CONFIRMED MINUTES

AGHS BOARD MEETING - TERM 1 WEEK 9

At the **AGHS Board meeting -Term 2 Week 6** on **27 May 2026** these minutes were **confirmed as presented.**

Name:	Avonside Girls High School
Date:	Wednesday, 25 March 2026
Time:	5:30 pm to 7:46 pm (NZDT)
Location:	First Floor Seminar Room Orua Paeroa Campus, 209 Travis Road
Board Members:	Paula Rigby (Chair), Alexi Ayers, Chloe De Boo, Dr Darren Fidler, Faye Fualau-Searle , Maxi McManus, Mel McRandle, Morag Godfrey-Grant, Sam Pelham
Apologies:	Jane Bussey, Jaydeen Waretini , Brendon Cowles, Taryn Hopkins

1. Opening Meeting

1.1 Opening Karakia

1.2 Attendance and Apologies

Apologies were received from Jane Bussey, Brendon Coles, Taryn Hopkins and Jaydeen Warentini.

1.3 Interests Register

Board members were reminded to keep this up to date.

2. Strategic Decisions

2.1 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. It was noted that some gaps were to be filled by the Acting Principal and SLT.

2.2 Te Tiriti o Waitangi

The Board discussed what further reporting on Te Tiriti it would like to see going forward.

A query was raised about Tuahiwi Education. The contract has been terminated as Jane Hodge has resigned. The school will employ a replacement itself so the role can be a broader one. Interviewing is underway for this position, which will continue to focus on attendance.

The Board noted that they appreciate the breakdown of Maori and Pacifica attendance so that it can be viewed through an equity lens. More information was requested on what has an impact on attendance, for example housing, caring for siblings, difficulties with pick up and drop off. This would enable the Board to have a better understanding of barriers to attendance, and if possible look at some support.

More information was requested on the steps and resources available for staff to increase knowledge of Tikanga Maori and Te Reo.

2.3 NCEA analysis

Acting DP Lisa MacKay presented a PowerPoint analysing the 2025 AGHS NCEA results. She discussed key findings and trends, as set out in detail in the PowerPoint. The next step is to drill down into the data in more detail with HOLAs in a subject-specific analysis, the aim being to determine if anything more can be done to lift results in individual subjects. Ms MacKay will report back to the Board with insights on specific subjects, based on discussions with HOLAs and further data analysis. The Board would like to know if it can do anything to help achieve further gains, for example with provision of additional funding and resources.

2.4 Manu Kotiro

Maxi McManus, attending her last meeting, was thanked for her invaluable contributions. Two new Mana Kotiro, Waimarie Clarkson and Taamia Warentini-Beaumont were welcomed, and their role briefly explained. They will decide themselves whether to alternate attendance or both be present at future meetings.

3. Monitoring

3.1 Student attendance and achievement

The accompanying report was taken as read.

3.2 Health and Safety Committee

Sam Pelham explained how EOTC risk is handled under the relevant policies and procedures, depending upon its assessed level of risk.

Low risk EOTC is reviewed and approved by SLT alone.

Medium – high risk EOTC (not overnight and without any concerns from SLT) is reviewed and approved by the Health and Safety Subcommittee on behalf of the Board.

High risk EOTC (including all overnight trips) is reviewed and approved by the full Board.

It was emphasized that the health and safety of EOTC remains the responsibility of all Board members.

SLT Term 2 Calendar to be updated with Board meeting dates for EOTC approval

Acting Principal to update SLT calendar to include Board meeting and Health and Safety Subcommittee meeting dates to assist with planning for EOTC approval.

Due Date: 13 May 2026
Owner: Mel McRandle

Flow chart of risk-based EOTC approval process, including timelines, to be provided to all staff

A flow chart setting out the process for assessment of risk and subsequent review and approval to be prepared and provided to staff, along with a clear time line of deadlines for review and approval.

Due Date: 13 May 2026
Owner: Sam Pelham

3.3 Property

Darren Fidler explained the most salient points arising from the monthly meeting with the MOE and Spotless. Of particular note was the fact that the PA system has now been determined as officially failing and thus recorded as a formal defect.

Morag Godfrey-Grant summarized the provisions in the PPP3 documents regarding fitness for intended purpose and the objective to ensure AGHS is “flexible to adapt to new technologies and changing teaching and learning practices”.

3.4 Finance

The need for the forecast deficit to be lowered in future was discussed. The Board agreed to establish a subcommittee to consider the steps required to develop a long term, sustainable financial plan. Suggested members were Darren Fidler, the Principal, the Staff Representative to the Board, Charles Knibb and Cheryl English.

That the Interim Financial Statements and reports to 28 February 2026 be accepted.

Resolved that the interim financial statements and associated reports to 28 February 2026 reporting an operating deficit of ($80,040) working capital of $1,431,785 and public equity of $2,013,491 be accepted.

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

That International Student Fee schedules for 2027 and 2028 be adopted.

Sam Pelham did not take part in this discussion given her involvement with the international student programme.

Mel McRandle explained that the increase was to bring AGHS more in line with other schools.

Decision Date: 25 Mar 2026
Mover: Mel McRandle
Seconder: Dr Darren Fidler
Outcome: Approved

That that the 2026 Budget is approved with an operating budget deficit of ($496,905)

Capital (Fixed Assets)

Asset additions (cash)	$95,000
Asset additions (non-cash – leases)	$99,000
Asset additions (non-cash TMT)	$134,000 (TMT *Te Mana Tuhono upgrade N4L*)
Total fixed asset budget	$328,000

The finance leases are calculated per below;

Total liability as per 2025 accounts	$296,002
Plus asset additions	$99,000
Less repayments	$101,162
Plus interest	$19,490
Total finance lease liability	$313,330

Solutions and Services have prepared 2026 budgeted statement of financial position & statement of cashflows extracted from the Board prepared 2026 operating & capital budgets, and provided all 2026 budget documents required for approval. These reports have been prepared prior to the 2025 audit finalisation. Where any audit adjustments arise for the 2025, these budgeted balances will require adjustment to ensure that the statements continue to balance for use in the 2026 annual accounts (ie: retained earnings). On this basis the Board approves 2026 budget statements, subject to any opening balance changes to the statement of financial position and cash flow amounts, necessitated by 2025 audited adjustments.

Decision Date:	25 Mar 2026
Mover:	Mel McRandle
Seconder:	Chloe De Boo
Outcome:	Approved

3.5 Principal's Report

Mel McRandle explained that the staff only day was very successful. The SLT has begun a new series of hui which will focus on data analysis and tracking of priority learners.

3.6 School Docs

The Board Assurances for Term 1 2026 were considered as part of the termly review.

3.7 OIA response

Sam Pelham explained the background and the OIA response from our Co-Presiding Members was noted.

4. For Information

4.1 Email Resolutions Since Last Meeting

The email resolutions passed since the last meeting were taken as read.

4.2 Inwards Correspondence

4.3 Student Trustee Report

Alexi Ayers spoke to her report, which was largely positive. She asked what the Board would like to see in the Student Representative report in future. The Board advised they would like to hear about concerns as well as what is going well for the students.

Maxi McManus and the Manu Kotiro Waimarie Clarkson and Taamia Warentini-Beaumont discussed handover and Manu Kotiro plans for the year. The Manu Kotiro have many ideas which they will set out in their report for the next meeting. Among those discussed were a cheat sheet for teachers with basic Kupu Maori and how it can be integrated into teaching, and translation into Te Reo at all assemblies.

4.4 Staff Trustee's Report

Chloe De Boo spoke to her report.

5. Administration

5.1 Confirm Minutes

AGHS Board meeting - Term 1 week 5 2026 25 Feb 2026, the minutes were confirmed as presented.

Adoption of the minutes from the Board meeting held on 25 February 2026.

Resolved that the minutes of the board meeting held on 25 February 2026 be approved as a true and correct record of that meeting.

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

5.2 Outwards Correspondence

5.3 Action Item List

Due Date	Action Title	Owner(s)
26 Mar 2024	Staff car parking **Status:** On Hold	Dr Catherine Law
20 Jun 2024	Student Leaders lunch time rubbish **Status:** Cancelled on 20 Mar 2026	Hinekaea Taratoa-Bannister
1 Aug 2024	Small Theatre light switches **Status:** Completed on 21 May 2026	Peter Armstrong
29 Aug 2024	Small theatre lighting **Status:** On Hold	Peter Armstrong
4 Sept 2024	Site H & S meetings **Status:** Completed on 21 May 2026	Peter Armstrong
21 Oct 2024	Follow up on no report for tripod burns and follow up with HOLAs around reporting of incidents **Status:** Completed on 21 May 2026	Peter Armstrong
10 Mar 2025	Enquiry to move bus stop to QEII side **Status:** On Hold	Peter Armstrong

Due Date	Action Title	Owner(s)
18 Mar 2025	School Docs review - Health Care **Status:** Cancelled on 20 Mar 2026	Maxi McManus
18 Mar 2025	School Docs review - Board responsibilities **Status:** Completed on 21 May 2026	Paula Rigby
23 Mar 2025	Fume Cupboards **Status:** In Progress	Peter Armstrong
28 Apr 2025	Safety Equipment for School Vehicles **Status:** In Progress	Peter Armstrong
30 May 2025	Secure bike storage **Status:** Completed on 21 May 2026	Dr Catherine Law
30 May 2025	Shade sail for staffroom balcony **Status:** On Hold	Dr Catherine Law
13 Jun 2025	Formal attire **Status:** Cancelled on 21 Apr 2026	Maxi McManus
11 Aug 2025	Check budget for Tikanga and ask Paula what would be appropriate **Status:** Completed on 21 May 2026	Dr Catherine Law
18 Aug 2025	Prepare draft questions for the community. **Status:** Completed on 21 May 2026	Dr Catherine Law
22 Sept 2025	Extraction in Technology dept. not fit for purpose. **Status:** In Progress	Peter Armstrong
29 Sept 2025	Set up a review group to look at Careers paperwork. **Status:** In Progress	Mel McRandle, Sam Pelham
13 Feb 2026	Risk Management Checklist items **Status:** In Progress	Amanda Wiles, Liz McDowell
16 Feb 2026	Committe to work on policy for unjustified absences **Status:** On Hold	Morag Godfrey-Grant, Sam Pelham
16 Feb 2026	Write letter to Downer advising furniture is not fit for purpose. **Status:** Completed on 21 May 2026	Morag Godfrey-Grant
19 Feb 2026	Risk Management checklist items **Status:** Completed on 21 May 2026	Amanda Wiles
25 Feb 2026	Paperwork for International West Coast trip **Status:** Completed on 20 May 2026	Lisa Mackay
16 Mar 2026	Contact staff member to re implementing EOTC data **Status:** Completed on 16 Mar 2026	Mel McRandle
16 Mar 2026	Contact Ministry to express urgency for property modifications to start **Status:** Completed on 24 Mar 2026	Liz McDowell
16 Mar 2026	Letter to MOE re: Classroom equipment not provided for pilot programme for classrooms **Status:** Completed on 16 Mar 2026	Morag Godfrey-Grant
19 Mar 2026	Weekly sport standard procedures needs further work **Status:** In Progress	Lisa Mackay
20 Apr 2026	EOTC safety management plan **Status:** Completed on 22 Mar 2026	Lisa Mackay
23 Apr 2026	EOTC follow up session **Status:** In Progress	Lisa Mackay

5.4 AOB

6. Close Meeting

6.1 Close the meeting

Next meeting: AGHS Board meeting -Term 2 Week 6 - 27 May 2026, 5:30 pm

Signature:_____ **Date:**_____