

CONFIRMED MINUTES

BOARD MEETING - TERM 2 WEEK 4



At the **AGHS Board meeting - Term 2 week 8** on **18 Jun 2025** these minutes were confirmed as presented.

Name:	Avonside Girls High School
Date:	Wednesday, 21 May 2025
Time:	5:30 pm to 8:45 pm (NZST)
Location:	First Floor Seminar Room Orua Paeroa Campus, 209 Travis Road
Board Members:	Linda Glasgow (Chair), Paula Rigby (Chair), Bronwyn Parker, Dr Darren Fidler, Dr Catherine Law, Judah Hobson, Pina Lissaman, Sam Pelham, Maxi McManus
Attendees:	Jane Bussey, Kat Lavea
Apologies:	Nicole Manawatu-Brennan

1. Opening Meeting

1.1 Opening Karakia

1.2 Interests Register

1.3 Attendance and Apologies

Apologies were accepted from Nicole Manawati-Brennan.

1.4 Introductions - Kat, Faye and Eila

Welcome to Kat and Faye (AGHS parents) who came to sit in on the meeting to observe with an interest to become a Pasifika parent Board Trustee.

Welcome to Eila Gengi who came to observe the meeting to get an understanding of how Boards operate as she had been elected as a Presiding Member of the Board at Te Aratai College.

2. Strategic Decisions

2.1 Melbourne pastoral visit

Elaina, Victoria and Chloe presented the findings on their recent Melbourne pastoral visit in March to four schools.

The purpose of the school visits was to explore a range of educational models, each with a distinct area of focus:

- Emotional coaching integrated into the curriculum
- Wellbeing-oriented organisational structures and curriculum
- Capabilities-based curriculum
- Design-led curriculum and innovation systems

Across all four schools, social and emotional literacy was a central focus, deeply embedded in both the curriculum and everyday practice. This integration connected academic learning with emotional development and wellbeing, creating a cohesive and supportive learning environment.

A consistent holding, modelling, and mentoring approach was in place for all staff, enabling them to be effective role models and supporters of student growth.

In one school, a design process was clearly visible in all classrooms and throughout the school environment. This process was transparent, consistently applied, and modelled by students, staff, and senior leaders alike.

There was a strong celebration of student identity and achievement across the schools. The presence of past and present students was evident through photo boards, displays, and house-based recognition systems. Service initiatives and STEAM projects were prominently featured, reinforcing a culture of visibility and pride in both academic and co-curricular contributions.

Leadership teams (SLT) held individual portfolios alongside a pastoral component, supporting both operational and student wellbeing goals. Additionally, increased funding allowed for targeted staffing and initiatives, contributing to smaller, horizontally structured class groupings.

Opportunities Identified for AGHS:

From these visits, several practices were identified as opportunities to develop or strengthen within AGHS:

- Whānau Time Structure
- Development of a Shared Language
- Embedding a Culture of Resilience
- Use of Digital Platforms
- Revitalising AGHS Alumni Connection
- Increased Visibility of Student Achievement

2.2 Strategic Planning

Rossie Robinson from Brannigans presented to the Board the draft financial plan and vision for AGHS in the next 5 years.

As a collective the vision for AGHS in 5 years is to be a top girls' school that champions equity and embraces inclusion, ensuring every student feels valued and empowered to succeed.

The aim is to focus on opportunities that support the increase of funds for the sustainability of the school. Financial opportunities include:

- Roll growth and class structure
- Maximise Hire of shared spaces

- Smarter staffing models
- Investment of art works

Five strategies to focus on include:

- Strategy 1 :Increase student roll and improve retention.
- Strategy 2: Develop Academies and branded pathways
- Strategy 3: Enhance financial sustainability and partnerships
- Strategy 4: Redefine and strengthen AGHS identity and culture
- Strategy 5: Strengths-Bases focus on whānau and inclusion

It was acknowledged that senior students contribute significantly to school funding, and retaining these students is essential for financial sustainability. Th

There was a discussion to attract and retain Students and these included:

- Academy Courses: Introducing specialised academy courses could attract students from other schools, broadening the appeal of the school's senior curriculum.
- Expanded Subject Offerings: Increasing the range of subjects and electives, particularly in Years 9 and 10, could enhance student engagement early and improve long-term retention.
- Co-curricular and Enrichment Activities: Offering a wider range of outside-the-classroom activities could contribute to encouraging students to stay through to senior years.
- Student Voice and Consultation: Conducting student surveys and focus groups would help with student interests and encourage student ownership.
- Holiday and Evening Programmes: Running school holiday programmes and night classes could provide additional sources of income.
- Community Engagement and Volunteering: Reaching out to the community to donate time or skills could allow the school to offer more programmes without incurring additional staffing costs.

Rosie suggested attaching Board members for each focus groups with the financial strategies covered by Cheryl.

- Strategy 1: - Darren
- Strategy 2: - Linda plus AGHS staff, Pina, Elaina, Chloe and Victoria
- Strategy 3: - Linda and Nicole
- Strategy 4: - Nicole and Bronwyn
- Strategy 5: - Linda and Sam



Approve Year 9 role to 250 for 2026

Motion to increase the Y9 role from 220 to 250 for 2026.

Decision Date: 21 May 2025
Mover: Linda Glasgow
Seconder: Sam Pelham
Outcome: Approved

2.3 Te Tiriti o Waitangi

There is encouraging progress in closing the equity gap at NCEA Level One between Māori and non-Māori students. At Level Two, ākonga Māori outperformed non-Māori students, which is a significant achievement and a reflection of the focused efforts by staff, particularly in the ongoing work around de-streaming.

There remains a disparity in merit and endorsement rates, which continues to be an area for improvement. Ongoing monitoring and targeted support will be important to ensure that ākonga Māori are not only achieving but also reaching higher levels of academic recognition.

Kapa haka 2025 - the regionals are on 15 August, for our students to stand at the regionals there would need to be:

- Wānanga on the weekends
- Extra 2 hour practice a week
- Another guitarist
- Poi
- Uniforms

These costs have not been budgeted for. It was discussed for that this could be taken out of the Te Reo budget but we would have to see the budget first. To keep costs down the Wānanga could be held at AGHS.



Kapa Haka Regionals - 15 August 2025

The Board approves in principle covering the associated costs from the Te Reo budget, pending review and approval of the budget details.

Decision Date: 21 May 2025
Mover: Paula Rigby
Seconder: Pina Lissaman
Outcome: Approved

2.4 SLT Conference approval



SLT conference approval

Motion approved for Liz McDowell to attend the Edutech conference in Australia for June 2025.

Decision Date: 21 May 2025
Mover: Linda Glasgow
Seconder: Paula Rigby
Outcome: Approved

2.5 Uniform -

Uniform and Formal Dress Code Discussion

There was a discussion regarding uniform regulations and the messaging the Board would like to see moving forward.

Over the years, the school uniform, particularly the skirt lengths have become noticeably shorter. Catherine will speak with SLT to develop consistent messaging and a clear plan around uniform expectations. She will then report back to the Board, after which the agreed messaging will be communicated to the wider school community.

In relation to the school formals, there has not been a specified dress code. However, at this year's formal, many outfits were considered inappropriate due to the amount of exposed skin. Maxi, Juddah, and Pina will engage with Year 12 and Year 13 students to gather their feedback on what they believe is appropriate attire for formal occasions. This input will help inform future guidelines.



Formal attire

Maxi, Juddah, and Pina to go out to Year 12 and Year 13 students to gather their feedback on what they believe is appropriate attire for formal occasions.

Due Date: 13 Jun 2025

Owners: Judah Hobson, Maxi McManus, Pina Lissaman

2.6 Conference NZSTA

The 35th Annual Conference NZSTA conference will be held in Christchurch on 10 - 13 July 2025.

There is money in the Board PLD if any Board members are interested to attend. Please let Jane know if you would to go and she will register.

2.7 Charter School on the East

The Christchurch North group have put together an application for another school on the East of Christchurch. They have asked AGHS to be the representing principal. This is put on hold for the moment.

3. Monitoring

3.1 Student Attendance

The Everyday Matters Term 1 presentation was taken as read.

3.2 Student Achievement

Student achievement was taken as read.

3.3 Health and Safety Committee



EOTC Safety Management Plan

Moved for the school to adopt the EOTC Safety Management Plan.

Decision Date: 21 May 2025

Mover: Linda Glasgow

Seconder: Bronwyn Parker

Outcome: Approved



International EOTC trips to Tekapo and Oamaru and Dunedin

Board moved for the International department trips to Tekapo be approved with the proviso that students be in ski lessons for the day, and also the Oamaru and Dunedin trip with the free time in the Octagon.

Decision Date: 21 May 2025

Mover: Linda Glasgow

Seconder: Sam Pelham

Outcome: Approved



Staff and Student survey

The Board approves the Staff and Student Safety and Wellbeing survey.

Decision Date: 21 May 2025

Mover: Linda Glasgow
Seconder: Paula Rigby
Outcome: Approved

The Board discussed the lighting and install working at heights risk factors and as there was no one on the Health & Safety committee who had the capability to approve the risk assessment this was not supported by the Board. Catherine will go back to SBHS to advise them of this.



Lighting and install working at heights risk factors

The Board discussed the lighting and install working at heights risk factors and as there was no one on the Health & Safety committee who had the capability to approve the risk assessment this was not supported by the Board. Catherine will go back to SBHS to advise them of this.

Decision Date: 21 May 2025
Mover: Linda Glasgow
Seconder: Sam Pelham
Outcome: Not Approved

3.4 Property

The Property report was taken as read. The PPP current contractual arrangements are not working so it was agreed at the PPP meeting to go back to the Ministry to re-negotiate the contract.

SHS have got their partitions in place but are waiting to hear if PPP will take ownership of the operation and maintenance of the spaces and any ongoing additional costs. Will wait to hear what the outcome is before we can make a decision on what AGHS will do.

The football fields were handed over at the start of Term 2. Rugby fields have bald patches from geese damage, this is a PPP responsibility so they will have to pay for any further maintenance on the fields.

We are currently waiting for quotes for holding athletics off-site, which will be covered by the PPP.

3.5 Principal's Report

The principal's report was taken as read.

3.6 School Docs



Term 2 School Docs polies

The current School Docs policies requiring review for Term 2 will be looked at by Sam and Bronwyn.

Due Date: 16 Jun 2025
Owners: Bronwyn Parker, Sam Pelham

3.7 Finance



Financial Statements (Interim) and reports to 30 April 2025

Moved to accepted that the financial statements (Interim) and associated reports to 30 April 2025 reporting an operating deficit (\$193,255) working capital fo \$1,713,991 and public equity of \$2,207,673 be accepted.

Decision Date: 21 May 2025
Mover: Linda Glasgow

Seconder: Dr Darren Fidler
Outcome: Approved

Financial reports were taken as read.

3.8 Kahui Ako

The Kahui Ako feedback and strategic plan of the Otakaro Kahui Ako was taken as read. Catherine commented to keep the essence and spirit of the Kahui Ako together.

3.9 Upcoming Board elections

It was discussed that the skill set we are looking for for the upcoming Board elections are:

- Pasifika
- Property
- Staff
- Legal
- Staff
- Health and Safety

4. For Information

4.1 Email Resolutions Since Last Meeting



Resolution to pass - NZ Community Trust

Moved by the Board for AGHS to apply to New Zealand Community Trust for a donation of \$13,408.22 to contribute to the costs of attending the 2025 football tournament.

Decision Date: 21 May 2025
Mover: Paula Rigby
Seconder: Linda Glasgow
Outcome: Approved



Resolution to pass - One Foundation

Moved by the Board for AGHS to apply to One Foundation for a donation of \$10,000 to go towards the purchase of a new school van.

Decision Date: 21 May 2025
Mover: Paula Rigby
Seconder: Linda Glasgow
Outcome: Approved



Resolution to pass - Mainland Foundation

Moved by the Board for AGHS to apply to Mainland Foundation for a donation of \$10,000 to go towards the purchase of a new school van.

Decision Date: 21 May 2025
Mover: Paula Rigby
Seconder: Linda Glasgow
Outcome: Approved



Resolution to pass - Pub Charity

Moved by the Board for AGHS to apply to Pub Charity for a donation of \$10,000 to go towards the purchase of a new school van.

Decision Date: 21 May 2025
Mover: Paula Rigby
Seconder: Linda Glasgow
Outcome: Approved

4.2 Inwards Correspondence

Jane will be the returning officer for the 2025 Triennial Elections. There are 6 parent seats to be filled.

4.3 Student Trustee Reports

Maxi spoke to her board report.

- Manu Kōrero - this year the event will be held at Rangior High school with 3 speakers from Avonside.
- Matariki - the students would like to product a cookbook with recipes from their whānau and that align with the stars.
- Noho proposal - a proposal has been put forward to hold a noho at a marae during the Term 3 holidays, for two nights. Paula will look into potential marae options.
- Karakia - students have expressed interest in having karakia more visible in our school. A suggestion has been made to begin each week with a karakia on Monday morning and end with one during the last period on Friday. We plan to introduce this during Matariki Week, with a different student leading the karakia over the PA system each time. This is a great way to honour te ao Māori and build a stronger sense of community.
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Judah spoke to her board report.

- Sparx maths - a request from the students to have Sparx Maths every fortnight and not weekly.
- Indoor breaks - some students have raised concerns about not having break times indoors and whether this might be due to issues with rubbish. Catherine clarified that this is not the reason. The main focus has been on ensuring students get fresh air and sunlight, which are important for health and wellbeing. However, as we move into the cooler months, there will be more opportunities for breaks to be held indoors.
- Courtyard umbrells - students have requested 2 umbrellas in the canteen courtyard due to the sun and minimal shade.



Noho proposal

Paula will look into potential marae options for a marae stay for 2 nights during the Term 3 holidays.

Due Date: 1 Jul 2025
Owner: Paula Rigby

4.4 Staff Trustee's Report

There was no feedback from staff this month.

5. Administration

5.1 Confirm Minutes

Board meeting - Term 1 week 4 19 Feb 2025, the minutes were confirmed as presented.

Board meeting - Term 1 week 8 19 Mar 2025, the minutes were confirmed as presented.



19 February 2024 minutes were confirmed as presented.

Moved that the minutes from the Board meeting held on 19 February 2025 be approved as a true and accurate account of that meeting.

Decision Date: 21 May 2025
Mover: Linda Glasgow
Seconded: Sam Pelham
Outcome: Approved

5.2 Inwards Correspondence

5.3 Outwards Correspondence

5.4 Action Item List

Due Date	Action Title	Owner(s)
1 Sept 2023	Kapa haka uniforms creative design Status: Completed on 1 Jul 2025	Paula Rigby
26 Mar 2024	Staff car parking Status: In Progress	Dr Catherine Law
20 Jun 2024	Tsunami processes Status: In Progress	Peter Armstrong
20 Jun 2024	Student Leaders lunch time rubbish Status: In Progress	Hinekaea Taratoa-Bannister
1 Aug 2024	Small Theatre light switches Status: On Hold	Peter Armstrong
29 Aug 2024	Small theatre lighting Status: Not Started	Peter Armstrong
4 Sept 2024	Site H & S meetings Status: Not Started	Peter Armstrong
14 Oct 2024	PLD Board spreadsheet Status: In Progress	Jane Bussey
21 Oct 2024	Follow up on no report for tripod burns and follow up with HOLAs around reporting of incidents Status: Not Started	Peter Armstrong
21 Oct 2024	Advise nursing staff to ask staff to report injuries in GoNoGo Status: Not Started	Peter Armstrong
21 Oct 2024	Phone list for nursing staff at every phone station Status: Not Started	Peter Armstrong
10 Feb 2025	Add EOTC to board annual plan Status: Not Started	Linda Glasgow
10 Mar 2025	Enquiry to move bus stop to QEII side Status: Not Started	Peter Armstrong
18 Mar 2025	School Docs review - Health safety and health care Status: Completed on 30 May 2025	Bronwyn Parker, Sam Pelham
18 Mar 2025	School Docs review - Safety management system Status: Completed on 14 May 2025	Dr Darren Fidler, Paula Rigby

Due Date	Action Title	Owner(s)
18 Mar 2025	School Docs review - Risk Management Status: Completed on 19 Mar 2025	Pina Lissaman, Sam Pelham
18 Mar 2025	School Docs review - Health Care Status: In Progress	Bronwyn Parker, Judah Hobson, Maxi McManus
18 Mar 2025	School Docs review - Review schedule Status: Completed on 30 May 2025	Sam Pelham
18 Mar 2025	School Docs review - Board responsibilities Status: In Progress	Linda Glasgow, Paula Rigby
23 Mar 2025	Fume Cupboards Status: Not Started	Peter Armstrong
28 Apr 2025	Safety Equipment for School Vehicles Status: Not Started	Peter Armstrong
28 Apr 2025	Policy wording inclusion Status: Completed on 8 May 2025	Jane Bussey
28 Apr 2025	PA Test Status: Not Started	Peter Armstrong
30 Apr 2025	EOTC Supervision: point 9 Status: Not Started	Dr Catherine Law
18 May 2025	H&S Survey: Staff & Students Status: Completed on 7 May 2025	Amanda Wiles
30 May 2025	Secure bike storage Status: Not Started	Dr Catherine Law
30 May 2025	Shade sail for staffroom balcony Status: Not Started	Dr Catherine Law
22 Jun 2025	Support Staff Survey Status: Completed on 7 May 2025	Amanda Wiles

5.5 AOB

6. Public Excluded Discussion

6.1 Public Excluded Discussion

Moved into Public Excluded at 8.45pm.

7. Close Meeting

7.1 Close the meeting

Next meeting: AGHS Board meeting - Term 2 week 8 - 18 Jun 2025, 5:30 pm

Signature: _____

Date: _____