion: That the staff Health & Safety Report is accepted.
Moved B Wilkinson **Seconded** S Flaningan **All in favour. CARRIED.**

2.5.2 TAMSO (6.48 pm)
TAMSO Liaison: Shannon Paki
Discussion: Shannon Paki presented concerns brought forward by Manakura Māori student leaders, noting they felt a distinct lack of equitable inclusion and safety within core student leadership spaces, which has impacted their well-being. Brooklyn Jiang proposed that the Manakura roles should be integrated directly into regular student leadership hui with the Principal to counter previous instances where meetings occurred without them. The board agreed that high-level governance assurance was required to oversee management's operational systems.

Motion: The board requests assurance from management that appropriate systems, processes, and support mechanisms are in place to ensure a Manukura Māori role is effectively included in leadership communication, participation, and development opportunities, and that the board receives a report back on progress**.**
Moved B Wilkinson. **Seconded** S Paki. **CARRIED** (Principal, M Hart **abstained**)

Following the motion, the Presiding Member requested clarification on whether TAMSO's original mandate was established to support whānau. The TAMSO Liaison, S. Paki, confirmed that following consultation with Matua Wati, the committee maintains a strategic development focus. The Board noted that if TAMSO operates strictly as a whānau-led group, it will not participate in the selection process for the Manakura role, which would instead remain a management responsibility.

2.5.3 Matariki (7.01 pm)
The Board discussed the planning for the upcoming Matariki celebration scheduled for Friday, 26 June 2026 led by Whaea Barb Hetaraka, Te Kura o Te Kauaeranga (Thames South School). Hosts Te Kura Tuarua o Te Kauaeranga (Thames High School) will actively participate and collaborate in the event. Key personnel involved in the coordination include Whaea Rawinia, Gareth Wright, Carolina Tornero Martos and Manukura leaders. Management and staff to finalise and distribute the details of the Board Matariki programme.

2.5.4 Discipline n/a

2.5.5 Personnel & Appointments (7.17 pm)
- Board Administration Support role
  It was noted that the position was readvertised to attract a stronger pool of applicants. Two applications were received in the first round and two in the second round. Applications are set to close on 16 June 2026.
- LTR Mathematics / Statistics role
  It was noted that this is a fixed-term, long-term relieving position from 20 July 2026 to 27 January 2027 to provide cover for a permanent staff member on paternity leave. The position has been advertised and closed today, 9 June 2026, at 4:00 pm. Seven applications have been received, with one potential candidate identified.

(7.18 pm) The Board briefly deviated from the scheduled agenda to receive an update from the Student Representative before moving to the next item:
Student Survey / Student Council
Student Representative Brooklyn Jiang mentioned insights from a recent Student survey. He highlighted the importance of establishing open forums to communicate ideas back to the Board regarding how students genuinely feel about the school. It was noted that out of more than 200 surveyed students, over 50% stated that they love school. 51% of applications were female, and 49% of them are male.

Student Council members were chosen via a student voting system, and the official results will be announced during the school assembly on Wednesday, 10 June. The first Student Council meeting is scheduled to take place during lunchtime on that same day, 10 June 2026.

Whanau and Friends committee (7.22 pm)
Presiding member and Brendon Wilkinson made a brief mention/update tabled regarding the Whānau and Friends committee formed at the beginning of 2026 and to meet with the committee.

2.6 EOTC / Overnight Trip/s: Approvals (7.23 pm)
No EOTC trips presented, at this meeting for approval. Brendon Wilkinson, Board EOTC Liaison collaborates with and receives assurances from Deputy Principal Gareth Wright for any upcoming EOTC trips and to approve on behalf of the Board and report back to the Board.

3. STRATEGIC DISCUSSION AND DECISION-MAKING (7.25 pm)
Strategic: Policy, Performance, Planning / Goals / Assurance

3.1 Student Representative update
- Feedback Cellphones and Other Personal Digital Devices
  Cellphones and Other Personal Devices Policy

Discussion: Siobhan and Ngaio noted that the Student Representative brings an important perspective to the table. Both expressed their support for the benefits of student headphone use. The Student Representative highlighted that some students with specific needs are issued physical passes, which formally permits them to use headphones.

(7.30 pm) Motion: That the meeting be extended by up to 30 minutes to allow for the completion of urgent business.
Moved A Finn. **All in favour. CARRIED.**

Cellphone policy discussion continues
The Principal noted that the operational aspects and the three specific points raised are already permitted; specifically, discretion regarding the use of wired headphones is in place, and the three examples mentioned are currently occurring. The Student Representative emphasied that he would like to see this clearly reflected in the Cellphone Policy.
Regarding the assessment of student need, the Principal explained that a process is already established: in the first instance, Deputy Principal Chris Ashforth reviews the applications, with final decisions made in consultation with the School Counsellor, Learning Support, or other relevant departments. It was agreed that the wording in the policy will be clarified and refined to reflect this.

3.2 Policy Review Schedule
3.2.1 Policies Term 2 2026 for Review *(closes 3 July 2026)*
USERNAME: thameshigh **PASSWORD**: sealey

- Daily School Bus
- School Swimming Pool
- Education Outside the Classroom (EOTC)
- EOTC Governance Roles and Responsibilities
- EOTC Risk Assessment and Management

4. BOARD PROCESS AND SELF-REVIEW AND PROCESS (7.37 pm)
Strategic: Governance Capability / Continuous Improvement

4.1 Student Board Representative Election 2026
Motion: That the Board accept the timeline for the Student Board Representative Election 2026.
Moved S Flanigan **Seconded** A Finn. **All in favour. CARRIED.**

Motion: That the Board ratify that the Board Secretary continues as Returning Officer for the Student Board Representative Election 2026.
Moved S Flanigan. **Seconded** D Neufeld. **All in favour. CARRIED.**

4.2 36th Annual Members' Conference 17 – 19 July 2026
No board members attended the 2026 conference.

4.3 Self-Evaluation / Reflection / Round the Table – n/a

5. CORRESPONDENCE AND OTHER BUSINESS (7.38 pm)
5.1 Inwards / Outwards Correspondence
5.1.1 Inwards
- Student Support Trust (SST) letter to Board - C Penney
- Student Support Trust (SST) Minutes 13 May 2026 to Board - C Penney
- Student Support Trust (SST) Email thread

Motion: The Inwards correspondence is accepted
Moved S Flanigan **Seconded** C Dargaville. **All in favour. CARRIED.**

5.1.2 Outwards
- Philip Taylor - Appointment to THS Board letter
- Jessica Jones - Board Casual vacancy letter
- Liz Muirhead - Board Casual vacancy letter
- Update fm the Board n introduction of Ted Benton to all staff - dated 20-5-26
- Update fm the Board n introduction of Ted Benton to community - dated 20-5-26

Motion: The Outwards correspondence is approved.
Moved S Flanigan **Seconded** D Neufeld. **All in favour. CARRIED.**

6. PUBLIC-EXCLUDED BUSINESS (IN-COMMITTEE) (7.41 pm)
6.1 Confirmation of PEB (In-Committee) Minutes
6.2 Matters Arising
6.3 Discipline
6.4 OIA
6.5 Finance
6.6 Complaints Sub Committees
6.7 MOE

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 / Discipline / Finance** 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 S Flanigan **Seconded** P Taylor. **All in favour. CARRIED.**

Motion: Presiding Member move that **Ted Benton, MoE and 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.**

Full Board Meeting closed at **8.42 pm**

Alia Finn
Presiding Member ___________________________________ Date: ______________________________