

Minutes for Full Board Meeting
Monday 25 March 2024 at 5.30 pm
Held in: Te Puna o Te Pito Mata

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.

Present: Brendon Wilkinson (Presiding member), Michael Hart (Tumuaki), Siobhan Flanigan, Ngaio Hodson-Rapana, Karen Hutchinsons, John McKeowen, Wayne Whitney, Abby Greenwood Kiryn Curnow (arrived 5.40 pm)

In Attendance: Tracey Reed (Minute Secretary)

Meeting commenced at 5.31 pm

Brendon Wilkinson welcomed everyone to the meeting and to remember a past student and acknowledged his passing and the student's involvement in Te Kura Tuarua o Te Kauaeranga / Thames High School and Thames Community.

[Karakia timatanga \(to open\)](#) – Brendon Wilkinson

Apologies – Kathy Ngamane

Declarations of Interest – None

Confirmation of Agenda Speaking Rights of Non-Board members attending – Lisa Barnett

1. Board Process

- Te Tiriti o Waitangi training for board members to be held on Sunday 28 April 9.30 – 3.30 pm in the Thames High School Library. The facilitator is Catherine Delahunty "The Basket Hauraki". This workshop was a recommendation from TAMS0 (Te Ao Māori Strategic Ohu) and is not compulsory for board members however will be symbolic for board members to attend. The invitation will be extended to staff and senior leaders.

- [NZSTA 34th Annual](#) Conference in Wellington Thurs 6 – Sun 9 June 2024. Four board members had expressed their interest in attending the NZSTA 34th Annual conference: B Wilkinson, J McKeowen, W Whitney and Ngaio Hodson-Rapana. There is an approved budget in finance for board expenses, an allocation of \$3k for the conference. An estimate for board members to attend is \$6k. The board will need to approve to increase the board allocation once figures are confirmed or the board resolve not to spend the \$3k that has been reserved for other.

- Principal's Report – discussion

B Wilkinson - the board receive the principal's report for each board meeting and is the report too much or too little information?

M Hart – there is reporting on achievement in each report on literacy and numeracy focus and attendance as priorities for the board's awareness .

Suggestions:

- fewer graphs / data
- bullet point summary highlighting certain areas
- one to two page summary
- a lot of information in the report
- a quick presentation
- briefer but tangible report

Conclusion: The principal provide a summarised report with less detail and an overview of where the school is at.

2. Minutes of the previous meeting

[Minutes of Full Board meeting](#) held on the 26 February 2024.

Motion: That the minutes of the full board meeting held on the 26 February 2024 are approved.

Moved B Wilkinson. All in favour. Carried.

Matters arising:

Membership of the committees. B Wilkinson confirmed to the board that since the previous meeting he has reconsidered the subcommittee roles and would like to continue with the Property, Finance and Disciplinary Committees.

Matters arising continued

- o [Staff Wellbeing Support Staff Voice 20 March 2024](#) (no hard copy provided)
- o [About Wellbeing Survey - Staff Meeting 19 Feb 2024](#)
- o [About Wellbeing Survey - Support Staff Meeting 20 March 2024](#)
- o [Wellness at Work - Support Staff Meeting 20 March 2024](#)
- o [Staff Wellbeing themes and suggestions from staff and Umbrella](#)

M Hart – Teaching and support staff sessions held on staff wellbeing with an assurance of next steps.

Kylie Finch accepted the role as Whole School Wellbeing Coordinator with the emphasis for 2024 on staff wellbeing as a part of a 3-year plan. The Whole School Wellbeing Coordinator can provide a bullet point summary quarterly.

3. Reports

[NCEA Achievement Reports 2023](#) (no hardcopy provided)

M Hart highlighted areas of the NCEA Achievement reports

The theme throughout all reports is:

- attendance and the lack of completion of assessments. Opting in and out of assessments. Entries by department by students with subjects is big. Same results in 2022. A set of students doing a course, there is a range of assessments being attempted from 1,2,3,4. Not all 3 or 4 are being attempted by students. There is a lot of opting out. Success rate for externals is lower than internals. Attendance rate for externals is slightly better in 2024 than 2023. The success rate of internals has gone down. Whānau kaitiaki are looking at how credits can be obtained.

Motion: That the NCEA Achievement 2023 Department Reports are accepted.

Moved B Wilkinson. Carried.

[Careers / Vocation Report 2023](#) – Leanne Ardern

L Ardern has highlight great areas in the Careers / Vocation report.

Motion: That the Careers / Vocation Report is accepted.

Moved B Wilkinson. Carried.

4. Principal's Report

Questions and answers of the principal's report:

S Flanigan – Term 1 2023 daily attendance report with the difference being working without lunches provided in school and is the system with lunches being provided assists with attendance.

M Hart – Page 17 of the principal's report states 50% of students are attending 90% or more in 2024

K Curnow – students having 80% attendance to be able to attend extra curricular activities.

M Hart – EOTC Sports Commitment form, yet to be finalised and includes attendance.

Motion: That the principal's report is accepted.

Moved M Hart, seconded S Flanigan. Carried.

B Wilkinson acknowledged that staff are the principal's greatest asset and for board members the principal is the board's greatest asset. The board are alongside the principal and their role is not only board matters but to ensure that the principal is well and supported and the board do all they can to ensure the principal's wellbeing.

5. Self / Strategic Plan Review

- NZSTA Planning workshop

B Wilkinson attended the NZSTA Planning workshop facilitated by Doug Black. Topics included the structure of board meetings, the importance of the annual reporting and strategic planning and the role of the principal and how challenging the principal's role is.

- [2024 - 2025 Strategic Plan - FINAL - with appendix](#)

Strategic intents match up with objectives, goals and requirements as a board.

- [2024 THS Annual Implementation Plan - DRAFT](#)

Due to be uploaded 31 March 2024.

Motion: That the Strategic Plan is accepted and the Annual Implementation Plan, as presented is accepted by the board with amendments to Resourcing, Data, and any feedback.

Moved M Hart, seconded J McKeowen. Carried.

6. Board Committee Reports

6.1 PROPERTY

[Minutes of Property Committee meeting](#) held on the 18 March 2024

Motion: That the minutes of the Property Committee held on the 18 March 2024 are approved.

Moved J McKeowen, seconded S Flanigan. Carried.

Motion: That the Board accepts the recommendation of the Property Committee that they approve the addition of the Electrical assessment and re-allocation of the Hall cladding to the 5YA.

Moved J McKeowen, seconded K Hutchinson. Carried.

Motion: That the Board accepts the recommendation of the Property Committee that they approve the following, in regard to the Aquatic Centre and Sports Facility:

- Thames High School agrees in principle to a lease agreement with TCDC (similar to Jack McLean Centre one) to include the Aquatic Centre, if this option was to proceed after TCDC consultation. The model supported is TCDC lease land, own and fund the complex, and THS and TCDC agree on access times.
- Thames High School agreed in principle that they would prefer a lease which included a number of allocations per year which would not necessarily be at a set time. Once these allocations are exceeded then an agreed school rate would be charged
- Thames High School agrees that the lease agreement would be reviewed annually due to changes of requirements of the pool.
- Thames High School agrees in principle that Thames Coromandel District Council can proceed to do a feasibility study on Danby Field and the current Thames High School sports field, to be used for playing fields, if Rhodes Park was unable to be used. There is no obligation to proceed with any agreement until this is completed.

Moved J McKeowen, seconded S Flanigan. All in favour. Carried.

6.2 FINANCE

[Minutes of the Finance Committee meeting](#) held on the 26 February 2024

Motion: That the minutes of the Finance Committee meeting held on the 26 February 2024 are approved.

Moved K Hutchinson, seconded M Hart. All in favour. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that the February accounts for payment in March are approved.

Moved K Hutchinson, seconded N Hodson-Rapana. All in favour. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that they approve the term deposits for March / April 2024.

Moved K Hutchinson, seconded W Whitney. All in favour. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that they approve the Budget 2024 final version.

Moved K Hutchinson, seconded K Curnow. All in favour. Carried.

Motion: That the board accepts the recommendation from the Finance Committee that they approve the school audit questionnaire for 2023 and preparation documents.

Moved K Hutchinson, seconded S Flanigan. All in favour. Carried.

Action: The board secretary resends board members the link to the Finance folder that contains Budget 2024 final version.

6.3 HEALTH & SAFETY

[Minutes of Staff Health & Safety Committee](#) meeting held on 5 March 2024. Updated incident reporting will be included in the next board meeting due to limited occurrences.

K Curnow highlighted:

- Discussion of having a chemical evacuation drill. D Maher has spoken to the local fire authorities.

30 years ago there had been a big spill in the hall.

- Successful lockdown drill.

- Concussion – if any student gets concussed, it is compulsory that for 21 days the student is not allowed to play any sport and the student has a medical clearance.

Motion: That the board accepts the minutes of the Staff Health & Safety Committee meeting held on 5 March 2024.

Moved K Curnow, seconded S Flanigan. All in favour. Carried.

DISCIPLINE - N/A

PERSONNEL & APPOINTMENTS- N/A

7. Self Evaluation – Policy Review & Assurance Schedule

[Term 1 2024 Policies and Assurances](#)

-(School Docs Policy Reviews close 12 April 2024)

To be ratified at the next board meeting.

8. Education Outside The Classroom (EOTC)

[EOTC trips](#)

W Whitney met with the EOTC Coordinator Penny Keet. High-risk trips needing approval. International trip needing date clarification. Four trips are approved pending date clarification. W Whitney is to look at the Outdoor Bush Survival trip.

Motion: The board makes a recommendation to approve the four trips and the fifth trip delegate authority to W Whitney or the principal to approve Hunia Ranges trip.

Moved W Whitney, seconded J McKeowen. All in favour. Carried.

9. Correspondence

Inwards:

- [Inward email - PPTA dated 20 March 2024](#)

- [NZSTA dated 21 March 2024](#)

- [Resignation letter Frances Wanhill dated 24 Feb 2024](#)

Motion: That the inwards correspondence is accepted.

Moved T Reed, seconded K Curnow. Carried.

Outwards:

- [Acceptance of resignation Frances Wanhill dated 19 March 2024](#)

Motion: That the outwards correspondence is approved.

Moved T Reed, seconded K Curnow. Carried.

10. In-Committee

That the board move into In-committee under Section 48 of the Local Government Official Information Act to discuss confidential matters.

Meeting closed at 7.33 pm

Brendon Wilkinson
Presiding Member

Date: _____