

CONFIRMED MINUTES

AGHS BOARD MEETING - TERM 4 WEEK 1, 6 OCTOBER 2025



At the **AGHS Board meeting - Term 4 Week 8, 26 November 2025** on **26 Nov 2025** these minutes were **confirmed as presented**.

Name:	Avonside Girls High School
Date:	Monday, 6 October 2025
Time:	5:30 pm to 8:15 pm (NZDT)
Location:	First Floor Seminar Room Orua Paeroa Campus, 209 Travis Road
Board Members:	Paula Rigby (Chair), Dr Darren Fidler, Dr Catherine Law, Maxi McManus, Brendon Cowles, Sam Pelham, Morag Godfrey-Grant, Taryn Hopkins, Jaydeen Waretini, Alexi Ayers, Chloe De Boo
Attendees:	Jane Bussey

1. Opening Meeting

1.1 Opening Karakia

1.2 Mihi and welcome to the AGHS Board

Board Introductions:

The Board went around the table to introduce themselves. The elected Board members are:

- Darren Fidler
- Brendan Cowles
- Sam Pelham
- Morag Godfrey Grant
- Taryn Hopkins
- Jaydeen Waretini

Paula Rigby remains as a co-opted member.

The staff representative is:

- Chloe De Boo

The Manu Kotiro is:

- Maxi McManus

The Student representative is:

- Alexi Ayers

1.3 Attendance and Apologies

There were no apologies.

1.4 Interests Register

Paula requested that the new Board members update the Interest Register with details of their current employment, any committees or boards they are part of, and any external positions they hold. This is a legal requirement to ensure any potential conflicts of interest are identified.

1.5 Delegations



Adoption to continue with current delegations.

Moved that the continuation of all delegation from January 2025 until the end of January 2026 remain in place until the end of the year. This will be relooked at the first meeting of 2026.

Decision Date: 6 Oct 2025
Mover: Sam Pelham
Seconder: Chloe De Boo
Outcome: Approved

The Principal asked the new Board to consider what other committees they would like to sit on, Finance & Property or Health & Safety. Jane will email the new Board members with the dates of these meetings for the remainder of the year and what committees they would like to sit on.

1.6 New Board Information



Adoption of Co-Chair

Moved that Sam Pelham be appointed as Co-Chair (Co-Presiding Member). The motion was carried unanimously, with all members in favour.

Decision Date: 6 Oct 2025
Mover: Paula Rigby
Seconder: Dr Darren Fidler
Outcome: Approved



Adopt for Nicole Manawatu-Brennan remain on the Finance Committee

Moved that Nicole Manawatu-Brennan be co-opted to remain on the Finance and Property Committee as Chair, but not as a member of the full Board.

Decision Date: 6 Oct 2025
Mover: Paula Rigby
Seconder: Sam Pelham
Outcome: Approved

Paula suggested it would be beneficial to co-opt a Pasifika representative to ensure Pasifika voice at the Board table. Catherine will mention this opportunity at the Fia Fia prizegiving on 16 October to see if any Pasifika parents are interested. She also explained that the Board currently has Co-Chairs, with one being Tangata Whenua.

2. Strategic Areas presentation

2.1 Te Tiriti o Waitangi

2.2 Strategic Plan and 2026 onwards

Catherine explained that there has been positive feedback from parents regarding the draft Strategic Plan 2026–2028, with many expressing a strong sense of connection.

Parent feedback indicated that the school should **stop** doing the following:

- Assemblies and awards
- Non-inclusive recognition
- Homework and testing stress
- Classroom design distractions
- Communication barriers

Parent feedback also suggested that the school should **start** doing the following:

- Outdoor education initiatives
- Academic support and extension
- Attendance incentives
- Enhanced teaching and feedback
- More opportunities to connect with SBHS

The feedback from parents will be collated by the SLT and then shared with staff for input, before being presented to the Board to develop the final Strategic Plan.

Catherine also noted that the Board is responsible for overseeing the NELPs (National Education and Learning Priorities).

2.3 Property and PPP

Darren spoke to his presentation on the PPP (Public Private Partnership), advising the following key points:

- There are no upfront costs to the Ministry of Education (MoE).
- The MoE leases the school site for a period of 25 years.
- *Spotless* is responsible for the caretaking and maintenance of the school and is required to hand the school back after 25 years in the same condition as on day one.
- PPP meetings are held monthly, with decisions involving AGHS, SBHS, the MoE, and PPP representatives.
- The PPP is contracted to provide a fit-for-purpose facility. Any changes made through PPP incur costs, as they involve the assumption of liability.
- Darren noted that PPP operates as a business with a profit motive. PPP arrangements include the stage and auditorium setup, school fields, classroom configurations, and the PA and IT systems.

2.4 Health and Safety Committee and 2025 focus work

The Health & Safety (H&S) Subcommittee meets one week prior to the Board meeting. Key areas of focus include:

- Student and staff welfare.
- Review of *SchoolDoc* policies.
- Any H&S incidents and sick bay statistics.
- Rewriting and updating EOTC (Education Outside the Classroom) policies and procedures to ensure safe practices and compliance with SOPs.
- Any overnight or larger trips are referred to the Board for approval.

2.5 Discipline and HR Committee/work

Discipline meetings are held based on the purpose of the meeting and the circumstances leading to it. The focus is on ensuring staff and student safety, supporting students to return to school, or exploring alternative options for them. The approach seeks to balance what is best for the student with what is best for the school.

Attendees typically include the social worker, whānau, and three Board members. A report is shared with the Board prior to the meeting. Students are given the opportunity to clarify their perspective, identify changes they can make, and discuss what support the school can provide to help them move forward. A key aim is to ensure students take responsibility for their behaviour, while also understanding any underlying challenges they may be facing.

The Board can make recommendations but does not have enforcement power. Check-ins are conducted as required. After the student and other participants leave, Board members discuss a suitable course of action and make contact with the family. Nardine conducts a home visit first, and for alternative education (AE) cases, this is discussed with the family beforehand.

The overall goal is to balance the needs of the student with the welfare and requirements of the school.

2.6 Finance

Finance and Property Induction

Cheryl presented an induction on Finance and Property to the Board. She explained that the PPP (Public Private Partnership) is a long-term contract between the public and private sectors. For the Ministry of Education, this agreement runs for 25 years.

Finance

Cheryl outlined that the Finance and Property Subcommittee meets prior to each Board meeting. *Solutions and Services* provide commentary on the monthly financial reports, summarising the school's financial activities, which are then presented to the Board. The Business Manager provides an additional summary highlighting key points and outlining future planning and commitments. The school's accounts are audited annually.

She also noted that the school participates in the Ministry Donation Scheme, which means the school agrees not to request donations from parents, except for overnight camps.

Property

Each month, *Downer* provides a Facilities Management Report, and the Business Manager includes key points from this report in their monthly summary, along with updates on current projects and issues raised at PPP3 meetings. The school is allocated 200 hours per month (a "bank of hours"), which can be rolled forward if unused. Any additional hours beyond this allocation are charged to the school.

A Property Damage Report is submitted monthly to *Downer* and logged as Crown Damage. The Ministry covers wear and tear, while vandalism costs are met by the school. The caretaker undertakes minor works as required.

2.7 School Docs

The board is responsible for the governance of the school, including setting and reviewing policies by which the school is governed and managed.

Our school uses *SchoolDocs* to create and maintain a website for our policies and procedures, which is available for viewing by our school community.

Visit the site at: <https://avonside.schooldocs.co.nz/>

- **Username:** avonside
- **Password:** empower

Each term staff and the community are invited to provide feedback on that terms policy.

The principal assures the board through board reporting that the school complies with these requirements, that relevant policies and procedures are up to date, and that the appropriate actions have been taken.

3. Monitoring

3.1 Student Attendance

Student attendance was taken as read.

3.2 Student Achievement

Student achievement was taken as read.

3.3 Health and Safety Committee

The next Health & Safety committee meeting will be held on Thursday, 16 October and these minutes will be available at the 26 November meeting, along with the minutes from the 20 November H & S meeting.

3.4 Property

3.5 Bike Shed request

Catherine will reply to the parent who sent an email to the Board regarding a bike shed advising that unfortunately the school does not have the funds to pay for a lockable cage for bikes.

3.6 Board of Trustees PLD

3.7 Event Approval



Adoption to approve an Art Auction.

Moved to approve the event proposal for an Art Auction as an annual fundraising initiative.

Decision Date: 6 Oct 2025
Mover: Sam Pelham
Seconder: Chloe De Boo
Outcome: Approved

Paula highlighted that the art auction will require the involvement of a professional Curator.

4. For Information

4.1 Term 4 functions

4.2 Email Resolutions Since Last Meeting

4.3 Inwards Correspondence

4.4 Student Trustee Report

4.5 Staff Trustee's Report

5. Administration

5.1 Confirm Minutes

AGHS Board meeting - Term 3 week 7, 27 August 2025 27 Aug 2025, the minutes were confirmed as presented.



Adoption of minutes from the Board meeting held 27 August 2025

Moved that the minutes from the Board meeting held on 27 August 2025 be approved as a true and correct recording of that meeting.

Decision Date: 6 Oct 2025
Mover: Sam Pelham
Seconder: Dr Darren Fidler
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 Status: On Hold	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: Completed on 12 Nov 2025	Jane Bussey

Due Date	Action Title	Owner(s)
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: Cancelled on 16 Sept 2025	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 Care Status: In Progress	Maxi McManus
18 Mar 2025	School Docs review - Board responsibilities Status: In Progress	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	PA Test Status: Not Started	Peter Armstrong
30 May 2025	Secure bike storage Status: Not Started	Dr Catherine Law
30 May 2025	Shade sail for staffroom balcony Status: On Hold	Dr Catherine Law
13 Jun 2025	Formal attire Status: Not Started	Maxi McManus
22 Jul 2025	Check with cafe they are aware of the procedure Status: Not Started	Peter Armstrong
11 Aug 2025	Check budget for Tikanga and ask Paula what would be appropriate Status: Not Started	Dr Catherine Law
18 Aug 2025	Prepare draft questions for the community. Status: In Progress	Dr Catherine Law
20 Aug 2025	QR codes for GoNoGo incidents Status: Not Started	Peter Armstrong
25 Aug 2025	Check with Sick Bay as to Injury and Incident report numbers in the columns Status: Not Started	Peter Armstrong
22 Sept 2025	Extraction in Technology dept. not fit for purpose. Status: Not Started	Peter Armstrong
29 Sept 2025	Set up a review group to look at Careers paperwork. Status: In Progress	Dr Catherine Law
29 Sept 2025	Storage racks Status: Not Started	Peter Armstrong
29 Sept 2025	Food and nutrition policy Status: Completed on 8 Oct 2025	Peter Armstrong

5.5 AOB

6. Public Excluded Discussion

6.1 Public Excluded Discussion

Moved into Public Excluded discussion at 8.15pm with students leaving this part of the meeting.

7. Close Meeting

7.1 Close the meeting

Next meeting: AGHS Board meeting - Term 4 Week 8, 26 November 2025 - 26 Nov 2025, 5:30 pm

Signature: _____

Date: _____