

CONFIRMED MINUTES

AGHS BOARD MEETING - TERM 4 WEEK 8, 26 NOVEMBER 2025



At the **AGHS Board meeting - Term 1 week 5 2026** on **25 Feb 2026** these minutes were confirmed as presented.

| | |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name: | Avonside Girls High School |
| Date: | Wednesday, 26 November 2025 |
| Time: | 5:30 pm to 8:45 pm (NZDT) |
| Location: | First Floor Seminar Room Orua Paeroa Campus, 209 Travis Road |
| Board Members: | Dr Darren Fidler, Dr Catherine Law, Maxi McManus, Brendon Cowles, Sam Pelham, Morag Godfrey-Grant, Taryn Hopkins, Jaydeen Waretini, Alexi Ayers, Faye Fualau-Searle, Chloe De Boo, Mel McRandle |
| Attendees: | Jane Bussey |
| Apologies: | Paula Rigby (Chair) |

1. Opening Meeting

1.1 Opening Karakia

1.2 Interests Register

1.3 Attendance and Apologies

Apologies were received from Paula Rigby who was away overseas.

2. Strategic Decisions

2.1 Attendance management plan

The government now requires schools to display attendance data online from January, with a national goal of 80% regular attendance (fewer than five absences per term). Current school rates are below this target: Term 1 – 53%, Term 2 – 44%, Term 3 – 41% (down from 45% last year). Most absences are due to medical reasons, and while the school can influence moderate absence, chronic absence is largely outside its control.

The school's attendance strategy focuses on improving engagement, strengthening connections with whānau, enhancing teaching practice and curriculum design, and ensuring clear, consistent processes. Staff have an attendance handbook, and weekly attendance reports are sent to students and whānau.

The Board is responsible for ensuring appropriate attendance processes are in place. The school has worked with Tuahiwi, and Jade has supported chronic absence cases. There was a discussion about unjustified absences, and it was agreed that the Board needs to develop a new policy to

address this. A committee will be formed to begin this work, with Morag and Sam agreeing to lead the development.



Committee to work on policy for unjustified absences

A committee will be formed to begin working on a policy around unjustified absences.

NB: With new guidelines due from MOE, it has been decided to delay this work as it is likely to be overridden by the new requirements.

Due Date: 16 Feb 2026

Owners: Morag Godfrey-Grant, Sam Pelham



Adoption for the attendance plan be uploaded on ministry website

Moved that the attendance plan will be uploaded to the Ministry website.

Decision Date: 26 Nov 2025

Mover: Sam Pelham

Seconder: Brendon Cowles

Outcome: Approved

2.2 Digital platform and EOTC

Liz presented information on the digital platforms for EOTCs which the Board had agreed at the start of the year that EOTCs will be digitised.

The school needs a fully digital system to replace the current paper-based EOTC process, which is inefficient, often delayed, and prone to errors. A digital solution would streamline permissions and payments, improve oversight of pastoral and health information, and ensure timely checks. Four tools were evaluated: SchoolBridge, School Bytes, SkoolLoop, and the KAMAR EOTC module.

SchoolBridge (NZ-owned) offers comprehensive features and optional add-ons, with a monthly subscription and setup cost. It is well-regarded by CGHS, though it requires significant customisation and the premium support package is essential.

School Bytes is an Australian system charged per student per module, offering a wide suite of functions similar to a student management system.

SkoolLoop is a low-cost communication app useful for permission slips but would require continued use of Kindo for finances and KAMAR for EOTC.

KAMAR's EOTC module is already accessible, used successfully by Hornby High and Mt Hutt College, and centralises trip processes within the existing SMS, though it has some quirks.

Schools consulted reported that SchoolBridge offers strong capability but at a higher cost, while KAMAR's EOTC module is more affordable and works well for schools already using KAMAR.

All the above systems come with a cost, time to set up and time to teach staff. However, digital systems do limit mistakes and would be time saving.

The Board agreed that SchoolBridge would be the best system for the school to use. It was discussed that a staff member who is currently on maternity leave could have "keeping in touch hours" to set this system up.



Adoption to use SchoolBridge

Moved to use the SchoolBridge Premium support plan to digitise the schools EOTCs.

Decision Date: 26 Nov 2025

Mover: Sam Pelham

Seconder: Morag Godfrey-Grant

Outcome: Approved

2.3 Co-option of Pasifika Board member



Adoption to co-opt a Pasifika Board member onto the Board

Moved to co-opt Faye Fualau-Searle on the Board as the Pasifika parent representative. This will be for a 3 year term period which is the same as the current elected Board members.

Decision Date: 26 Nov 2025
Mover: Sam Pelham
Seconder: Jaydeen Waretini
Outcome: Approved

2.4 Te Tiriti o Waitangi

The Board discussed the letter from a concerned parent regarding the Governments decision to remove the requirement for school to give effect to Te Tiriti o Waitangi. This letter was received on 13 November just prior to communication sent to the community advising the Boards ongoing commitment to Te Tiriti o Waitangi.

It was agreed for the Board to send a reply to the parent to explain the time line with which the communication to the community was sent.



Send letter to parent re the Boards ongoing commitment to Te Tiriti o Waitangi.

Sam and Mel to draft a reply letter to the parent to explain the time line with which the communication to the community was sent. This will then go to the Board for their comments and sent onto the parent.

Due Date: 19 Dec 2025
Owners: Mel McRandle, Sam Pelham

2.5 Maths Review of 2025 trial of Sprax



Adoption to continue with Sprax online platform for 2026

Moved to continue with Sprax online platform for 2026 to issue homework for Y9 & 10 classes and some Y11 classes.

Decision Date: 26 Nov 2025
Mover: Morag Godfrey-Grant
Seconder: Taryn Hopkins
Outcome: Approved

2.6 Board scholarship

The Board reviewed scholarship applications from four staff members and agreed to award the scholarship to Frances, as her proposed project aligns well with her new role and offers significant scope within the new curriculum.

This will be awarded to her at Senior Prizegiving.



Adoption to award the Board scholarship award to Frances Sutherland

Moved to award the Board scholarship for 2026 to Frances Sutherland.

Decision Date: 26 Nov 2025
Mover: Morag Godfrey-Grant
Seconders: Faye Fualau-Searle
Outcome: Approved

3. Monitoring

3.1 Finance



Adoption to confirm finance minutes for 25 August and 17 November 2025

Moved to confirm the finance minutes for 25 August and 17 November as these were not done at the Finance & Property committee meeting on 24 November 2025.

Decision Date: 26 Nov 2025
Mover: Dr Darren Fidler
Seconders: Dr Catherine Law
Outcome: Approved

3.2 Finance Resolutions to pass



Adoption for 2026 Draft Budget be approved.

Moved that the 2026 Draft Budget is held over for approval until February 2026 which allows the operational staffing and funding to be confirmed. The current operating budget deficit of (\$322,619) is not tenable for the 2026 year with the operating budget required to be closer to a balanced budget.

Decision Date: 26 Nov 2025
Mover: Sam Pelham
Seconders: Brendon Cowles
Outcome: Approved



Adoption for reconciliation of the budget to the financial statements

Earlier in the year the 2025 budget was approved with an operating deficit of (\$559,756), this has inadvertently been changed during the year to a deficit (\$549,256), we are in the process of returning the template to the original approved budget. Alongside this some groups have been changed to suit the operational and board monthly reporting, however this doesn't impact the annual reporting categories. As part of the board budget approval we will include the Kiwipark Auditor Report, as well as a full budgeted statement of financial position & statement of cash flows extracted from the Board approved operating & capital budgets for use in the 2025 annual accounts. Acknowledging that these reports were prepared post 2024 audit finalisation to ensure accuracy and usefulness in the 2025 annual accounts.

Resolved that on this basis the Board approves the use of these documents in the 2025 annual reports.

Decision Date: 26 Nov 2025
Mover: Dr Darren Fidler
Seconders: Jaydeen Waretini
Outcome: Approved



Adoption of Financial Statements and reports to 31 October 2025

Moved that the financial statements and associated reports to 31 October 2025 reporting an operating deficit of (\$466,396) working capital of \$1,454,567 and public equity of \$1,934,531 be accepted.

Decision Date: 26 Nov 2025
Mover: Brendon Cowles
Seconder: Taryn Hopkins
Outcome: Approved



Adoption of signed statement of responsibility

Moved that the Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2025 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

Decision Date: 26 Nov 2025
Mover: Chloe De Boo
Seconder: Morag Godfrey-Grant
Outcome: Approved



Adoptipon of Surplus Downer Furniture and Replacement requests

Moved that the recommended schedule of Downer owned furniture be disposed of and the couches in the library space be replaced with single school chairs. Preference for replacement chairs is Furnware Flexi to match the other chairs in space 1 and the meeting room.

Decision Date: 26 Nov 2025
Mover: Morag Godfrey-Grant
Seconder: Sam Pelham
Outcome: Approved



Write letter to Downer advising furniture is not fit for purpose.

Morag will review the letter that Cheryl will draft to Downer advising that the furniture is not fit for purpose.

Due Date: 16 Feb 2026
Owner: Morag Godfrey-Grant



Adoption of 3rd party occupancy lease agreements

Moved that Canterbury Basketball's request for gym hire and DTB Ltd request to continue café provider services for a two year right of renewal on the 3rd party occupancy lease agreements be accepted.

Decision Date: 26 Nov 2025
Mover: Mel McRandle
Seconder: Taryn Hopkins
Outcome: Approved



Adopted that the Board confirms the below remuneration note in relation to Board meetings.

Moved that the Board confirms the following remuneration note in relation to Board meetings.

There are eleven members of the Board excluding the Principal. The Board has held nine full meetings of the Board in the year. The Board also has 7 members on the Finance and Property and nine members Health and Safety

committees that meet monthly and quarterly respectively. As well as these regular meetings, including preparation time, the Presiding member and other Board members have also been involved in ad hoc meetings to consider student welfare matters including stand downs, suspensions, and other disciplinary matters.

Decision Date: 26 Nov 2025
Mover: Taryn Hopkins
Seconder: Dr Darren Fidler
Outcome: Approved

3.3 Property

SchoolBridge is the preferred digital platform for EOTC and this has been moved to adopt the premium version of this. It was discussed whether we can use a staff member on maternity leave as "keeping in touch hours" to set up the system next year.

The PA system will be tested across both AGHS and SBHS. If there are any areas with defects Vision Systems would have four days to rectify this to try to resolve the system issues and have been made aware this is the final opportunity for them to rectify the system.

3.4 Health and Safety Committee

3.5 International travel



Adoption for international travel in 2026

Moved for the International Director to travel to Vietnam/Cambodia/Thailand, Japan (and maybe South Korea) and Europe in 2026.

Decision Date: 26 Nov 2025
Mover: Dr Darren Fidler
Seconder: Brendon Cowles
Outcome: Approved

The Board discussed the International Director's plan to travel internationally next year. This travel is considered important for maintaining the school's presence and profile with partner schools abroad, supporting the retention of current international students, and attracting future enrolments.

3.6 Principal's Report

The Acting Principal presented her Principal's Report, highlighting strong academic gains across several areas.

Level 1:

- The overall pass rate is 12% higher than last year.
- Literacy results are 9% higher than the same time last year.
- Numeracy has improved significantly, up 18% from last year.

Level 2:

- The Level 2 pass rate has increased by 4%.
- UE Literacy is up 9%, with Māori students improving by 6%.
- Pasifika results are down 26%, which may be attributed to a smaller cohort of Pasifika students this year.

Level 3:

- The pass rate has risen by a substantial 21%.
- UE results for Māori and Pasifika are significantly higher than last year.
- There is now only a 1% difference between Māori and non-Māori achievement, which is very pleasing and important to acknowledge and highlight for staff.

3.7 Student Attendance and Achievement

Student Attendance and Achievement was taken as read.

3.8 School Docs

All current School Docs are approved with no changes needed.

4. For Information

4.1 Email Resolutions Since Last Meeting

4.2 Student Trustee Report

Student Overview Summary

Students are experiencing increased stress due to end-of-year exams, though this is balanced with excitement for the upcoming summer break. Work ethic and attitude have generally declined, but some positive engagement is evident through exam study and attendance. Many students are feeling pressure from workload and tight deadlines.

Events

Students took part in several activities this term, including Year 13 Wacky Week, the Visual Arts Portfolio Exhibition, Halloween Non-Uniform Day, and the Technology Exhibition.

Student Concerns

Key concerns include:

- Deadlines being too close together, causing stress as students try to complete multiple assessments at once.
- Frustration over new skirt length rules.
- School feeling repetitive, and not enough class time to prepare for exams.
- Classes feeling “boring” toward the end of the year.

Student Achievements

A range of celebrations took place, including Arts and Cultural Colours Awards, School Service Awards, FiaFia, and Zonta Sports Awards. Upcoming events include Whakanui, Senior Prizegiving, and Junior Prizegiving. Students have many achievements to be proud of.

General Student Reflection

Students appear tired near the end of the year, contributing to distraction and disengagement. Suggestions include spreading out deadlines, introducing more hands-on and varied class activities, and adding a slightly longer break between periods to support focus, reduce overload, and improve readiness for learning.

4.3 Staff Trustee's Report

The Staff Board rep went through her report outlining:

Celebrations

- **Scientists in Schools Programme:**
A new University of Canterbury initiative funded by the Tait Foundation worked with class

9BT this term. Students took part in hands-on science activities using specialised university equipment, studying solar radiation and temperature differences across surfaces. Students enjoyed meeting scientists from various fields. This was a pilot programme involving four schools and is expected to expand in future years.

- **Year 12 Semi-Formal:**

Held in the school's large theatre with over 200 attendees. Organised by student leaders, supported by the school canteen team, and themed "A Night in NYC." A very successful event.

2. Concerns

- **Lack of Shade on the Staff Balcony:**

Staff report extreme heat making the space unsafe and unusable in summer (e.g., devices overheating). A request for umbrellas or shade cloth was previously raised but no action followed.

- **Resignation of a Deputy Principal:**

A staff member asks the board:

- Whether exit interviews are conducted for senior leaders.
- Whether the board is concerned about the reasons behind the resignation.
- What improvements may result from this departure.

- **New Tuesday Afterschool Hui Proposed for 2026:**

Staff seek clarity on:

- Whether the board has a consultation policy.
- What proper consultation should look like for adding an additional in-person staff meeting.
- What existing workload or commitments would be adjusted to accommodate this extra hui.

5. Administration

5.1 Board meeting dates for 2026

It was discussed that Finance meetings next year will start at 4pm and not 5pm as was the case this year.

Board meetings dates for next year were confirmed as:

Term 1 - Wednesday, 25 Feb

Term 1 - Wednesday, 25 March

Term 2 - Wednesday, 27 May

Term 2 - Wednesday, 1 July

Term 3 - Wednesday, 26 August

Term 3 - Wednesday, 23 September

Term 4 - Wednesday, 21 October

Term 4 - Wednesday, 2 December

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: Completed on 19 Feb 2026 | 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: On Hold | 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 |
| 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: Completed on 17 Feb 2026 | Peter Armstrong |
| 21 Oct 2024 | Phone list for nursing staff at every phone station Status: Completed on 17 Feb 2026 | Peter Armstrong |
| 10 Mar 2025 | Enquiry to move bus stop to QEII side Status: On Hold | 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: On Hold | Peter Armstrong |
| 28 Apr 2025 | Safety Equipment for School Vehicles Status: In Progress | Peter Armstrong |
| 28 Apr 2025 | PA Test Status: Completed on 17 Feb 2026 | 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: Completed on 17 Feb 2026 | 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: Completed on 17 Feb 2026 | Peter Armstrong |
| 25 Aug 2025 | Check with Sick Bay as to Injury and Incident report numbers in the columns Status: Completed on 17 Feb 2026 | Peter Armstrong |
| 22 Sept 2025 | Extraction in Technology dept. not fit for purpose. Status: In Progress | Peter Armstrong |

| Due Date | Action Title | Owner(s) |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 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: Completed on 17 Feb 2026 | Peter Armstrong |
| 29 Sept 2025 | Food and nutrition policy Status: Completed on 8 Oct 2025 | Peter Armstrong |
| 18 Nov 2025 | Raised Carpet in Theatre Status: Completed on 17 Feb 2026 | Peter Armstrong |
| 19 Nov 2025 | Draft document to list areas still needing work and review how new EOTC system is working. Status: Completed on 19 Nov 2025 | Denley Jones, Karen Powell |
| 19 Nov 2025 | Contact Rangī Ruru are their Beehives Status: Completed on 17 Feb 2026 | Peter Armstrong |
| 21 Nov 2025 | Digitisation of EOTC: Presented to the Board Status: Completed on 9 Feb 2026 | Jane Bussey |
| 21 Nov 2025 | LTO Contracts Status: Completed on 20 Feb 2026 | Jane Bussey |
| 21 Nov 2025 | Worker Engagement Status: Completed on 28 Jan 2026 | Amanda Wiles |
| 26 Nov 2025 | Presentation to Board: EOTC platforms Status: Completed on 8 Feb 2026 | Liz McDowell |
| 19 Dec 2025 | Missing Student Procedure Status: Completed on 20 Feb 2026 | Jane Bussey |
| 6 Feb 2026 | Support for staff: EOTC Status: Completed on 9 Feb 2026 | Jane Bussey |
| 13 Feb 2026 | Cave Stream Status: Completed on 9 Feb 2026 | Jane Bussey |
| 13 Feb 2026 | PA System: Outcome Status: Completed on 17 Feb 2026 | Peter Armstrong |
| 13 Feb 2026 | Civil Defence Information Status: Completed on 28 Jan 2026 | Amanda Wiles |
| 13 Feb 2026 | Risk Management Checklist items Status: Not Started | Amanda Wiles, Liz McDowell |
| 13 Feb 2026 | Power point in AG12-22 Status: Completed on 19 Feb 2026 | Peter Armstrong |

5.5 AOB

5.6 Confirm Minutes

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



Adoption of minutes from the Board meeting held on 6 October 2025

Moved that the minutes from the Board meeting held on 6 October 2025 be approved as a true and correct record of that meeting.

Decision Date: 26 Nov 2025
Mover: Chloe De Boo
Seconder: Taryn Hopkins
Outcome: Approved

6. Public Excluded Discussion

6.1 Public Excluded Discussion

At 8.45pm students were excluded from the Public excluded discussion.

7. Close Meeting

7.1 Close the meeting

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

Signature: _____

Date: _____