

# CONFIRMED MINUTES

## AGHS BOARD MEETING - TERM 1 WEEK 5 2026



At the **AGHS Board meeting - Term 1 Week 9** on **25 Mar 2026** these minutes were **confirmed as presented.**

|                       |   |
|-----------------------|---|
| <b>Name:</b>          | Avonside Girls High School  |
| <b>Date:</b>          | Wednesday, 25 February 2026   |
| <b>Time:</b>          | 5:30 pm to 8:45 pm (NZDT)   |
| <b>Location:</b>      | First Floor Seminar Room Orua Paeroa Campus, 209 Travis Road  |
| <b>Board Members:</b> | Paula Rigby (Chair), Alexi Ayers, Brendon Cowles, Chloe De Boo, Dr Darren Fidler, Dr Catherine Law, Jaydeen Waretini, Maxi McManus, Mel McRandle, Morag Godfrey-Grant, Sam Pelham |
| <b>Attendees:</b>     | Jane Bussey   |
| <b>Apologies:</b>     | Faye Fualau-Searle, Taryn Hopkins   |

### 1. Opening Meeting

#### 1.1 Opening Karakia

#### 1.2 Interests Register

#### 1.3 Attendance and Apologies

Apologies were received and accepted from Faye Searle and Taryn Hopkins.

### 2. Strategic Decisions

#### 2.1 Board Governance PLD session

Rosie Robinson from Brannigans delivered a Governance PLD session to the Board. This included:

- Overview of Governance
- Discussion and understanding of Code of Conduct
- Further development of Skills Matrix

Her presentation was emailed to the Board after the meeting.

#### 2.2 Subcommittees and Delegations 2026

Board members who are on sub committees are as follows:

- Morag Godfrey-Grant - Health & Safety Subcommittee
- Taryn Hopkins - Health & Safety Subcommittee
- Sam Pelham - Health & Safety Subcommittee
- Finance & Property Subcommittee - Brendon Cowles
- Finance & Property Subcommittee - Darren Fiddler

Currently, there are no student board representatives on any subcommittees. It has been agreed that one student will attend the Health & Safety Subcommittee one month, with the other attending the following month on an alternating basis.

## **2.3 Annual Board Plan**

The annual board plan comes up at every meeting, providing an opportunity to add to it at the beginning of each meeting.

A starting point has been established, with a range of staff and students attending each monthly meeting from different learning areas.

## **2.4 Te Tiriti o Waitangi**

Te Ao Māori has been updated on our website. This year we have 3 Kaiako who whakapapa Māori. We have 2 new Mana Kōtiro and 1 will replace our current Mana Kōtiro on the Board who is now Head Student.

We have seen the growth with Māori students each year and the current number is very different from 5 years ago.

Equity is a school priority, with the expectation that Māori and Pasifika learners achieve at the same level as non-Māori and non-Pasifika students.

This year there are new MOE funded online courses for Kaiako to learn Te Reo Māori and this will be rolled out for all staff in Term 2.

## **2.5 Motions which have been approved or not approved**

It was clarified that the Board Secretary will advise staff when they have requested a motion to be passed by the Board. In certain instances, this may need to be undertaken by the Principal or Co-Presiding Member, and this will be decided at the meeting.

# **3. Monitoring**

## **3.1 Health and Safety Committee**

A flowchart of the EOTC process is being created to give a clear and accessible overview for all staff to understand. At the next PLD staff session staff will be guided through the EOTC paperwork process and shown how to complete this correctly.

We are refining the EOTC process before setting up in SchoolBridge. It would be beneficial to employ one of our staff members who is currently on maternity leave to do some back end work transferring over data.



### **Contact staff member to re implementing EOTC data**

Acting Principal to contact Lyndsay to see if she is interested in implementing EOTC data.

**Due Date:** 16 Mar 2026  
**Owner:** Mel McRandle

## **3.2 Principal's Report**

All the DPs have inputted into the Principal's report.

A full data report will be available at the next Board meeting. It was pleasing to see Level 1 and Level 3 results which were up from last year but Level 2 results were down. There were 11 scholarships this year compared to 1 last year.

Staff culture and wellbeing have remained a strong focus, with staff-only days used to reset, build connection, and reinforce a culture of care. Leadership visibility has increased through active presence and regular engagement, alongside clear and timely communication. Staff feedback reflects a growing sense of care, calm, and shared responsibility across the kura.

The staff social committee is active, with a lawn bowls event planned for March and further activities underway.

The 2026 Attendance Management Plan has been published and can now be viewed on our website.

Mel discussed the Strategic Goals for 2026, which are:

- Academic Excellence and Engagement
- Belonging
- Personal Excellence

These goals, along with the 2025 Analysis and Variance, will be available on our website.

The aim is to develop an engagement dashboard and collect quantitative data to track progress against these goals.

## **3.3 Property**

The Ministry is funding some property modifications for our blind student who started at Avonside this year. Her Occupational Therapist visited the school, conducted a review, and advised that certain modifications needed to be made.



### **Contact Ministry to express urgency for property modifications to start**

Mel to contact Sam at the Ministry to express the urgency for the property modifications as the student is already in the school and it is a health and safety matter and a liability to the school.

**Due Date:** 16 Mar 2026  
**Owner:** Liz McDowell

Pilot programme for classrooms. The Ministry are looking at our kura for a pilot project to add 3 classrooms in our Maths block. They will not be reimbursing schools for any work completed before this initiative.

Key factors to consider include that previous design costs are not included in the pilot scope, and furniture and equipment are currently excluded (although a request has been made to reconsider this, as PPP3 schools do not own their existing classroom furniture). There is no funding available for accommodating students elsewhere while work is going on.

The pilot would take approximately 2–3 weeks and involve using three classrooms to test elements such as sound reduction between floors and lighting systems, including the option to opt out of the automated lighting system if preferred.

There is currently no confirmed funding or timeline, as the proposal is awaiting a government decision. However, planning is continuing so the project will be “shovel ready” if approval is granted, with negotiations underway with Amber Infrastructure regarding project management.

The school will need to purchase classroom equipment (whiteboards, projectors etc) as there is no funding for this. The Board stated they will need to know what the costs coming are as there is uncertainty of this at the moment. This is a financial burden on the school so we will need to push back.



### **Letter to MOE re: Classroom equipment not provided for pilot programme for classrooms**

Morga to meet with Cheryl to discuss this and to draft a letter to the Ministry.

**Due Date:** 16 Mar 2026  
**Owner:** Morag Godfrey-Grant

## **3.4 Board of Trustees PLD**

Board of Trustees PLD - refer to Rosie from Brannigans Governance PLD session to the Board.

## **3.5 Finance**



### **Interim Financial Statements and reports to 31 December 2025**

Moved that the interim financial statements and associated reports to 31 December 2025 reporting an operating deficit of (\$333,425) working capital of \$1,519,665 and public equity of \$2,067,503 be accepted.

**Decision Date:** 25 Feb 2026  
**Mover:** Chloe De Boo  
**Seconder:** Sam Pelham  
**Outcome:** Approved



### **Resolution recommendation**

Moved that an application be made to New Zealand Community Trust (NZCT) toward the purchase of a new rowing quad boat. The school has raised \$10,000 towards the total cost of \$33,336.54 with the preferred supplier being the quote from SL Racing. The application is for \$23,336.54 (excl. GST).

**Decision Date:** 25 Feb 2026  
**Mover:** Sam Pelham  
**Seconder:** Chloe De Boo  
**Outcome:** Approved



### **Recommendation that the draft budget be carried over to the March meeting for approval**

Moved that the draft budget be carried over to the March meeting for approval. A review of the staffing wages and other budgets is carried out by SLT where there is an increase of more than 1.5% (operational funding increase) on 2025 expenditure. Communication to staff not to spend more than 25% of their budget without prior approval of SLT until the budget is approved by the Board in March, conservative approach encouraged e.g. ensure that AOG, trade accounts, and best practise procurement is taking place.

**Decision Date:** 25 Feb 2026  
**Mover:** Sam Pelham

**Seconder:** Mel McRandle  
**Outcome:** Approved

The business managers financial reports were taken as read.

A request has been made for 40 replacement chairs for Dance. The school is short of across core subject areas and we have more students and bigger classes resulting in more chairs needed.

We will explore the best chair options for Dance and use the 40 Furnware chairs which are currently stored in the Dance area.



### **Puletasi for Polyfest**

Moved to purchase 30 more puletasi for the Polyfest group. There are currently 97 students wanting to participate in Polyfest this year and only 70 puletasi so more have to be made.

**Decision Date:** 25 Feb 2026  
**Mover:** Brendon Cowles  
**Seconder:** Chloe De Boo  
**Outcome:** Approved

## **3.6 School Docs**

No changes needed to be made to the current Term 1 School Docs policies.

All policy will need to be updated as it comes up.

## **3.7 Resolution to approve**



### **Resolution for MOU with Tuahiwi Education**

Moved that the Board has conditionally entered into the Memorandum of Understanding with Tuahiwi Education Ltd subject to the Secretary of Education's approval under the Education and Training Act 2020; schedule 23 clause 10 where a Board subcommittee member is a Director and Shareholder of Tuahiwi Education Ltd and has financial interests that may total more than \$25,000 inclusive of GST during the 2026 financial year".

It is also recorded that Ms Nicole Manawatu- Brennan, who has an interest in the MOU between Avonside Girls' High School and Tuahiwi Education Limited, has declared that interest and excluded themselves from all meetings of the board or finance sub-committee meetings of the board when matters relating to the MOU was being considered.

Also recorded is that Nicole Manawatu-Brennan and Paula Rigby are loosely related through their Hapū.

**Decision Date:** 25 Feb 2026  
**Mover:** Sam Pelham  
**Seconder:** Dr Darren Fidler  
**Outcome:** Approved

### **3.8 Centenary Report**

Planning for the School's 2028 Centenary celebrations is underway, with a committee established that has met twice so far. The Centenary celebration weekend has been set for **Friday 2 June – Sunday 4 June 2028**.

The celebrations will be launched this year with a school assembly prior to King's Birthday weekend, alongside promotional activity across the school's website and social media channels. Initial ideas are also being explored, including the design of a school ring and charm.

A professionally designed commemorative centenary logo has been presented to the Board and was very well received.

## **4. For Information**

### **4.1 Email Resolutions Since Last Meeting**

### **4.2 Inwards Correspondence**

### **4.3 Student Trustee Report**

Alexi spoke to her report, the main points being:

- That students have felt both nervous and excited at the start of the year but are generally settling in well, particularly Year 9 students with support from teachers and the peer support programme. Participation in events such as Pou Day, Year 9 Orientation, Academy Day Out, and Leadership Camp has helped students feel connected to the school community.
- Some concerns were raised about overcrowding on the Sumner and Kaiapoi buses, the impact of different finishing times on bus access, and interest in greater celebration of the school's diverse cultures. Students also shared views on uniform matters, including summer footwear options, concerns about the new skirt length rule and associated costs, and interest in a possible kilt option for winter.
- Overall, students are feeling positive and motivated about the year ahead.

Maxi spoke to her report, the main points being:

- A Mihi Whakatau was held to welcome new staff, including Manuhaea O'Regan, who joins the Te Reo Māori teaching team. The event was well received and helped form new connections.
- Kapa Haka practices are underway, with strong interest from new Year 9 students for the third consecutive year. Whaea Ash returns as tutor, supported by her daughter, the Kaitātiki for 2026.
- Te Ropū Hine-Tītama: The Māori student council received strong sign-ups at the school activities expo, including both new and returning members. Taamia Waretini-Beaumont and Waimarie Clarkson, Year 12 students, will serve as Mana Kōtiro/Heads of Council for 2026, working alongside the head students and heads of school and Pasifika councils.

### **4.4 Staff Trustee's Report**

There was no formal staff trustee report. Chloe noted that staff have observed an increase in student activity in the corridors.

## 5. Administration

### 5.1 Confirm Minutes

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



#### Adoption of minutes from the Board meeting held 26 November 2025

Moved that the minutes from the Board meeting held 26 November 20026 be approved as a true and correct record of that meeting.

**Decision Date:** 25 Feb 2026  
**Mover:** Brendon Cowles  
**Seconder:** Chloe De Boo  
**Outcome:** Approved

### 5.2 Outwards Correspondence

### 5.3 Action Item List

| Due Date    | Action Title   | Owner(s)                   |
|-------------|--|----------------------------|
| 26 Mar 2024 | Staff car parking<br><b>Status:</b> On Hold  | Dr Catherine Law           |
| 20 Jun 2024 | Tsunami processes<br><b>Status:</b> Completed on 19 Feb 2026   | Peter Armstrong            |
| 20 Jun 2024 | Student Leaders lunch time rubbish<br><b>Status:</b> Cancelled on 20 Mar 2026  | Hinekaea Taratoa-Bannister |
| 1 Aug 2024  | Small Theatre light switches<br><b>Status:</b> On Hold   | Peter Armstrong            |
| 29 Aug 2024 | Small theatre lighting<br><b>Status:</b> On Hold   | Peter Armstrong            |
| 4 Sept 2024 | Site H & S meetings<br><b>Status:</b> Not Started  | Peter Armstrong            |
| 21 Oct 2024 | Follow up on no report for tripod burns and follow up with HOLAs around reporting of incidents<br><b>Status:</b> Not Started | Peter Armstrong            |
| 21 Oct 2024 | Advise nursing staff to ask staff to report injuries in GoNoGo<br><b>Status:</b> Completed on 17 Feb 2026                    | Peter Armstrong            |
| 21 Oct 2024 | Phone list for nursing staff at every phone station<br><b>Status:</b> Completed on 17 Feb 2026                               | Peter Armstrong            |
| 10 Mar 2025 | Enquiry to move bus stop to QEII side<br><b>Status:</b> On Hold  | Peter Armstrong            |
| 18 Mar 2025 | School Docs review - Health Care<br><b>Status:</b> Cancelled on 20 Mar 2026  | Maxi McManus               |
| 18 Mar 2025 | School Docs review - Board responsibilities<br><b>Status:</b> In Progress  | Paula Rigby                |
| 23 Mar 2025 | Fume Cupboards<br><b>Status:</b> On Hold   | Peter Armstrong            |
| 28 Apr 2025 | Safety Equipment for School Vehicles<br><b>Status:</b> In Progress   | Peter Armstrong            |
| 28 Apr 2025 | PA Test<br><b>Status:</b> Completed on 17 Feb 2026   | Peter Armstrong            |
| 30 May 2025 | Secure bike storage<br><b>Status:</b> Not Started  | Dr Catherine Law           |

| <b>Due Date</b> | <b>Action Title</b>  | <b>Owner(s)</b>                 |
|-----------------|--|---------------------------------|
| 30 May 2025     | Shade sail for staffroom balcony<br><b>Status:</b> On Hold   | Dr Catherine Law                |
| 13 Jun 2025     | Formal attire<br><b>Status:</b> Cancelled on 21 Apr 2026   | Maxi McManus                    |
| 22 Jul 2025     | Check with cafe they are aware of the procedure<br><b>Status:</b> Completed on 17 Feb 2026                                 | Peter Armstrong                 |
| 11 Aug 2025     | Check budget for Tikanga and ask Paula what would be appropriate<br><b>Status:</b> Not Started                             | Dr Catherine Law                |
| 18 Aug 2025     | Prepare draft questions for the community.<br><b>Status:</b> In Progress   | Dr Catherine Law                |
| 20 Aug 2025     | QR codes for GoNoGo incidents<br><b>Status:</b> Completed on 17 Feb 2026   | Peter Armstrong                 |
| 25 Aug 2025     | Check with Sick Bay as to Injury and Incident report numbers in the columns<br><b>Status:</b> Completed on 17 Feb 2026     | Peter Armstrong                 |
| 22 Sept 2025    | Extraction in Technology dept. not fit for purpose.<br><b>Status:</b> In Progress  | Peter Armstrong                 |
| 29 Sept 2025    | Set up a review group to look at Careers paperwork.<br><b>Status:</b> In Progress  | Dr Catherine Law                |
| 29 Sept 2025    | Storage racks<br><b>Status:</b> Completed on 17 Feb 2026   | Peter Armstrong                 |
| 18 Nov 2025     | Raised Carpet in Theatre<br><b>Status:</b> Completed on 17 Feb 2026  | Peter Armstrong                 |
| 19 Nov 2025     | Contact Rangī Ruru are their Beehives<br><b>Status:</b> Completed on 17 Feb 2026   | Peter Armstrong                 |
| 21 Nov 2025     | Digitisation of EOTC: Presented to the Board<br><b>Status:</b> Completed on 9 Feb 2026                                     | Jane Bussey                     |
| 21 Nov 2025     | LTO Contracts<br><b>Status:</b> Completed on 20 Feb 2026   | Jane Bussey                     |
| 21 Nov 2025     | Worker Engagement<br><b>Status:</b> Completed on 28 Jan 2026   | Amanda Wiles                    |
| 26 Nov 2025     | Presentation to Board: EOTC platforms<br><b>Status:</b> Completed on 8 Feb 2026  | Liz McDowell                    |
| 19 Dec 2025     | Missing Student Procedure<br><b>Status:</b> Completed on 20 Feb 2026   | Jane Bussey                     |
| 19 Dec 2025     | Send letter to parent re the Boards ongoing commitment to Te Tiriti o Waitangi.<br><b>Status:</b> Completed on 19 Dec 2025 | Mel McRandle, Sam Pelham        |
| 6 Feb 2026      | Support for staff: EOTC<br><b>Status:</b> Completed on 9 Feb 2026  | Jane Bussey                     |
| 13 Feb 2026     | Cave Stream<br><b>Status:</b> Completed on 9 Feb 2026  | Jane Bussey                     |
| 13 Feb 2026     | PA System: Outcome<br><b>Status:</b> Completed on 17 Feb 2026  | Peter Armstrong                 |
| 13 Feb 2026     | Civil Defence Information<br><b>Status:</b> Completed on 28 Jan 2026   | Amanda Wiles                    |
| 13 Feb 2026     | Risk Management Checklist items<br><b>Status:</b> In Progress  | Amanda Wiles, Liz McDowell      |
| 13 Feb 2026     | Power point in AG12-22<br><b>Status:</b> Completed on 19 Feb 2026  | Peter Armstrong                 |
| 16 Feb 2026     | Committe to work on policy for unjustified absences<br><b>Status:</b> On Hold  | Morag Godfrey-Grant, Sam Pelham |
| 16 Feb 2026     | Write letter to Downer advising furniture is not fit for purpose.<br><b>Status:</b> In Progress                            | Morag Godfrey-Grant             |

| <b>Due Date</b> | <b>Action Title</b>   | <b>Owner(s)</b> |
|-----------------|---|-----------------|
| 19 Feb 2026     | Risk Management checklist items<br><b>Status:</b> In Progress                                   | Amanda Wiles    |
| 25 Feb 2026     | Paperwork for International West Coast trip<br><b>Status:</b> In Progress                       | Lisa Mackay     |
| 27 Feb 2026     | Email duty staff<br><b>Status:</b> Completed on 23 Feb 2026                                     | Lisa Mackay     |
| 19 Mar 2026     | EOTC flow chart and all staff invite to EOTC session<br><b>Status:</b> Completed on 23 Feb 2026 | Lisa Mackay     |
| 19 Mar 2026     | Weekly sport standard procedures needs further work<br><b>Status:</b> In Progress               | Lisa Mackay     |
| 19 Mar 2026     | Contact staff employee to undergo EOTC back end work<br><b>Status:</b> Completed on 22 Feb 2026 | Liz McDowell    |

#### 5.4 AOB

### 6. Close Meeting

#### 6.1 Close the meeting

**Next meeting:** AGHS Board meeting - Term 1 Week 9 - 25 Mar 2026, 5:30 pm

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

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