Minutes for Full Board Meeting
Tuesday 8 September 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

Welcome & Introductions: The Presiding Member welcomed the three nominated student representatives to the meeting, followed by introductions from all present.

ADMINISTRATION
1.1 Present and Apologies
Present: Alia Finn (PM), Michael Hart (Principal), Cindy Dargaville, Siobhan Flanigan, Lydia Lester, Ngaio Hodson-Rapana, Shannon Paki, Brendon Wilkinson, Daniel Neufeld, Brooklyn Jiang.
Apologies: Phil Taylor
LSM: Ted Benton
Minute Taker: Judith Payton
Visitors: Sharyn Baker (left at 6.43pm), Roera Thorne (left at 7.09pm), Eliza Carter (left at 7.09pm), Kim Ju Taing (left at 6.58pm) (THS students)

The Presiding Member advise the room that the open session was being recorded solely to assist with minute-taking, and sort verbal agreement from everyone present. **CARRIED.**

Motion: That speaking rights be granted to Sharyn Baker, Roera Thorne, Eliza Carter and Kim Ju Taing.
Moved A Finn **All in favour. CARRIED.**

1.2 Declaration of Interests – Nil.

1.3 Confirmation of Minutes (5.39 pm)

Motion: That the Draft Minutes of the Full Board meeting held on 4 August 2026 are approved.
Moved A Finn **All in favour. CARRIED.**

1.4 Matters Arising (5.41 pm)

- **Equity and Student Support:** A question was asked about Student Support Fund and the Business Manager responded that funding remains available for student food and uniforms, supplemented by support from local businesses. It was noted that while application criteria align with the Thames High School Support Trust, available funds are limited.
- **Legal/Professional Services:** B. Wilkinson reported holding an informal meeting with Miller Poulgrain. Following advice from Jane Hunter, B. Wilkinson contacted Purnell Jenkins and is awaiting a response. It was agreed that the Business Manager will arrange payment of the outstanding account.
- **Reporting Updates in Principal's Report:** Future reports will capture more outcome-based data and pre-/post-intervention measures, which will be presented at the next Board meeting.
- The principal will update the Board at the next Board meeting with progress updates and defined timelines on the Section 16 recommended Improvement actions The Principal has shared the recommendations with Kaiāwhina and noted that time is needed to discuss and unpack the recommended actions. This is a high priority for the Board.
- The Board minute taker ensures all Finance and Property Committee minutes are labelled as "Draft" until formally approved at the subsequent committee meetings.

2. STRATEGIC REPORTING AND MONITORING

2.1 Principal's Report (5.47pm)

- Principal's Report - taken as read.

Discussion points from Principal's Report:

- Achievement Progress – NCEA – Year 11 Non Māori/ Māori gap getting closer
- New Curriculum – the leadership team will be supporting staff with Professional Development.

- Exams for Years 11,12, and 13 are underway as of today.
- ERO documentation – most Team Leaders have completed their designated sections, with Senior Leadership Team currently working through their statutory and leadership obligations, and the Board need to complete their designated sections.
- The principal has visited primary schools in the area regarding the transition to Thames High School. Rolls are lower at the primary schools than predicted.

Motion: That the Board accepts the Tumuaki/Principal's Report 2026.
Moved M Hart **Seconded** B Wilkinson **CARRIED.**

Motion: That the Board accepts the proposed 2027 dates, as detailed in the Principal's Report.
Moved A Finn**. All in favour. CARRIED.**

2.4 Finance and Audit Report (6.13pm)

Discussion Points from Finance Report:

- Change of Travel Management Company (TMC) from CTM to Orbit
- Nutter Exchange – 2 French students
- Kapa Haka request for sponsorship – will be taken to the next Finance Meeting.
- Business Manager has inquired with Honey Crumb Catering for a quote for Christmas lunch for staff.
- Deficit Trajectory is $60k
- Roll Return completed at the beginning of September
- Pay Equity
- Relievers Costs – sick leave – seasonal forecast
- Sports Fees – Business Manager to check the discrepancy of fees outstanding. Weekly payments is an option. Increase of fuel and affiliation fees has been a contribution. Board members suggested applying for funding from Gambling Trust or Lions Club. Active Us has subsidised some of the fees for the next 18 months. Keep ideas for budget for 2027.

2.4.1 Draft Minutes Finance Committee meeting held on Tuesday 1 September 2026 - Finance August Report
Motion: That the Board accept the recommendation from the Finance Committee that the Finance Report August 2026 is accepted subject to the correction of the current outstanding sports fees summary.
Moved L Lester **Seconded** D Neufeld **CARRIED.**

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 L Lester **Seconded** B Wilkinson **CARRIED.**

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 L Lester **Seconded** D Neufeld **CARRIED.**

Action: The following two motions are to be included on the agenda for the October Finance Committee meeting:
Motion: That the Board accepts the recommendation from the Finance Committee that the change of Travel Management Company (TMC) from CTM to Orbit be approved.
Moved L Lester **Seconded** B Wilkinson **CARRIED.**

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.
Moved L Lester **Seconded** C Dargaville **CARRIED.**

2.5 Property (6.31pm)

DRAFT Minutes Property Committee meeting held on 1 September 2026 - Property August Report

Discussion Points from Property Report:

- **Action:** For the Business Manager to email Property members draft consultation.
- FENZ Report is being completed online.
- Bathroom upgrades and heat pumps C13 have been completed.
- Brendon Wilkinson has contacted Mike Matchitt and is awaiting a response.

Motion: That the Board accept the recommendation from the Property Committee that the Property Report August 2026 is accepted.
Moved D Neufeld **Seconded** S Flanigan **CARRIED.**

2.6 Other Reports (6.37pm)

2.6.1 Staff Health & Safety – Minutes Staff Health & Safety Committee held on 11 August 2026

Action: More information required in regard to safety plans for students. Leave on the table.

2.6.2 TAMSO Report

Shannon Paki reported to the Board that there have been 2 hui held between himself, Senior Deputy Principal, Senior Kaiawhina, Kaitiaki Te Ao Maori, Manukura, Tina Paki (Ngaati Maru rep.). Shannon was unable to attend the second hui. Discussion points from the hui were:

- All agreed it's a sad situation that could have been preventable.
- Management acknowledged it could have done a better job. Tina also shared that TAMSO should have supported better as an external group.
- Hui were honest, proactive, respectful by all parties involved working on effective and sustainable changes.
- The changes that have been worked on are aiming to be clearer, and doable. Understandable for both the tauira and kaiako.
- A working document has been worked on between SDP, SK, Manukura that will benefit the role walking forward to prevent this repeating.
- A letter has been sent from Thames High School acknowledging Manukura and their whanau being let down. The feedback from whanau is that they appreciate the letter even though it feels a little too late, and respect what the kura has done.
- Next TAMSO hui is unknown.
- Mana whenua preferred the process would benefit all, if the board put forward content that can be discussed to then advise on. A pathway to communicate can be through the Iwi representative on the board.

2.6.3 Discipline N/A

2.6.4 Personnel & Appointments N/A

2.6.5 Whanau and Friends committee N/A

2.6.6 Student Representative Update:

Student Representative Brooklyn Jiang provided an overview of his role on the Board to the three student candidates nominated for the upcoming election. Brooklyn shared insights into his experience, highlighting key learnings in governance, time management, the volume of report reading, and the importance of contributing a student voice to discussions. He noted that navigating the PEB process was challenging and expressed gratitude to D. Neufeld for the debriefing support. Looking ahead, Brooklyn expressed his commitment to supporting the successful candidate during the transition period and recommended the continued active operation of the Student Council.

2.7 EOTC / OVERNIGHT TRIP/S: APPROVALS (6.55pm)

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 B Wilkinson **Seconded** N Hodson-Rapana **CARRIED.**

3. STRATEGIC DISCUSSION AND DECISION-MAKING (6.59pm)
3.1 Policy Review Schedule

3.1.1 Policies Term 3 2026 for Review (closes 25 September 2026). The following policies will be ratified at the next Board meeting.

- ♦ School Community Engagement Policy
- ♦ Enrolment
- ♦ Student Uniform
- ♦ Inclusive School Culture
- ♦ Student Attendance
- ♦ Concerns & Complaints Policy

Action: Check with Board Secretary about the fact there were no content feedback in the Policy Review.

SchoolDocs Advisory (included in Correspondence)

USERNAME: thameshigh PASSWORD: sealey

4. BOARD PROCESS AND SELF REVIEW (7.04pm)
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)

5. CORRESPONDENCE AND OTHER BUSINESS (7.07pm)

5.1 Inwards / Outwards Correspondence

5.1.1 Inwards

- NZPF Te Tiriti Obligations

Action: Agenda item for next meeting

- Secondary School Employer Partnerships (SSEP) Report Term 2 2026
- SchoolDocs Advisory

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

The meeting was adjourned for a dinner break at 7:09 pm.

6. PUBLIC EXCLUDED BUSINESS (In-Committee) (7.21pm)

The following items were removed from the open board agenda to be considered in-committee:

- Proposal to Co-opt Outgoing Student Representative to Support Incoming Student Representative
- Stand-downs and Suspensions in Principal's Report
- Incidents in Health & Safety Report

6.1 Confirmation of PEB (In-Committee) Minutes
6.2 Matters Arising
6.3 Personnel
6.4 Personnel
6.6 Correspondence
6.7 Complaint
6.8 LSM Report
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 **8.45 pm**

Alia Finn
Presiding Member _____Date: _____

APPROVED 27 OCTOBER 2026

Item due for action from meeting held 8 September 2026	Who	Status e.g. Completed, In progress, etc.
The following two motions are to be included on the agenda for the October Finance Committee meeting: **Motion:** That the Board accepts the recommendation from the Finance Committee that the change of Travel Management Company (TMC) from CTM to Orbit be approved. **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.	Business Manager	
Property Committee members are to be emailed the draft consultation document from NZSPA - Property Services	Business Manager	
More information required in regard to safety plans for students.	Principal	
Check with Board Secretary about the fact there was no content feedback in the Policy Review.	Board Secretary	
NZSBA (New Zealand School Boards' Association) self-review evaluation to be completed by the Board	Presiding Member	
Te Tiriti obligations	Board Secretary	Agenda item for next meeting

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