TE PUNA WAI O WAIPAPA – HAGLEY COLLEGE BOARD

Minutes of meeting held 25 August 2026 in Auripo 24

1. PRESENT:

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

1.1 IN ATTENDANCE:

- Sherron Harrison (Minutes)
- Hayden Shaw
- Nadene Brouwer
- Jasmine Lambert
- Tom Scollard

2. APOLOGIES:

3. MEETING COMMENCEMENT:

- 5.45pm

4 REGISTER OF INTERESTS:

- Kat Anderson – change of preschool child learning premises

5. Approval of Minutes:

Moved by the Chair that the minutes from the Board meeting on 28 July 2026 be approved as a true and correct record. **Approved : Presiding Member – Mel Carried**

6. Matters Arising/Action Points:

Actions			**Process**
Mid Term Elections	**Board Secretary**	Keep an eye on communications mid term elections for 31 March 2027	
Student Election	**Rowan**	From Sept Workplan - Results of Student Representative election to be held on 3 September	

Student Survey Reporting: Senior Students	**SLT**	From Sept Workplan -	
Board Assurances	**Rowan**	From Sept Workplan -	
Funding of Strategic objectives	**Rowan**	From Sept Workplan -	
Principal and SLT Professional Growth Planning	**Rowan**	From Sept Workplan -	
Curriculum changes – future proofing	**SLT/Property**	From Sept Workplan -	

Decisions to be concluded:

Actions			
N/a			

Completed Actions:

Actions			**Completed**
Leave Committee	**Board**	Committee to be formed to assess leave applications before being presented to Board Meetings	**Completed** Amy, Rowan, Mel – TEAMS meeting on a Monday before report
School Vision goals	**Rowan/SLT**	SLT to canvas students on their school vision goals	**Completed**

7. CORRESPONDENCE:

- **N/a**

8. PRESIDING MEMBER:

- Morning tea for staff end of term week 10 -25 September
- Introduction Tom Scollard – Governance and Management Training (Board)

9. **FINANCE REPORT:**

Approval of Minutes:

Moved by the Presiding Member that the Finance Committee minutes from the Board meeting on 28 July 2026 be approved as a true and correct record.

Moved by the Presiding Member – Mel ; Seconded – BOT; Carried

- Finance reports distributed via email – July 2026.
- Operating Surplus YTD: (2026)[58%] $210,103 (2025) $345,076
- Income Received: (2026) [60%] $3,151,897 (2025) ($3,305,740)
- Expenditure spent (2026)[55%] $2,941,790 (2025) $2,960,664

- **Revenue: (overall 60% at the end of July 2026)**
- Government Grants (including MOE Grants and other Government Grants) $2,710,469 (2026) $2,840,341 (2025)
- Locally Raised Funds: including Material Fees, Cafe Trading – deficit, and Local Funds Income 107%.
- Local Funds Income at 97%
- Other revenue includes MOE teaches salaries, use of MOE Land and Buildings and property expenses funded by MOE.

- **Expenditure (overall 55% at the end of July 2026)**
- Administration Costs have used 58% of the budget (includes College Effectiveness and Board of Trustees)
- Property costs at 53% of budget
- Learning Resources (including Hagley Learning Centre, ICT, Learning Communities, Student Learning, Staff Wellbeing, Personnel) is at 54% of budget
- International Students Expenses of $5706 [143%] of anticipated budget.

Uncommitted Funds estimated $2.587 million at the end of the year, this estimate relies on the BOT approved budget and will alter if revenue or expenditure targets are not met.

Banking Staffing:

Period 2710 Actual Total FTTE	Period 2710 Actual $ Staffing Value	Latest Req'd Avg. Staffing to End Year with Zero Balance
-1.80	-$6,400	118.13
Over	Pay to MoE	(FTTE)

Over spend of staffing as we are paying relievers out of staffing!

Staffing Usage and Entitlement report : SUE report – Pay Period 202709 - $628,222
And Pay Period: 202710 – $643133

10. SENIOR LEADERSHIP TEAM REPORTS:

- **Health and Safety** – Incidents: Students: 2 moderate, (basketball injury, assault) Staff: 2 moderate (fall off-site, kitchen burn).

- **EOTC:** (1) 12OED – Climbing unit (24 August)
  (2) 11OED – Orienteering (18 and 25 August)
  (3) 13OEX – Climbing Unit (20, 27 Aug and 3 Sept)
  (4) A3 Photography – overnight (23 August)
  (5) Targeted Learning – SI disability community expo – (25 Aug)
  (6) Equestrian Event – (30 Aug – 4 Sept)

Student Achievement – taken as read

School Roll – Total FTE – (Jun 2026) 1333, (May 2026) 1348.8, (Feb 2026) 1408.4 (Aug 2026) 1270.8

- Auditor – raising potential issues – Catch Up College, Charging adults a fee

Staffing and Personnel

Resignations:

Jon Crampton – Maths Teacher – currently on Refreshment Leave
Sondra Pawhau-Bunt – HOD Whanau – 8.5 years from end of Term 3, 2026

Appointments:

Melissa Cameron – Theatre Production and Marketing Co-ordinator – 10 hours
Kudzai Nyamuzihwa – Cleaner – 17.5 hours
Shosh Cleary – Educational Interpreter – Deaf Student – 10 hours
Alex King – Teacher Aide – Learning Support – 10 hours
Yoseph Anderson – Infrastructure Support – 9 hours
Canny Gaffney – Secondary Tutor – Diversity Services – 2.5 hours
Lauren Drummond – Social Worker – 32 hours

Staffing vacancies (currently advertised):

HOD Counselling – Permanent, part-time
Maths Teacher – permanent, full-time for 2027

- **Property and rebuild** – taken as read

- **SLT Professional Learning and Development** – taken as read.

Wellbeing, Attendance and Pastoral Care

– Stand downs for August – (2) – one student is 10 days SD for the year

Alternative Education – taken as read.

- **School Events** - taken as read

- **Sub-Committees:**
  - Te Urungi – taken as read
  - PreSchool Trust – Taken as read.
  - **Designated Character** – Continuing with compassionate enrolments. – taken as read.

11. STUDENT REPORT:

N/a

12. STAFF REPRESENTATIVE REPORT:

N/a

13. GENERAL BUSINESS:

- Board workplan – traffic light progress - Yearly delegation document in February – monthly to be included in Board Pack – monthly in advance in Action Points
- Updated Emergency Management Plan – updated with MoE
- Property and rebuild – College is one of 500 schools getting solar panels – and closure of open plan learning spaces
- Strategic Plan – process update – SLT presentation
- Board thanks Rowan and SLT for the Strategic plan work
- Policies – discussion – school closure/parents – survey being sent out – approved by whole board – Rowan on SchoolDocs
- BoardPro approved for September meeting

MEETING CLOSURE: 7.40pm

SIGNED AS A TRUE AND CORRECT RECORD

Melanie Morris, Presiding Member and Chair of the Meeting

22/9/20

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
September	Tues 22nd Sept – 5:45pm	Tues 22nd Sep – 5pm	Tues 15th Sept – 4pm
October	Tues 27th Oct – 5:45pm	Tues 27th Oct – 5pm	Tues 20st Oct – 4pm
November	Tues 24th Nov – 5:45pm	Tues 24th Nov – 5pm	Tues 17th Nov – 4pm