

**TE PUNA WAI O WAIPAPA – HAGLEY COLLEGE
BOARD**
Minutes of meeting held 24 February 2026 in Auripo 24

1. PRESENT:

- Mel Morris, Charles Mullins, Rowan Milburn, Amy Shipley, Trevor Campbell, Kat Anderson, George Balckmore, James Howey, Phillipa Weir

1.1 IN ATTENDANCE:

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

2. APOLOGIES:

3. MEETING COMMENCEMENT:

- 6.00pm

4 REGISTER OF INTERESTS:

- Interests updated

6. Approval of Minutes:

Moved by the Chair that the minutes from the Board meeting on 25 November 2025 be approved as a true and correct record. **Carried**

7. Matters Arising:

Action Points:

Actions			Process
Policies	All members	Policies approved pending Behaviour Management Plan to be presented at February meeting	Suzanne to present updated plan

Completed Actions:

Actions			Completed
Staff Rep PLD	Sherron	As available	Kat keeping an eye on upcoming programmes
Board Response Calendar	All	As a Board – to decide dates of events to be reviewed etc	Workplan presented to the Board – Term 1 dates scheduled
Invite Fiona McDonald to meeting re Board responsibilities	Rowan	To be scheduled at February 2026 meeting	EONZ training scheduled for 10 March
Invite Chris Patalano _ EOTC Co-Ordinator to BOT re his position	Rowan	Chris to update BOT on his role and risk analysis	Spoke to Board
Reference letters for Lucia Campbell-Reeves and Lily Anderson	Rowan/Mel		Lily Anderson letter sent 30 July 2024 - resent. Lucia's letter also sent
Draft budget to be approved for 2026	All members	Final approval of draft budget	Approved Trevor/Charles – unanimously approved by the Board
Part Time grant	Rowan/Amy	Letter to Office of the Auditor General	Letter to be sent – sent 4 March

ELECTION OF PRESIDING MEMBERS AND DEPUTY PRESIDING MEMBER:

- **Presiding Member** – The Board Secretary called for nomination for Presiding Member/Chair.
 - *Melanie Morris*: nominated Philippa Weir, seconded Charles Mullins.
 - There being no further nominations, Mel was elected unopposed as Presiding Member/Chair for the 2026 year.
- **Deputy Presiding Member** – The Board Secretary called for nomination for the Deputy Presiding Member.
 - *Philippa Weir*: nominated Charles Mullins, seconded Trevor Campbell, unanimously by the remaining Board members
 - There being no further nominations, Philippa was elected unopposed as Deputy Presiding Member for the 2026 year.

BOARD APPOINTMENTS:

- **Finance Committee Chair** - The Presiding Member called for nominations for the Finance Committee Chair position.
 - *Melanie Morris* nominated Trevor Campbell for the Finance Committee Chair position. Seconded by Charles Mullins.
 - There being no further nominations, Trevor was elected unopposed as Finance committee Chair for the 2026 year.

ORGANISATION OF SUB-COMMITTEES:

- **Policy Committee (as required)** – whole Board

- **Pre-School Trust** – Rowan, Tracy Summerton (PS Director), Benita Rarere-Briggs (Community), Elvina Stephens (Parent), Mel Morris (Board Representative)
- **Te Urungi** – Jasmine, Rowan
- **Finance Committee** – Trevor, Mel, Casey, Rowan, Charles, Amy

DELEGATED AUTHORITIES:

In the Absence of the Principal:

That the Board agrees that in the absence of Rowan Milburn, Principal:

- that Hayden Shaw, Deputy Principal, will act in her absence for Term 1, 2026 – if Hayden is absent Jasmine Lambert, Deputy Principal will act in his absence
- Jasmine Lambert, Deputy Principal will act in her absence for Term 2, 2026 – if Jasmine is absent Hayden Shaw will act in her absence
- Hayden Shaw will act in her absence for Term 3, 2026 – if Hayden is absent Jasmine Lambert, Deputy Principal will act in his absence
- Jenni Holden will act in her absence for Term 4, 2026 – if Jenni is absent Hayden Shaw will act in her absence.

CORRESPONDENCE:

- No correspondence

6. PRESIDING MEMBER:

- No report
- Chris Patalano – EOTC – Introduction of himself and his role as EOTC Co-ordinator within the College.
 - Discussed a typical EOTC application
 - Pre event checks, SOPS
 - 10 March online EOTC Training from EONZ for all Board Members
 - 3 x EOTC trips approved – Sakura Smithers – 12GEO and 12TOU – Queenstown
 - - Sakura Smithers – 12GEO and 12 TOU – Mt Cook
 - - Emma Dow – Ki-o-Rahi Tournament – Lower Hutt
 - **All approved in principle**

7. FINANCE REPORT:

Approval of Minutes:

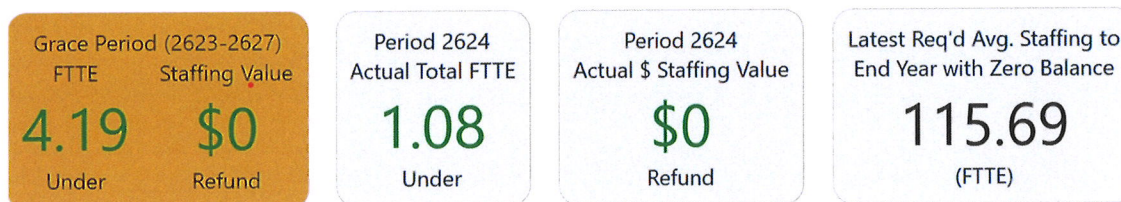
Moved by the Chair that the Finance Committee minutes from the Board meeting on 25 November 2025 be approved as a true and correct record. **Moved: Trevor - Seconded Charles**

Uncommitted Funds Projection as at 31 January 2026 looks healthy but as this is only an estimate this could alter if revenue or expenditure targets are not met.

- **Revenue: (overall 10% at the end of January 2026)**
- Government Grants (including MOE Grants and other Government Grants)
- Locally Raised Funds is at 49% includes Material Fees, Cafe Trading and Local Funds Income
- Local Funds Income at 77%

- Other revenue includes MOE teaches salaries, use of MOE Land and Buildings and property expenses funded by MOE.
- Expenditure (overall 5% at the end of January 2026)**
- Administration Costs have used 12% of the budget (includes College Effectiveness and Board of Trustees)
- Property costs at 9% of budget
- Learning Resources (including Hagley Learning Centre, ICT, Learning Communities, Student Learning, Staff Wellbeing, Personnel) is at 2% of budget
- International Students Expenses of \$2050 reflects to the secondary school membership of School International Education Business Association, marketing and international accommodation levy expenses.

Banking Staffing:



Staffing Usage and Entitlement report : SUE report – Pay Period 23: \$565,125 Pay Period 24 \$617,006

- Draft budget for 2026 was moved by Trevor, seconded by Charles – approved unanimously by the Board
- Annual leave for the Principal (Rowan Milburn) was approved for rollover into 2026 – 6 days

8. SENIOR LEADERSHIP TEAM REPORTS:

Health and Safety – Incidents: Students: 3 minor, 5 moderate and 1 serious accident. Staff: 1 minor and 1 serious.

Student Achievement – Mel, Amy and Rowan met with John from UC discussing a project to measure success in students and continuation of success measures after they have left the College, beyond NCEA and connected with attendance data material.

School Roll – taken as read.

Staffing and Personnel

Staffing vacancies:

- Biology Teacher - fixed term for 1 year from Term 2, 2026
- Learning Support (Numeracy Specialist) 0.8FTTE fixed term for 2026
- ELL Teacher - part-time – permanent and fixed term hours

Staff Leave: (applications)

Hamish Barker – requesting 6 days W.Aust wedding – **LWOP – Approved**
Sue Cutforth – 10 days – Conducting NZSSSO/Wedding UK – **LWOP – Approved**
Alice Nash – 10 days Travel to UK – Sep 2027 – **LWOP Approved**
Te Arohanui Mahuta – 6 days – Travel to US – May 2026 - **Declined**

Staff Resignations:

Jenny Cleland (ELL Teacher – 8 years)
Micha Multhaup (Counselling – 1 year)

Appointments:

Mya Hesp – Sports Co-ordinator (perm, part-time)
Priscilla Powell – ITM (part time)
Bronnie King – Counsellor (part time)
Danica Revis – Library Manager (perm, full-time)
Mary-Rose Cronin – Junior Specialist (fixed term, part time)
Jack Dymond – Social Science (fixed term)
Rob Stainthorpe – Science Tech (Term 1 only)
Ian Rae – After 3 – Not for Profit/Accounting-Bookkeeping (2 classes)
Adair Sherriff – ITM (part time)
Bente Clausen – Maths Teacher (part time)
Marcus Coll – After 3 – Japanese Beginners (1 class)
Nicolette Adam – After 3 – German Beginners/Post Beginners (2 classes)
Jon Jeet – After 3 – Life Drawing (1 class)
Molly McGee – After 3 – Jazz (part time)
Josiah Morgan – Writers' Institute (part time)
Zara Dolan – Art Teacher (part time)

EOTC

As above

- **Property and rebuild** – taken as read
- **SLT Professional Learning and Development** – taken as read.
- **Wellbeing, Attendance and Pastoral Care** – SchoolDocs Policy on Attendance to be updated .
- **School Events** - taken as read.
- **Sub-Committees:**
 - Te Urungi – No meeting as yet this year.
 - PreSchool Trust – Taken as read.
 - Policy Committee – taken as read
 - Cellphone Policy – updates for 2026
 - Governance Policy – reviewed
 - Board Responsibilities - reviewed
- **Designated Character** – Approval for the roll numbers to remain the same for 2027 - **Approved**

9. **STUDENT REPORT:**

- No report

10. **STAFF REPRESENTATIVE REPORT:**


- No report

11. **GENERAL BUSINESS:**

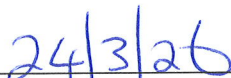
- Part-Time Funding update – letter sent to MOE, remains unanswered
 - Media interest – has been good for the school
 - Send a letter to the Office of the Auditor General – **Action Point: Amy and Rowan to draft letter to be sent to the Office of the Auditor General - Completed**
- Annual leave for the Principal (Rowan Milburn) was approved for rollover into 2026 – 6 days
- Strategic Plan completed – Uploaded to Ministry of Education.
- Board Workplan – Term 1 reviews underway (Strategic Plan – completed, Annual Implementation Plan)
- The Board wishes Jenni Holden well on her Refreshment Leave from 1 March.
- BOT to host a staff morning tea on the last Wednesday of Term 1. (1 April)

MEETING CLOSURE: 8.15pm

SIGNED AS A TRUE AND CORRECT RECORD



Melanie Morris, Presiding Member and Chair of the Meeting



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, Amy 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 th 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