CONFIRMED MINUTES

AGHS BOARD MEETING -TERM 2 WEEK 6

At the **AGHS Board meeting - Term 2 Week 11** on **1 Jul 2026** these minutes were **confirmed as presented.**

Name:	Avonside Girls High School
Date:	Wednesday, 27 May 2026
Time:	5:30 pm to 8:45 pm (NZST)
Location:	First Floor Seminar Room Orua Paeroa Campus, 209 Travis Road
Board Members:	Paula Rigby (Chair), Sam Pelham (Chair), Brendon Cowles, Dr Darren Fidler, Faye Fualau-Searle , Jaydeen Waretini , Morag Godfrey-Grant, Taryn Hopkins, Mel McRandle, Chloe De Boo, Alexi Ayers, Waimarie Clarkson, Taamia Waretini-Beaumont
Attendees:	Cheryl English, Jane Bussey

1. Opening Meeting

1.1 Opening Karakia

1.2 Attendance and Apologies

No apologies were received for this meeting and all attended, although Paula left the meeting at 6.30pm.

1.3 Interests Register

1.4 Kapa Haka proposal - February 2027.

Ngahina Smith presented a proposal for Avonside Girls' High School (AGHS) and Shirley Boys' High School (SBHS) to combine their kapa haka groups for the 2027 Regional Kapa Haka Competition.

Ngahina explained that combining the two schools would strengthen the overall performance group by bringing together a wider range of voices and talents, increasing the likelihood of success at the regional competition. She noted that this partnership would further strengthen the relationship between the sister schools and that a combined group has been successful in the past.

Both schools performed at the Cultural Festival this year and may also perform together at Matariki. Feedback from both students and whānau has been positive and supportive of the proposal.

Paula suggested that two teams be formed to ensure all interested students have the opportunity to participate and that the teams should not be identified as "A" and "B" teams. The main challenge

identified would be the provision of uniforms. The kapa haka tutors are supportive of a combined approach involving both schools.

The next step would be for AGHS to formally advise the tutors of the Board's approval, after which SBHS would follow its own approval process through its Board.

It was noted that funding requirements would depend on the teams' results and progression through the competition. Parents and whānau would be involved in fundraising efforts, and AGHS has already commenced fundraising activities in anticipation of participation.

To join AGHS and SBHS kapa haka for regionals 2027

Resolution that the proposal for a combined AGHS and SBHS kapa haka group for the 2027 Regional Kapa Haka Competition be approved in principle and presented to the Shirley Boys' High School Board for consideration.

Decision Date:	27 May 2026
Mover:	Paula Rigby
Seconder:	Dr Darren Fidler
Outcome:	Approved

1.5 HOLA curriculum time request

Mel spoke to a request for additional HOLA time to support staff-only curriculum implementation work.

It was noted that the two Ministry of Education-provided staff-only days are insufficient to complete the curriculum implementation required across all learning areas for Years 9 and 10. To provide additional time, it was proposed that four early-finish days be scheduled, with students missing one period of learning on each occasion. Staff would then use the time from lunchtime until 4.15 pm for curriculum planning and implementation work.

The proposal was discussed, with the proviso that the early-finish days be scheduled to ensure the same classes are not repeatedly impacted by occurring on the same day of the week.

Board members were supportive of the proposal. Sam noted that the arrangement would be acceptable provided it remains within Ministry of Education guidelines.

Four early-finish days for curriculum implementation 2027

Moved that four early-finish days be approved to provide additional staff-only time for curriculum implementation, subject to compliance with MOE requirements and scheduling that minimises repeated impact on the same classes.

Decision Date:	27 May 2026
Mover:	Sam Pelham
Seconder:	Brendon Cowles
Outcome:	Approved

1.6 HOD English presentation

Chloe and Frances, Joint HOD English, presented and spoke to their PowerPoint with the below key points:

The school is supporting the transition to North-East pedagogies through coaching-based PGC observations, targeted professional learning during ELA time, and classroom walkthroughs to monitor implementation and evaluate the impact of coaching and professional development.

The Phase 4 curriculum aligns strongly with the school's strategic goal of Academic Excellence, raising expectations for junior students and allowing teachers to build on established, effective programmes. Key challenges include developing units that cover the extensive curriculum requirements, uncertainty around reporting processes and assessment guidance, addressing significant learning gaps for incoming Year 9 students, and finding sufficient time to cover all curriculum objectives within current teaching hours.

Junior Assessment – SMART Summary

The school will continue using e-asTTle and internal assessments for reporting on reading and writing in 2026, ahead of SMART becoming mandatory in 2027. Initial experience with SMART highlighted concerns about alignment with the new NZ Curriculum progress descriptors, challenging reading texts and writing prompts for students, and technical issues that limited the collection of reliable writing data.

1.7 HOD Maths presentation

Joel Milburn, HOD Maths, presented and spoke to his PowerPoint with the below key points:

Y9 and Y10 new curriculum:

- Open-plan and shared learning spaces can create distractions, increase cognitive load, and reduce teaching effectiveness.
- Wide variations in student ability make differentiation challenging and can overwhelm both students and teachers.
- A stronger growth mindset and shared understanding of mathematics learning are needed.
- Appropriate entry requirements help ensure students are placed at a level where they can succeed and be challenged.
- Building resilience, addressing negative attitudes towards maths, and emphasising effort are key priorities.
- Planned actions include a MythBusters booklet, addressing anticipated 2026 learning gaps, and introducing two levels of difficulty.

SMART tool rollout

The rollout of the SMART assessment is inevitable, but there are concerns about its accessibility and suitability for Year 9 students. The assessment includes calculator and non-calculator sections and may take significantly longer than the allocated time. Students may experience cognitive overload, particularly as it includes content not yet taught and many enter Year 9 underprepared. There are concerns that the assessment could reinforce negative attitudes towards mathematics. Alignment between teaching, learning, and assessment is expected to take several years. Results will inform potential government intervention, and achievement data may remain below expectations for a number of years during implementation.

PAT option

- PAT has been updated to align with the new curriculum and is widely used by local primary schools, providing continuity of assessment data.
- It is considered equitable, low-administration, and provides detailed feedback on student skill development.
- PAT is intended as a low-stakes, formative assessment and is not recommended for high-stakes reporting or evaluation.
- While it offers potential benefits and teacher time savings, costs increase as more year levels are included.
- PAT could complement assessment practices, but there is no guarantee it will replace SMART.

DIRT cycle:

- The DIRT cycle was introduced to strengthen active engagement with assessment and has been reinforced through school PLD.
- It supports formative and summative assessment, student agency, teacher understanding of learning needs, and communication with parents.
- The approach provides valuable, curriculum-specific information that helps teachers tailor learning and support student progress.
- It aligns with the science of learning and encourages student responsibility for learning.
- Challenges include the time required to develop resources and the lack of a centralised, digital reporting system.

2. Strategic Decisions

2.1 Strategic Planning

2.2 Annual Board Plan

2.3 Te Tiriti o Waitangi

2.4 Staggered start to the school year

Board discussed the staggered start to the school year. Parent feedback has been very positive with this, it is logistical, practical and educationally beneficial for students to start the school year in this staggered way.

It was questioned if the 3 or 4 days for staggered starts would impact the days the school is open. If the Ministry are firm on what is open for instruction we will need to look at other year groups (Y10 - Y13) starting together.

Staggered start to the school year

The decision has been deferred until further guidance is received from the Ministry. If required, alternative options will be considered, including having Years 10–13 start together.

Decision Date:	27 May 2026
Mover:	Mel McRandle
Seconder:	Sam Pelham
Outcome:	Approved

2.5 Revised Privacy Policy

The Board discussed the rewritten draft version of the revised privacy policy and gave permission to run this past our Lawyer, Richard Harrison, alongside our previous policy to ensure it fits the policy.

Revised privacy policy wording

Morag will discuss the wording of "confidential" with Liz McDowell. Following this, the revised privacy policy will be sent to Richard Harrison for feedback.

Due Date: 1 Jul 2026
Owner: Morag Godfrey-Grant

2.6 MOU Rugby League

An MOU has been signed between AGHS, Papanui High School, and St Andrew's College to establish a composite team.

AGHS will be the lead school, responsible for administration, finances, communication, and compliance.

Participation costs are $950 per student on a user-pays basis, with $800 raised so far through fundraising. All fundraising activities require AGHS approval.

A "Got Your Back" fundraiser is being planned, where supporters can purchase one of 40 spaces for $20 and have their name printed on the back of the team training shirt.

The aim is to establish the composite team this year and grow participation to support an AGHS-only team in the future.

2.7 Y9 enrolment number

Following discussions at the Finance Advisory hui, projections have been completed to explore increasing the Year 9 intake from 2027 onwards.

Potential benefits include maintaining student support structures while gaining additional staffing entitlement and allowances through a larger roll.

Key considerations include timetabling impacts and whether limits may need to be placed on some student subject choices due to specialist teaching space constraints.

Recent roll numbers have remained relatively stable, with Year 9 enrolments ranging from 219 to 254 students and out-of-zone enrolments between 44 and 56 students.

3. Monitoring

3.1 Health and Safety Committee

It was clarified that overnight EOTC trips are reviewed by the EOTC Coordinator and the Deputy Principal before being submitted to the Health and Safety Committee for approval.

The Mana Wahine cave stream activity was discussed, and it was agreed that further information will be requested by the Health and Safety Committee.

Mana Wahine cave stream activity

The Health and Safety Committee will be asked to obtain further details about the Cave Stream trip before the activity would take place.

Due Date: 30 Jun 2026
Owner: Sam Pelham

3.2 Property

The property report was taken as read.

There are still ongoing problems relating to the PA system. Faults have been reported but we have not had a report or evidence on how these have been addressed. Vision are required to

rectify this as per the contractual timeframes failing to do so will result in penalties as per the contact.

The architect's plans for the classroom works have been submitted to the Ministry of Education. PPP sign-off will be required to ensure liability does not sit with the school.

3.3 Finance

Cheryl spoke to her finance reports.

It was reported that the budget remains on track, with some expenses higher than anticipated due to seasonal costs such as licence purchases, which is typical for this time of year.

The key area of concern is the projected year-end working capital balance, which based on results to date, does not appear improbable. While the school is able to sustain a loss of the magnitude budgeted for this year, this is not viable in the short to mid-term.

Income for international students is expected to increase with the mid-year intake. There is a 26% profit from having international students but we are sitting below 20% when taking into consideration building expenses.

Cheryl advised that the Senior Team activities should read 71% and not 21%.

The Ministry have been asked for a top of for vandalism.

Financial Statements and reports to 30 April 2026

Moved to accept the financial statements and associated reports to 30 April 2026 reporting on operating deficit of ($187,137) working capital of $1,343,898 and public equity of $1,906,071 be accepted.

Decision Date:	27 May 2026
Mover:	Cheryl English
Seconder:	Mel McRandle
Outcome:	Approved

Application to Rata Foundation

Moved that an application be made to the Mainland Foundation for $5,879 as the balance to complete the project to purchase a new coxed four quad boat.

Decision Date:	27 May 2026
Mover:	Cheryl English
Seconder:	Sam Pelham
Outcome:	Approved

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Seconder:	Sam Pelham
Outcome:	Approved

Finance working group meeting summary

Sam spoke to her report following the Finance working group meeting the week prior.

The Finance Working Group discussed a range of staffing and operational reviews aimed at improving efficiency and managing future budget pressures. Key areas identified for review include:

- Analysis of where additional staffing is currently being utilised across the school.

- Review of administration and non-teaching positions.
- Evaluation of Kaitiaki staffing arrangements.
- Review of current SLT portfolios, including the development of a clear job description for the Acting Deputy Principal role, which will be advertised early in Term 3 with interviews planned for the end of Term 3.
- Review of the Assistant Principal Pastoral position, which concludes at the end of 2026.
- Assessment of the STP programme and its budget implications.
- Consideration of part-time staffing arrangements.
- Monitoring of the financial impact of Catherine's secondment, with Cheryl seeking reimbursement of administration costs from the Ministry.
- Review of the impact of leave without pay on staffing and finances.
- Evaluation of the Hospitality programme to identify opportunities for more efficient delivery.
- Review of the timetable and associated roles to ensure effective use of resources.

Also discussed was growing the school role. The school was built for 1,300 students. If we increase the Year 9 intake this will create 5MUs and income. The extra can be used to pay for kaitiaki. There would be small class sizes of 26 to 27 which is a better position to be in. This would szave on our "over class size" and relief needed for this.

Increase Y9 roll intake

It was moved that the Year 9 intake be increased to 265 students for 2027.

Decision Date:	27 May 2026
Mover:	Mel McRandle
Seconder:	Taryn Hopkins
Outcome:	Approved

3.4 Other Shared Services Reports

Library and sick bay reports taken as read.

3.5 Student attendance and achievement

Student attendance and achievement taken as read.

3.6 Principal's Report

Principals report taken as read.

Mel notes that Lisa had added goals from the HOLAs and goals add up to the strategic goals as a school.

3.7 School Docs

3.8 Board Comms

The Co-Chair advised the Board of the importance of receiving responses from all members when Board communications are circulated. It was suggested that members use the **"Reply All"** function when responding, as this would help ensure all Board members remain informed.

The Staff Representative asked whether a dedicated Avonside email address could be established for the Staff Board Representative role. Board members were comfortable continuing to use their personal email addresses. As all Board members also have an Avonside email address, future

Board communications will be copied to both members' personal/work and Avonside email addresses to ensure correspondence is received and retained appropriately.

4. For Information

4.1 Email Resolutions Since Last Meeting

4.2 Inwards Correspondence

4.3 Student Trustee Reports

Waimarie Clarkson spoke to her report with keypoints being:

The Kapa Haka group performed at the ANZAC Assembly on 24 April and at Ngā Hau e Whā Marae, receiving positive feedback for both performances. The group is now preparing items for Tūhono.

The school also held its in-school Manu Kōrero competition to select representatives for the regional competition in Week 11. Congratulations to Ngāhina Smith (Senior English), Ava Pounsford (Junior English), and Laekyn Anderson (Junior Māori), who will represent the kura at regionals.

Lexi spoke to her report with keypoints being:

A positive atmosphere across the school throughout Term 2 was noted, with students demonstrating good attitudes towards learning, staff, and school involvement. Student engagement remains strong, with positive participation in peer support, Gateway, courses, co-requisite assessments, and a range of school activities. The introduction of the five-minute warning bell has also been noted as helping students arrive to class on time and reducing congestion in the hallways.

Some concerns raised by students included overcrowding on the Summer and Rangiora school bus services, suggestions around school finishing times, and feedback that Whānau Time may be longer than necessary.

Students have also been involved in a number of events this term, including Pink Shirt Day, the ANZAC Assembly, and the senior and junior cross-country events.

Summer and Rangiora school bus services

Darren to make contact with ECan regarding the overcrowding of Summer and Rangiora school bus services and the need for another bus as both SBHS and AGHS use these busses.

Due Date: 30 Jun 2026
Owner: Dr Darren Fidler

4.4 Staff Trustee's Report

The staff trustee rep noted that staff have noticed an increase with students in corridors etc.

5. Administration

5.1 Confirm Minutes

AGHS Board meeting - Term 1 Week 9 25 Mar 2026, the minutes were confirmed as presented.

AGHS Public Excluded Board meeting - Term 1 Week 9 25 Mar 2026, the minutes were confirmed as presented.

Adoption of minutes from the Board meeting and Public excluded meeting held on 25 March 2026

Moved that the minutes from the Board meeting and Public excluded meeting held on 25 March 2026 be approved as a true and accurate record of those meetings.

Decision Date:	27 May 2026
Mover:	Chloe De Boo
Seconder:	Faye Fualau-Searle
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
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
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
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:** Completed on 29 Jun 2026	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:** Cancelled on 29 Jun 2026	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

Due Date	Action Title	Owner(s)
19 Feb 2026	Risk Management checklist items **Status:** Completed on 21 May 2026	Amanda Wiles
19 Mar 2026	Weekly sport standard procedures needs further work **Status:** In Progress	Lisa Mackay
23 Apr 2026	EOTC follow up session **Status:** Completed on 22 Jun 2026	Lisa Mackay
13 May 2026	SLT Term 2 Calendar to be updated with Board meeting dates for EOTC approval **Status:** Completed on 22 May 2026	Mel McRandle
13 May 2026	Flow chart of risk-based EOTC approval process, including timelines, to be provided to all staff **Status:** Cancelled on 29 Jun 2026	Sam Pelham
22 Jun 2026	International department to review previous EOTC proposals. **Status:** Completed on 15 Jun 2026	Denley Jones
22 Jun 2026	Explore ways to remind staff now to report an incident. **Status:** Completed on 22 Jun 2026	Lisa Mackay
25 Jun 2026	Liz and Lyndsay to look at EOTC Governance Roles and Responsibilities. **Status:** In Progress	Liz McDowell

Sam advised the Board to check and update any actions items against their name.

5.4 AOB

6. Close Meeting

6.1 Close the meeting

Next meeting: AGHS Board meeting - Term 2 Week 11 - 1 Jul 2026, 5:30 pm

Signature:_____ **Date:**_____