

# CONFIRMED MINUTES

## AGHS BOARD MEETING - TERM 3 WEEK 7, 27 AUGUST 2025



At the **AGHS Board meeting - Term 4 Week 1, 6 October 2025** on **6 Oct 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Avonside Girls High School
<b>Date:</b>	Wednesday, 27 August 2025
<b>Time:</b>	5:30 pm to 8:30 pm (NZST)
<b>Location:</b>	First Floor Seminar Room Orua Paeroa Campus, 209 Travis Road
<b>Board Members:</b>	Linda Glasgow (Chair), Paula Rigby (Chair), Bronwyn Parker, Dr Darren Fidler, Dr Catherine Law, Judah Hobson, Maxi McManus, Sam Pelham
<b>Attendees:</b>	Jane Bussey
<b>Apologies:</b>	Pina Lissaman, Nicole Manawatu-Brennan

### 1. Opening Meeting

#### 1.1 Opening Karakia

#### 1.2 Interests Register

#### 1.3 Attendance and Apologies

Apologies were received from Pina Lissaman and Nicole Manawatu-Brennan.

### 2. Strategic Decisions

#### 2.1 Students Heads of Council

Students from the Heads of Council spoke to the Board:

- Merita Maka - Head of Pasifika Council.

Merita reported that Polyfest was a very successful event, showcasing outstanding performances with strong support from teachers. She emphasised that the group is open to all students, not only those of Pasifika heritage. Leading up to the festival, a fiafia night was held, and the school also celebrated Samoan Language Week. A So'otaga event was hosted one afternoon in the library, with SBHS also participating. There was also a NZQA information evening for Pasifika families held, and Tongan Language Week was celebrated.

Merita also spoke about the AGHS lavalava skirt, highlighting its significance as a symbol of Samoan culture. She explained that, as modesty is highly valued in Pasifika communities, wearing the lavalava is both culturally meaningful and more comfortable for many students.

- Emily Dodd - Head of Pride Council.

Emily reported that the Council has developed significantly this year, with the Expo providing valuable benefits and exposure. Pride Week was supported by *Inside Out*, an organisation that advocates for and supports the LGBTQ+ community. As part of the week, the Council held a dress-up day and face painting to raise funds for *Inside Out*. However, participation was low, with only a small number of students involved.

Emily noted that the Council currently lacks visibility within the school and suggested that it would be beneficial for Council members to speak at a school assembly. Looking ahead, the Council plans to run a bake sale next year. These events are designed to celebrate diversity and strengthen the Council's presence and visibility within the school community.

- Maia Loof - Head of Teaching and Learning Council

The Council has run several initiatives this year, including a teacher–student debate and supervised study periods after school on Mondays and Tuesdays. They also hosted the recent Academic Assembly. Looking ahead, they would like to establish a tutoring programme led by Pou leaders. Currently, Year 12 and Year 13 students have been tutoring Year 10 students to support them with their co-requisites. While some events were organised, student attendance was unfortunately low.

The Council expressed a desire for change next year, including:

- Earlier discussions around tertiary study, so students can plan ahead.
- Ensuring Year 11 students understand which subjects they need to take for their intended vocational pathways.
- Greater transparency in how academic awards are determined.
- More encouragement from teachers for students to set higher goals and push themselves to achieve better grades.

They also highlighted the importance of encouraging more students to apply for leadership positions. In particular, it was noted that not many Pasifika students are stepping forward for leadership roles, sometimes due to a belief that they do not qualify. The Council felt it is important to actively encourage and support these students to see themselves as capable leaders.

- Emma Gray and Lucy Fairweather - Heads of Wellbeing Council

The Council's main focus this year has been the **Breakfast Club**, which supports students who are unable to afford breakfast. They reported that up to 15 students attend each morning. Fresh Choice has donated a \$400 voucher to purchase breakfast items, and the Council has also received a voucher from Bunnings. Other initiatives held this year included *Dancing Wellness* and *Compliments Posters*.

The Council suggested that offering homemade cookies with a positive message would be a nice addition. They also raised several ideas for improvement:

- Increased funding from the school to provide more nutritious breakfast options.
- Relocating the Breakfast Club to a more visible space.
- Promoting the Breakfast Club to parents so they are aware their young person can access breakfast at school.
- Establishing a **Lunch Club** to support students who cannot afford lunch.
- Offering chocolate to students after exams as a small gesture of encouragement.
- Increasing wellbeing support within classrooms.

The Wellbeing Council reported on behalf of the Environmental Council. This year, workshops on environmental issues were run, alongside several initiatives including a clothes recycling drive, an endangered species competition, tree planting, and a beach clean-up event.

They noted that rubbish around the school remains a concern and emphasised the importance of keeping the school environment clean.

- Reine Pene - Mana Kōtiro and Head of Te Rōpu Hine-Titama

A Matariki assembly was held earlier this year to celebrate Matariki, and Te Wiki o Te Reo Māori is scheduled for Week 10. The Kapa Haka group attended Regionals, which was an excellent stepping stone for continuing to grow and strengthen the group's presence.

Looking ahead, Gala Day is approaching, and Te Rōpū Hine-Tītama have been collaborating with the Pasifika Council in preparation. Reine also shared that the group is planning to run a workshop to support teachers in learning how to correctly pronounce students' iwi names.

## 2.2 Imogen Spray

Imogen Spray presented her completed PhD thesis.

Imogen's research explored the meanings of mental wellbeing in young people's everyday lives and how young people experience and make meaning of wellbeing. She conducted 21 interviews with students and observed classes. The interviews provided a private space for students to speak in depth about topics relating to friendship, family relationships and conversations that were sometimes difficult to have in class.

She thanked the Board for their support and willingness to support her research.

## 2.3 Strategic Planning

The Principal spoke to her strategic plan and actions.

Show all



### Adopt the plan for strategic planning

Moved to adopt the plan for strategic planning.

**Decision Date:** 27 Aug 2025  
**Mover:** Linda Glasgow  
**Seconder:** Paula Rigby  
**Outcome:** Approved

## 2.4 Te Tiriti o Waitangi

## 2.5 Change to board constitution



### Adopt change to Co-Chair model

Moved to adopt the change of Co-Chair Model. The Board shall be led by two Co-Chairs who jointly hold the responsibility of the Presiding Member.

**Decision Date:** 27 Aug 2025  
**Mover:** Linda Glasgow  
**Seconder:** Sam Pelham  
**Outcome:** Approved

### 3. Monitoring

#### 3.1 Student Attendance and Achievement

Student attendance and achievement was taken as read.

#### 3.2 Health and Safety Committee

The Health & Safety minutes were taken as read.

#### 3.3 Property

- The extraction fan in the Technology Department remains a health and safety concern and is not fit for purpose. This issue was highlighted by Workplace last year.
- Rugby posts have now been recorded on the asset register for PPP.
- The PA system has been provisionally signed off from a technical perspective. A live test will be carried out to ensure the volume is adequate. If it does not perform as required, we will advise that it is not fit for purpose.

#### 3.4 Principal's Report

The Principal's report was taken as read.

#### 3.5 School Docs

The three School Docs policies up for renewal for Term 3 do not need any changes.

#### 3.6 Finance



##### Financial Statements and reports to 31 July 2025

Moved that the financial statements and associated reports to 31 July 2025 reporting an operating deficit (\$269,220) working capital of \$1,655,883 and public equity of \$2,131,707 be accpeted.

**Decision Date:** 27 Aug 2025  
**Mover:** Linda Glasgow  
**Seconder:** Dr Darren Fidler  
**Outcome:** Approved



##### Document a delegation under \$500

Moved to document a delegation for financial transactions under \$500 that one-up approval for credit cards is delegated as per below:

<input type="checkbox"/> Card Holder Authoriser absent	Position (Name)	One-up Substitute if
<input type="checkbox"/> Principal (Catherine Law) Committee	Substitute	Chair or Board of Finance Another Board member

Business Manager (Cheryl English) Law Principal	Catherine Substitute	Acting
Principal's EA (Jane Bussey) Law English or Amanda Wiles	Catherine Substitute	Cheryl
International Director (Louise Silverster) English I English or Amanda Wiles	Cheryl Substitute	Chery
International Administrator (Lisa Garrett) Silverster yl English or Amanda Wiles	Louise Substitute	Cher
Deputy Principal (Mel McRandle) Law English or Amanda Wiles	Catherine Substitute	Cheryl

**Decision Date:** 27 Aug 2025  
**Mover:** Linda Glasgow  
**Seconder:** Dr Darren Fidler  
**Outcome:** Approved

## 4. For Information

### 4.1 Email Resolutions Since Last Meeting

### 4.2 Student Trustee Report

Maxi spoke to her Board report:

Main lightlights were:

Kapa Haka - performed at the Waitaha Regional competition for the first time in 16 years and placed 9th. The Kapa Haka festival is on 13 September and they will be performing that evening.

Pūhoro - students attended the Term 3 wānanga at Ara which had interactive activities that shed new light on STEM for rangatahi Māori. During the week 5 session Pūhoro kaihautū and tutors came into school to help students prepare for their maths and science mock exams.

Te Rōpū Hine-Titama - The Council is currently deciding on their contribution for Gala Day. One idea being considered is selling fried bread as a fundraiser to support future activities.

Maxi presented a proposal from Emma for a group to travel to Waitangi. Discussion highlighted concerns around the burden on accommodation, marae, and local infrastructure given the large number of visitors on Waitangi Day.

Maxi will advise Emma that:

- Staff support and involvement will be essential.
- Fundraising ideas will need to be developed.
- The proposal will then need to be taken to SLT, and subsequently to the Board, for consideration.

Judah spoke to her Board report:

Key hightlights were:

Tournament week - many students were away for tournament week which meant classes have been smaller than usual.

Mock exams - Senior students recently sat their mock exams. These provided a valuable opportunity for students to experience the structure of final exams and to identify areas where further work and preparation are needed.

Cultural assembly - The Cultural Assembly featured a wide range of international performances, including dance, music, and cultural showcases from around the world. Students wore traditional outfits, and a video was presented to explain tikanga and traditions from different nations.

### 4.3 Staff Trustee's Report

### 4.4 Inwards Correspondence

## 5. Administration

### 5.1 Confirm Minutes

**AGHS Board meeting - Term 3 week 2 23 Jul 2025**, the minutes were confirmed as presented.



#### Confirm minutes from the last meeting on 27 August

Moved to accept the minutes from the last Board meeting on 27 August 2025 as a true and accurate account of that meeting.

**Decision Date:** 27 Aug 2025  
**Mover:** Sam Pelham  
**Seconder:** Dr Catherine Law  
**Outcome:** Approved

### 5.2 Inwards Correspondence

### 5.3 Outwards Correspondence

### 5.4 Action Item List

Due Date	Action Title	Owner(s)
26 Mar 2024	Staff car parking <b>Status:</b> On Hold	Dr Catherine Law
20 Jun 2024	Tsunami processes <b>Status:</b> In Progress	Peter Armstrong
20 Jun 2024	Student Leaders lunch time rubbish <b>Status:</b> In Progress	Hinekaea Taratoa-Bannister
1 Aug 2024	Small Theatre light switches <b>Status:</b> On Hold	Peter Armstrong
29 Aug 2024	Small theatre lighting <b>Status:</b> Not Started	Peter Armstrong
4 Sept 2024	Site H & S meetings <b>Status:</b> Not Started	Peter Armstrong
14 Oct 2024	PLD Board spreadsheet <b>Status:</b> In Progress	Jane Bussey

<b>Due Date</b>	<b>Action Title</b>	<b>Owner(s)</b>
21 Oct 2024	Follow up on no report for tripod burns and follow up with HOLAs around reporting of incidents <b>Status:</b> Not Started	Peter Armstrong
21 Oct 2024	Advise nursing staff to ask staff to report injuries in GoNoGo <b>Status:</b> Not Started	Peter Armstrong
21 Oct 2024	Phone list for nursing staff at every phone station <b>Status:</b> Not Started	Peter Armstrong
10 Feb 2025	Add EOTC to board annual plan <b>Status:</b> Completed on 16 Sept 2025	Linda Glasgow
10 Mar 2025	Enquiry to move bus stop to QEII side <b>Status:</b> Not Started	Peter Armstrong
18 Mar 2025	School Docs review - Health Care <b>Status:</b> In Progress	Maxi McManus
18 Mar 2025	School Docs review - Board responsibilities <b>Status:</b> In Progress	Paula Rigby
23 Mar 2025	Fume Cupboards <b>Status:</b> Not Started	Peter Armstrong
28 Apr 2025	Safety Equipment for School Vehicles <b>Status:</b> Not Started	Peter Armstrong
28 Apr 2025	PA Test <b>Status:</b> Not Started	Peter Armstrong
30 Apr 2025	EOTC Supervision: point 9 <b>Status:</b> Completed on 25 Aug 2025	Dr Catherine Law
30 May 2025	Secure bike storage <b>Status:</b> Not Started	Dr Catherine Law
30 May 2025	Shade sail for staffroom balcony <b>Status:</b> On Hold	Dr Catherine Law
13 Jun 2025	Formal attire <b>Status:</b> Not Started	Maxi McManus
21 Jul 2025	Meeting re whānau engagement <b>Status:</b> Completed on 20 Aug 2025	Dr Catherine Law, Nicole Manawatu-Brennan
22 Jul 2025	Check with cafe they are aware of the procedure <b>Status:</b> Not Started	Peter Armstrong
11 Aug 2025	Check budget for Tikanga and ask Paula what would be appropriate <b>Status:</b> Not Started	Dr Catherine Law
18 Aug 2025	Prepare draft questions for the community. <b>Status:</b> In Progress	Dr Catherine Law
20 Aug 2025	Review of the Uniform Shop <b>Status:</b> Completed on 25 Aug 2025	Dr Catherine Law
20 Aug 2025	QR codes for GoNoGo incidents <b>Status:</b> Not Started	Peter Armstrong
25 Aug 2025	Check with Sick Bay as to Injury and Incident report numbers in the columns <b>Status:</b> Not Started	Peter Armstrong
22 Sept 2025	Extraction in Technology dept. not fit for purpose. <b>Status:</b> Not Started	Peter Armstrong
29 Sept 2025	Set up a review group to look at Careers paperwork. <b>Status:</b> In Progress	Dr Catherine Law
29 Sept 2025	Storage racks <b>Status:</b> Not Started	Peter Armstrong
29 Sept 2025	Food and nutrition policy <b>Status:</b> Completed on 8 Oct 2025	Peter Armstrong

## 5.5 AOB

Thank you and farewell was extended to Board Trustees Bronwyn Parker and Linda Glasgow, who will not be standing in the upcoming elections.

Farewell was also given to Judah Hobson, our Student Board Representative, for her service and contribution.

In addition, appreciation to Pina Lissaman, our Staff Board Representative, who was unable to attend the meeting but was acknowledged for her valuable contributions over the past three years.

## 6. Public Excluded Discussion

### 6.1 Public Excluded Discussion

Moved into Public Excluded Discussion for staff matters.

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** Health & Safety sub-committee meeting - 16 Oct 2025, 4:00 pm

Signature: \_\_\_\_\_

Date: \_\_\_\_\_