CONFIRMED MINUTES

AGHS BOARD MEETING - TERM 3 WEEK 6

At the **AGHS Board meeting - Term 3 Week 10** on **24 Sept 2026** these minutes were **confirmed as presented.**

Name:	Avonside Girls High School
Date:	Wednesday, 26 August 2026
Time:	5:30 pm to 8:20 pm (NZST)
Location:	First Floor Seminar Room Orua Paeroa Campus, 209 Travis Road
Board Members:	Paula Rigby (Chair), Chloe De Boo, Sam Pelham (Chair), Dr Darren Fidler, Faye Fualau-Searle , Jaydeen Waretini , Mel McRandle, Morag Godfrey-Grant, Taryn Hopkins
Attendees:	Cheryl English, Jane Bussey, Alexi Ayers, Waimarie Clarkson, Taamia Waretini-Beaumont
Apologies:	Brendon Cowles
Guests/Notes:	Catherine Messenger-Weepu

1. Opening Meeting

1.1 Opening Karakia

1.2 Attendance and Apologies

Apologies were received from Brendon Cowles and Waimarie Clarkson.

1.3 Interests Register

2. Strategic Decisions

2.1 Catherine Messenger-Weepu presentation to the Board

Catherine Messenger-Weepu gave her Te Reo Māori presentation.

Key highlights:

Department goals:

- Build reo korero - teach to use te reo daily and building students capacity to converse.
- Have a good curriculum progression - have a better plan this year than last year.
- All staff do Mumu Reo as PLD

- Have a 2027 plan - this is tracking well for next year.
- Build confidence to sit external exams - a lot of students do not do external exams

Challenges:

- Limited foundation
- Curriculum development and storage
- Limited time to be a department, 30min meetings a fortnight
- Part time HOD currently, would be beneficial to have a full time HOD

Embed te reo Māori, tikanga, and Māori values throughout the kura, and grow long-term Te Ao Māori leadership by developing staff capability and shared leadership.

2.2 Strategic Planning

The Board discussed changes to school planning and reporting requirements. As consultation was undertaken last year, including consultation on the timetable, it was noted that the Ministry of Education has suggested reviewing the current strategic plan and ensuring priorities, particularly in reading, writing, and mathematics, remain relevant.

The current Strategic Plan (2026-2027) is available on the school website. Senior Leadership Team (SLT) will share the plan with the school community for feedback and bring the results back to the Board in Term 4.

Board members will review the Strategic Plan and discuss it further at the next Board meeting before community consultation is undertaken. Feedback and any proposed amendments will be considered in Term 4.

2.3 Annual Board Plan

The Annual Board Plan outlines the presenters for each Board meeting. For the next meeting, the Kaitiaki team will present the attendance report and provide an update on attendance initiatives, trends, and outcomes.

2.4 Te Tiriti o Waitangi

2.5 Centenary Memorandum of Understanding

The Centenary MOU is approved in principal but a change needs to be made to 4.1 and 4.2 with a new fundraising goal as a school van has now been secured with fund raising from the Parents Association and through Hugo Trust.

Update wording for Centenary MOU

Morag to work with Amanda to change the wording on point 4.1 and 4.2 of the Centenary MOU as fundraising has already been securred for a school van.

Due Date: 24 Sept 2026
Owner: Morag Godfrey-Grant

2.6 Parents Association MOU

Morag explained that the Parents Association Memorandum of Understanding (MOU) is a non-binding agreement. As an incorporated society, the Parents Association is a separate legal entity from the school, making the MOU an important document to clarify the relationship and expectations between the two organisations. Morag advised that the Parents Association is also

taking steps to become a registered charity, which will enable it to access a wider range of funding opportunities and grants.

Adoption to accept the Parents Association MOU

Moved that the Board accept the Parents Association Memorandum of Understanding. All Board members were in agreement. Morag declared a conflict of interest as a member of the Parents Association and abstained from voting.

Decision Date:	26 Aug 2026
Mover:	Dr Darren Fidler
Seconder:	Taryn Hopkins
Outcome:	Approved

2.7 Discipline Committee

Sam Pelham explained that the Board's Discipline Committee currently consists of three Board members. It is often difficult to secure the availability of three members, so she proposed reducing the committee to two Board members. She noted that a smaller committee would be less intimidating and overwhelming for students and their whānau, while also making it easier to convene disciplinary meetings.

Adoption to reduce the number on the Discipline Committee to 2 members.

Moved that the Discipline Committee members be reduced from three Board members to two Board members. Carried.

Decision Date:	26 Aug 2026
Mover:	Sam Pelham
Seconder:	Morag Godfrey-Grant

2.8 Matatini 2027 Board Approval

There was a discussion around the Matatini trip.

In principal this is approved but there need further investigation around:

- supervision plan
- transport plan
- flights costing
- accommodation actual costs
- what protections they would put in place around the general public
- factor in an extra car hireage
- fundraising plan - who does the printing for the digital prints?
- how much would each student need to fundraise

Once these points have been clarified the EOTC will go to teh next Health & Safety meeting on 18 September.

2.9 International Trip

There was discussion regarding the proposed Japan tour for September 2027. The Board indicated that it is open to supporting the trip in principle but requires further information before

making a decision. Specifically, the Board requested additional details on accommodation options and police vetting requirements.

The proposal will also be referred to the Health & Safety Committee for consideration and feedback prior to returning to the Board for further discussion.

2.10 Noho Marae

Initial approval for the Noho Marae trip has been approved. This will go to Lisa McKay for pre-approval and then to the Health & Safety committee for approval.

3. Monitoring

3.1 Health and Safety Committee

- Get to Go Challenge was approved at the last H&S meeting.
- Police Blue Light Camp has been pre-approved.
- Tournament week has been sign off.

Lyndsay will attend the next Health & Safety meeting to present on the progress of the SchoolBridge data project. This will include an overview of the data collected to date, proposed reporting measures, and discussion around how much detail should be included before the system goes live.

3.2 Property

The PA system issue is still ongoing. Darren has met with Liz and Peter to discuss how recurring issues are monitored.

Peter will review the maintenance reports and prepare a summary identifying recurring faults. This information will be provided to the PPP to highlight issues that have not yet been resolved.

3.3 Finance

Adoption of Financial Statements and reports to 31 July 2026

Moved that the financial statements and associated reports to 31 July 2026 reporting an operating deficit of ($334,733) working capital of $1,222,302 and public equity of $1,758,476 be accepted.

Decision Date:	26 Aug 2026
Mover:	Sam Pelham
Seconder:	Jaydeen Waretini
Outcome:	Approved

We are tracking right on budget, although this is still a concern for future. Staff are taking the financial situation seriously and not spending if not needed.

A decrease in roll numbers has resulted in a decrease in operational funding of $15K. We are tracking well to operational budget and the increase in relief and vandalism funding cancelled out the reduction to allow for roll number fluctuations. A second vandalism top up of $5K is additional unbudgeted funding.

By removing whānau classes next year for non-teaching staff with save $35K.

If classes are balanced better and we ensure timetabling is working efficiently it would save 3FTTE and enable Te Reo compulsory classes next year.

A resignation from a Suport Staff member has helped with the budget. Roll projection of 265 Y9s will allow for 3 extra teaching staff and allowances.

Classes are trying to be contained to 26, when a class goes over 26 a teacher gets time in leiu which is costly so cutting down to ensure class sizes are closer to 26 will avoid this.

Hospitality Programme: Due to a lack of suitably qualified teaching staff, we engaged Ara to deliver our hospitality classes. We now have this expertise covered by our own teaching staff, which will reduce costs and enable us to redirect funding into supporting students next year.

3.4 Principal's Report

Mel spoke to her report.

Key highlights:

- Student achievement is tracking at a similar level to last year, with encouraging improvement evident among Year 12 students. Progress towards the equity goal for Māori and Pasifika learners is on track at the halfway point of the year.
- Development of a compulsory Te Ao Māori course for Year 9 students is underway. Catherine Messenger-Weepu has committed to leading the design and writing of the course.
- Subject course planning and student course selection processes are currently underway in preparation for next year.
- The provision of a quiet, calm space for students who are neurodiverse or require additional behavioural support was identified as a beneficial initiative to enhance student wellbeing and engagement.

3.5 Student attendance and achievement

Student attendance and achievement reports were taken as read.

Discussion highlighted the importance of ensuring students who are unwell can access learning from home. It was agreed that HOLAs should support staff to post appropriate learning materials on Teams where possible.

3.6 School Docs

Adoption of the Term 3 Polices

Moved that the Board adopt the Term 3 Policies below with no amendments.

- School Community Engagement Policy
- Inclusive School Culture
- Student Attendance
- Concerns and Complaints

Decision Date:	26 Aug 2026
Mover:	Sam Pelham
Seconder:	Mel McRandle
Outcome:	Approved

3.7 Student representative elections

It is time to run the student board representative elections for the school board in September. The recommended election date is Thursday, September 3. All students in Year 9 and above can participate and Jane will be the returning officer for this.

Adoption of returning office for Student Board elections

Moved that Jane Bussey be appointed as the returnin goffice for the Student Board elections.

Decision Date:	26 Aug 2026
Mover:	Mel McRandle
Seconder:	Sam Pelham
Outcome:	Approved

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:

Term 3 has been a mixed term, with students generally feeling more tired and less motivated, although many remain engaged and are preparing well for exams. Key concerns include credit stress, crowded bathrooms, and cold uniforms. Students have enjoyed events such as Matariki Week, the International Cultural Assembly, and the Careers Expo. Overall, while motivation has been a challenge, there have been many positive opportunities and experiences across the term.

Taamia Waretini-=Beaumont spoke to her report. The main points being:

Kapa Haka: Students performed at the annual Kāhui Ako kapa haka event hosted by AGHS and SBHS, strengthening connections with local schools. The group also received positive feedback for performances at Papanui High School's Te Ao Haka event and is now preparing for Tūhono in September.

Te Rōpu Hine-tītama: Members are planning activities for Te Wiki o te Reo Māori and a Gala Day event to promote the use of te reo Māori across the school in a fun and engaging way.

4.4 Staff Trustee's Report

Chloe spoke to her staff trustee report, the main points being:

- Our 1st XI Football Team have reached the Christchurch Schools Premier 1st XI Final for the second year running and will soon compete at the National Tournament in Taupō.
- Our Jazz Band will be performing at the Christchurch Big Band Festival in October.
- We are also pleased to see around 20 senior students taking part in additional literacy support sessions to help prepare for upcoming exams, with positive progress already being seen.

5. Administration

5.1 Confirm Minutes

AGHS Board meeting - Term 2 Week 11 1 Jul 2026, the minutes were confirmed as presented.

Adoption of minutes from the Board meeting held on 1 July 2026

Moved that the minutes from the Board meeting held on 1 July 2026 be approved as a true and correct record of that meeting.

Decision Date: 26 Aug 2026
Mover: Sam Pelham
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
13 Feb 2026	Risk Management Checklist items **Status:** In Progress	Amanda Wiles, Liz McDowell
19 Mar 2026	Weekly sport standard procedures needs further work **Status:** In Progress	Lisa Mackay
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
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
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

Due Date	Action Title	Owner(s)
21 Aug 2026	Protections for photographs on AGHS website **Status:** Completed on 20 Jul 2026	Liz McDowell
16 Sept 2026	Fridges in Student Food Tech room **Status:** In Progress	Liz McDowell
16 Sept 2026	Injuries occuring at school or home **Status:** Not Started	Peter Armstrong

5.4 AOB

6. Close Meeting

6.1 Close the meeting

Next meeting: AGHS Board meeting - Term 3 Week 10 - 24 Sept 2026, 5:30 pm

Signature:_____ **Date:**_____