



**TE PUNA WAI O WAIPAPA – HAGLEY COLLEGE
BOARD**

Minutes of meeting held 25 November 2025 in Café Annex

1. PRESENT:

- Mel Morris, Charles Mullins, Rowan Milburn, Amy Shipley, Trevor Campbell, Kat Anderson, Suzanne Waters

1.1 IN ATTENDANCE:

- Sherron Harrison (Minutes)
- Jasmine Lambert, Jenni Holden, Hayden Shaw

2. APOLOGIES: George Blackmore, James Howey, Phillipa Weir

3. MEETING COMMENCEMENT:

- 6.00pm

4 REGISTER OF INTERESTS:

- No interests advised

6. Approval of Minutes:

- Moved by the Chair that the minutes from the Board meeting on 28 October 2025 be approved as a true and correct record. **Carried**

7. Matters Arising:

- None advised

Action Points:

Actions			Process
Board Response Calendar	All	As a Board – to decide dates of events to be reviewed etc	When new Board takes over
Staff Rep PLD	Sherron	As available	
Invite Fiona McDonald to meeting re Board responsibilities	Rowan	To be scheduled at February 2026 meeting	
Invite Chris Patalano _ EOTC Co-Ordinator to BOT re his position	Rowan	Chris to update BOT on his role and risk analysis	Attending February meeting
Reference letters for Lucia Campbell-Reeves and Lily Anderson	Rowan		Lily Anderson letter sent 30 July 2024 - resent.
Draft budget to be approved for 20226	All members	Final approval of draft budget	
Policies	All members	Policies approved pending Behaviour Management Plan to be presented at February meeting	Suzanne to presented updated plan
Part Time grant	Rowan/Amy	Letter to Office of the Auditor General	

Completed Actions:

Actions			Completed
Letters to Liz Jones and Sharon Cumming	Board Secretary	Letters to Liz and Sharon thanking them for their service on their retirements'	Completed
Reaffirmation of Te Tiriti	Rowan/Jasmine	Advise staff and community of the College's reaffirmation to Te Tiriti via Social Media	Completed

CORRESPONDENCE:

- **Out** – Letters to Liz Jones and Sharon Cumming thanking them for their contribution to the College on their retirements’.
- **In** – Duncan Webb letter to Erica Stanford
- Email from Erica Stanford – Legislative Changes
- Parent email – re Commitment to Te Tiriti o Waitangi

6. PRESIDING MEMBER:

- No report
- Bridget Fairweather – HOD PE, Health and Outdoor Education presented to the Board

7. FINANCE REPORT:

Approval of Minutes:

Moved by the Chair that the Finance Committee minutes from the Board meeting on 26 August 2025 be approved as a true and correct record. **Moved: Charles - Seconded Rowan**

- **Revenue: (overall % at the end of 10 months)**
- Government Grants (including MOE Grants and other Government Grants) is up to 86% used.
- Locally Raised Funds is at 119% used includes Material Fees, Cafe Trading and Local Funds Income)
- Other revenue includes MOE teaches salaries, use of MOE Land and Buildings and property expenses funded by MOE.
- **Expenditure (overall 85% at the end of 10 months)**
- Overall Expenditure is at 85% of the budget (includes Learning Resources, Student Learning)
- Administration Costs have used 84% of the budget (includes College Effectiveness and Board of Trustees)
- Property costs at 73% of budget
- Learning Resources (including Hagley Learning Centre, ICT, Learning Communities, Student Learning, Staff Wellbeing, Personnel) is at 87% of budget
- International Students Expenses of \$4121 reflects to the secondary school membership of School International Education Business Association, marketing and international accommodation levy expenses.

Banking Staffing:

Relief being paid directly out of the relief budget is making a significant impact on banking staffing. Last two pay periods – recently changed relievers to be paid out of staffing which will bring our underuse closer to zero balance.

Period 2617 Actual Total FTTE	Period 2617 Actual \$ Staffing Value	Latest Req'd Avg. Staffing to End Year with Zero Balance
3.30	\$0	119.85
Under	• Refund	(FTTE)

Camp relief yet to be factored in, so we are in a good position.

Staffing Usage and Entitlement report : SUE report – Pay Period 2616: \$636946 This reflects school holidays – term time only workers. Pay Period 2617: \$627330

2026 Draft budget presented but needs updates. **Action Point: 2026 draft budget to be approved at February meeting – all members**

Thanks to Casey for her work on the draft budget.

8. SENIOR LEADERSHIP TEAM REPORTS:

Health and Safety – Incidents: Students: 2 minor, 1 moderate, 1 serious plus 1 assault

Student Achievement – taken as read.

School Roll – taken as read. FTE (equivalent) – as at 21 November 2025 [Under 19s] 829.4 : [Adults] 400.00 = 1229.4

Staffing and Personnel

Staffing vacancies:

Guidance Counsellor – 0.6 FTTE -fixed term for 2026

Library Manager – Term time only, 35 hours per week, permanent

ITM Guitar tutor – 0.5 FTTE, fixed term

Sports Co-ordinator – Term time only – 25 hours T1 and 4, Terms 2 and 3, 30 hours - permanent

Staff Leave: (applications)

Tara de Coninck – requesting 3 weeks' leave, March 2026 for daughter's wedding (Overseas relatives visiting) – **Approved 3 days Paid Leave (IMPOC) , 2 days paid Discretionary Leave, 2 weeks LWOP**

Staff Resignations:

Naomi Hnat (ITM Tutor, 1 year part-time)

Abhijeet Sidhi (Sports Co-ordinator, fixed term PE Kaiako, 3 years' service)

Letters to be written to Sharon Cumming and Liz Jones thanking them for their years of service to the College. **Action Point: Letters written to Liz and Sharon from Board**

Appointments:

Trent Hiles (Student Attendance and Engagement Officer, fixed term, part-time)

Hany Sheta (Science – fixed term – covering study leave)

E Eade (Science – fixed term – covering maternity leave)

Megane Lallemand (Art – permanent, full-time)

Hamish Barker (Social Science – permanent, full-time)

Sophie Chasetareh (ELL – fixed term, covering secondment)

EOTC

Peers Support Camp – January 2026 to Hanmer Springs - **Approved**

- **Property and rebuild** – taken as read
- **SLT Professional Learning and Development** – taken as read.
- **Wellbeing, Attendance and Pastoral Care** – taken as read.
- **School Events** - taken as read.
- **Sub-Committees:**
 - Te Urungi – Taken as read.
 - PreSchool Trust – Taken as read.
 - Policy Committee – taken as read
 - Bullying and Harassment
 - Behaviour Management – **Action Point: Suzanne - updated Restorative Behaviour Plan to be presented at February meeting**
 - Minimising Physical Restraint
- **Designated Character** – taken as read.

9. STUDENT REPORT:

- No report

10. STAFF REPRESENTATIVE REPORT:

- Te Tiriti – formal affirmation in writing - discussion amongst the Board members.
 - **Action Point: To the Community – Public commitment by the College to Te Tiriti**
 - **Jasmine will make a statement to thank staff for their comments and let them know the outcome of this discussion**
 - **Board is in agreement and the SLT will advise staff and community via social media of this decision – Rowan/Jasmine**

11. GENERAL BUSINESS:

- Part-Time Funding update – letter sent to MOE, no reply
 - Media interest – article by Cate McIntosh on Diversity Services
 - Send a letter to the Office of the Auditor General – **Action Point: Amy and Rowan to draft letter to be sent to the Office of the Auditor General**

MEETING CLOSURE: 8.30pm

SIGNED AS A TRUE AND CORRECT RECORD



Melanie Morris, Presiding Member and Chair of the Meeting

24/2/26

Date

Te Puna Wai o Waipapa – Hagley College Board Meeting Dates - 2026

Month	Board Meeting All Board members, Sherron and SLT Venue: Auripo 24	Finance Committee Trevor (chair), Rowan, Mel, Casey, Charles Venue: Auripo 24	Pre School Trust Tracy, Rowan, Elvina, Mel, Benita Venue: Rowan's office
February	Tues 24 th Feb – 5:45pm	Tues 24 th Feb – 5pm	Tues 17 th Feb 4pm
March	Tues 24 ^h Mar – 5:45pm	Tues 24 th Mar – 5pm	Tues 17 th Mar - 4pm
April	Tues 28 th April 5:45pm	Tues 28 th April – 5pm	Tues 21 st – 4pm
May	Tues 26 th May – 5:45pm	Tues 26 th May – 5pm	Tues 19 th May – 4pm
June	Tues 30 th June – 5:45pm	Tues 30 th June – 5pm	Tues 23 rd June – 4pm
July	Tues 28 th July – 5:45pm	Tues 28 th July – 5pm	Tues 21 st July – 4pm
August	Tues 25 th Aug – 5:45pm	Tues 25 th Aug – 5pm	Tues 18 th Aug – 4pm
September	Tues 22 nd Sept – 5:45pm	Tues 22 nd Sep – 5pm	Tues 15 th Sept – 4pm
October	Tues 27 th Oct – 5:45pm	Tues 27 th Oct – 5pm	Tues 20 st Oct – 4pm
November	Tues 24 th Nov – 5:45pm	Tues 24 th Nov – 5pm	Tues 17 th Nov – 4pm