CONFIRMED MINUTES

AGHS BOARD MEETING - TERM 2 WEEK 11

At the **AGHS Board meeting - Term 3 Week 6** on **26 Aug 2026** these minutes were **confirmed as presented.**

Name:	Avonside Girls High School
Date:	Wednesday, 1 July 2026
Time:	5:30 pm to 7:40 pm (NZST)
Location:	First Floor Seminar Room Orua Paeroa Campus, 209 Travis Road
Board Members:	Paula Rigby (Chair), Chloe De Boo, Dr Darren Fidler, Faye Fualau-Searle , Jaydeen Waretini , Mel McRandle, Sam Pelham (Chair), Taryn Hopkins, Alexi Ayers, Taamia Waretini-Beaumont, Waimarie Clarkson
Attendees:	Cheryl English, Jane Bussey
Apologies:	Brendon Cowles, Morag Godfrey-Grant

1. Opening Meeting

1.1 Interests Register

1.2 Opening Karakia

1.3 Attendance and Apologies

Apologies were received from Brendon Cowles and Morag Godfrey-Grant.

1.4 Student Leaders

Student Leaders' Presentation to the Board

Three Student Leaders attended the meeting and presented to the Board, supported by a PowerPoint presentation.

The Student Leaders explained that they meet fortnightly with the Principal to discuss school matters, provide student feedback, and undertake a wellbeing check-in.

They highlighted that Avonside has a larger number of student councils than many other kura, with all councils being student-led. Council leaders meet every Monday in an executive meeting to review recent events and plan upcoming activities. A wide range of councils are available, including International, Academic, Arts and others. Students from Years 9–13 are able to join up to three councils.

The Student Leaders advised that Pou assemblies, along with some other school assemblies, are student-led. As the four senior Student Leaders, they see their role as being the voice for students whose perspectives may not always be heard. They noted that each leader brings different

strengths and viewpoints, which contributes to robust discussion and diversity within the leadership team.

The Student Leaders spoke positively about the recent 40km fundraising walk and expressed a desire for it to become a legacy project that continues in future years.

Looking ahead, they identified a number of priorities and opportunities for development:

- **Budget:** Additional funding would create more opportunities for councils and students. They suggested that individual council fundraising initiatives could help increase available resources.
- **Access to Media:** Greater access to the school's TV screens would enable students to better promote events, activities, and important information across the school.
- **Leadership Workload:** The Student Leaders noted that Heads of Council often carry a significant workload, as both students and staff frequently direct requests to them. They felt that the 2 Head Students could be utilised more effectively to share responsibilities.
- **Junior Leadership Opportunities:** They would like to see increased leadership opportunities for junior students. In particular, they noted that Junior Pou Council Leaders do not always have sufficient opportunities to actively contribute in their leadership roles.

2. Strategic Decisions

2.1 Strategic Planning

2.2 Annual Board Plan

2.3 Te Tiriti o Waitangi

2.4 AGHS Privacy Policy

Adoption of amendments for AGHS Privacy Policy

Moved to adopt the AGHS Privacy Policy with the amendments and feedback from our lawyer.

Decision Date:	1 Jul 2026
Mover:	Sam Pelham
Seconder:	Taryn Hopkins
Outcome:	Approved

Protections for photographs on AGHS website

Paula asked what protections do we have in place for photographs on the school website.

Due Date:	21 Aug 2026
Owner:	Liz McDowell

3. Monitoring

3.1 Health and Safety Committee

Mana Wahine

The H&S Committee discussed the Board's concerns regarding the inclusion of the Cave Stream activity within the Mana Wahine programme. The activity is delivered by an external specialist and

forms an integral part of the programme. The provider advised that they would not be willing to deliver the programme without the Cave Stream component.

Lisa Mackay is exploring a cost analysis of buying versus renting one or more EPIRBs for the EOTC overnight trips.

School Bridge

Progress is being made by Lindsay Fenn with digitising the EOTC system. She is currently working 2 days a week and a request has been made for her to work on this project for another term at 2 days a week.

PA System

The school is still going through the opportunity to rectify issues as they come up. At the next PPP meeting we will get an update of this.

School Bridge continuation of work on project for another term

Moved for Lindsay Fenn to continue working on digitising the EOTC system for another term at 2 days a week.

Decision Date:	1 Jul 2026
Mover:	Sam Pelham
Seconder:	Taryn Hopkins
Outcome:	Approved

3.2 Property

Darren advised that when maintenance jobs are raised, there is currently no notification provided to the person who lodged the request when the job has been actioned or closed. While contractual obligations are being met, there are ongoing concerns that the underlying issues are not always being fully resolved.

The school will need to provide evidence to Downer demonstrating that there is no verification process confirming that reported jobs have been completed satisfactorily and that the issues have been fixed. This remains an active concern, and the school will continue to raise the matter with Downer until a satisfactory resolution and reporting process are in place.

3.3 Finance

Financial Statements and reports to 31 May 2026

Resolved that the financial statements and associated reports to 31 May 2026 reporting an operating deficit of ($251,729) working capital of $1,285,306 and public equity of $1,841,479 be accepted.

Decision Date:	1 Jul 2026
Mover:	Mel McRandle
Seconder:	Sam Pelham
Outcome:	Approved

Donation scheme

Moved that the Board wishes to remain in the school donation scheme for 2027, this is confired as part of the 1 July roll return.

Decision Date:	1 Jul 2026
Mover:	Mel McRandle
Seconder:	Sam Pelham

Outcome: Approved

3.4 Finance Working Group

Sam Pelham acknowledged the significant workload currently being carried by the Senior Leadership Team (SLT) and recognised the considerable time and effort that has gone into reviewing potential areas for staffing reductions.

The Deputy Principal position with responsibility for Curriculum and Data will be advertised in Term 3.

3.5 Student attendance and achievement

Student attendance and achievement data was taken as read.

3.6 Principal's Report

The Principals report was taken as read. To note there have been 245 Y9 enrollments to date.

3.7 School Docs

3.8 Media Studies report

The Board acknowledges and appreciates the time and effort Carolyn Black has dedicated to preparing her Media Studies report and understands the removal of junior Media Studies from 2027 will give better focus for senior years.

3.9 Timetable Policy Review

Adopt new timetable policy review

Moved to approve and accept the school's timetable policy for 2027.

Decision Date: 1 Jul 2026
Mover: Mel McRandle
Seconder: Sam Pelham
Outcome: Approved

Timetable review

The SLT have undertaken a review of the timetable, consulted with staff, students and whānau, and made a number of suggestions for implementation in 2027. Consultation continues into Term 3 and BOT are supportive of the proposed direction

4. For Information

4.1 Centerary update

The Centenary report prepared by Amanda Wiles was taken as read.

4.2 Email Resolutions Since Last Meeting

Adoption of Resolutions for Aotearoa Gaming Trust & Pub Charity

Moved that the Board approve Resolutions already passed via Email for applications to be made as per below:

Aotearoa Gaming Trust - $4,229.57 towards the cost of flights to Taupo for the Secondary Schools Football Tournament.

Pub Charity - $7,070.89 towards the costs of a rental vehicles and accommodation in Taupo for the Secondary Schools Football Tournament.

Decision Date:	1 Jul 2026
Mover:	Mel McRandle
Seconder:	Taryn Hopkins
Outcome:	Approved

4.3 Inwards Correspondence

4.4 Student Trustee Reports

Alexi Ayers spoke to her Student Trustee report.

Senior students have been busy completing internal assessments and ensuring they remain on track to achieve the required credits. This term is particularly demanding, with multiple assessments and deadlines occurring at the same time, which has created additional pressure for many students.

Throughout the term, students have also had opportunities to participate in a range of events, including the Blood Drive, Year 12 Discovery Day, and Pride Week. These initiatives have provided valuable opportunities for students to get involved in school life, connect with others, and interact with students outside of their usual classes.

Taamia Waretini-Beaumont spoke to her Student Trustee report.

Ngā Manu Kōrero was a successful event, with students delivering excellent speeches and connecting with participants from other schools. Special congratulations were given to Shirley for winning and Ava and Ngahina were also commended for their outstanding performances.

A range of Matariki activities were organised by Te Rōpu Hine Titama, including a school assembly, whānau activities, soup and fry bread initiatives, and a combined kapa haka performance with Shirley Boys' High School.

Kapa Haka performed at the school centenary assembly and continues to prepare for Tūhono.

4.5 Staff Trustee's Report

Nothing to note from Staff Board Trustee.

4.6 Financial contribution

The request for financial contribution to support a student attending Korfball in Malaysia was denied by the Board. Paula advised that the family can contact their local community board who have a youth development fund. Jane will write to the parents to advise them of this.

5. Administration

5.1 Confirm Minutes

AGHS Board meeting -Term 2 Week 6 27 May 2026, the minutes were confirmed as presented.

Confirm minutes

Moved that the minutes from the Board meeting held on 27 May 2026 be approved as a true and correct record of that meeting.

Decision Date: 1 Jul 2026
Mover: Dr Darren Fidler
Seconder: Taryn Hopkins
Outcome: Approved

5.2 Outwards Correspondence

5.3 Action Item List

Due Date	Action Title	Owner(s)
26 Mar 2024	Staff car parking **Status:** Cancelled on 21 Aug 2026	Dr Catherine Law
29 Aug 2024	Small theatre lighting **Status:** Cancelled on 24 Aug 2026	Peter Armstrong
10 Mar 2025	Enquiry to move bus stop to QEII side **Status:** Cancelled on 24 Aug 2026	Peter Armstrong
28 Apr 2025	Safety Equipment for School Vehicles **Status:** In Progress	Peter Armstrong
30 May 2025	Shade sail for staffroom balcony **Status:** Cancelled on 24 Aug 2026	Dr Catherine Law
15 Sept 2025	Fume Cupboards **Status:** Completed on 24 Aug 2026	Peter Armstrong
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
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	Flow chart of risk-based EOTC approval process, including timelines, to be provided to all staff **Status:** Cancelled on 29 Jun 2026	Sam Pelham
3 Jun 2026	Mana Wāhine's written Risk Management Plan and Emergency Procedures to be provided the Board **Status:** Completed on 24 Aug 2026	Denley Jones
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

Due Date	Action Title	Owner(s)
25 Jun 2026	Liz and Lyndsay to look at EOTC Governance Roles and Responsibilities. **Status:** In Progress	Liz McDowell
30 Jun 2026	Mana Wahine cave stream activity **Status:** Completed on 24 Aug 2026	Sam Pelham
30 Jun 2026	Summer and Rangiora school bus services **Status:** Completed on 23 Jun 2026	Dr Darren Fidler
1 Jul 2026	Revised privacy policy wording **Status:** Completed on 5 Jun 2026	Morag Godfrey-Grant
20 Aug 2026	Button to be enabled in Gonogo. **Status:** In Progress	Peter Armstrong
20 Aug 2026	Explore capacity of Starlink to provide communication through cellphones **Status:** Completed on 20 Jul 2026	Liz McDowell
20 Aug 2026	Cost analysis of buying versus renting one or more EPIRBs for EOTC overnight trips. **Status:** Completed on 18 Aug 2026	Lisa Mackay

5.4 AOB

6. Public Excluded Section

6.1 Move to Public Excluded Session

Moved at 7.40pm to Public Excluded Session where Student board reps were excluded from the parts of the proceedings of this meeting.

7. Close Meeting

7.1 Close the meeting

Next meeting: AGHS Board meeting - Term 3 Week 6 - 26 Aug 2026, 5:30 pm

Signature:_____ **Date:**_____