

# CONFIRMED MINUTES

## MARCH BOARD MEETING

At the **JHC Board of Trustees Meeting** on **30 Apr 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	James Hargest College
<b>Date:</b>	Tuesday, 17 March 2026
<b>Time:</b>	5:15 pm to 7:15 pm (NZDT)
<b>Location:</b>	Murihiku Young Parents Learning Centre, 55 Isabella Street, Invercargill
<b>Board Members:</b>	Mr Nic Raines (Chair), Mary Foley, Michelle Greenwood, Michelle Findlater, Jeremy Rees, Aaron Kerr, Mike Newell , Ben Hargest
<b>Attendees:</b>	Lorie McDonald, Kate Webster, Anna McDowall, Caroline Raynes
<b>Apologies:</b>	Lara Buchanan

### 1. Opening Meeting / Karakia

#### 1.1 Karakia

The meeting opened with the Karakia

#### 1.2 Present / Apologies

An apology for this months meeting was noted for Lara Buchanan



#### **It was moved that the apology from L Buchanan was accepted**

It was moved that the apology from L Buchanan was accepted

<b>Decision Date:</b>	17 Mar 2026
<b>Mover:</b>	Mike Newell
<b>Seconders:</b>	Michelle Greenwood
<b>Outcome:</b>	Approved

### 2. Confirm Meeting Minutes

#### 2.1 Last meeting Minutes - 19th February 2026



#### **The minutes from the last meeting held on Thursday 19th February ...**

The minutes from the last meeting held on Thursday 19th February 2026 were approved

<b>Decision Date:</b>	17 Mar 2026
<b>Mover:</b>	Mary Foley
<b>Seconders:</b>	Aaron Kerr
<b>Outcome:</b>	Approved

## 2.2 Action items from 19th February 2026

- Discussed the opening of the Sir Peter Beck Science and innovation Centre. Awaiting a response from the Minister of Education, assuming no as not attending as received no further response.
- N Raines recommended asking Sir Peter Beck's mother to the opening of the building. L McDonald to ensure this invitation is passed on

## 3. Conflict of Interests Register

### 3.1 Interest Register

No updates/changes

## 4. MYPLC Annual Report

### 4.1 MYPLC Annual Report 2025

- N Raines invited Kim Scott to cover the highlights from her MYPLC report.
- K Scott shared the stories of two students that graduated in 2025 as her highlight, in particular their educational success stories at MYPLC.
- At MYPLC the curriculum is vitally important, students leave MYPLC with a minimum of NCEA Level 2. On entry the average amount of credits for a student is four Level 1 credits.
- Discussed attendance stats at MYPLC. MYPLC insists on an attendance rate of 85%, same attendance expectations as JHC.
- If you receive a youth/young parent payment you must be in education, training or part time work to maintain the benefit.
- K Scott acknowledged discussions are needed to keep students on the right path.
- One student has left this year as she was employed at one of the freezing works.
- Students get a place at MYPLC through attending an interview, often alongside a Youth Coach and possibly their parents.
- The only reason a student is turned away would be for medical reasons, for example addiction, which would mean a referral to assist them with that first - then they are welcome to attend MYPLC.
- Mothers come to MYPLC with little support. MYPLC is their support network, students support one another and staff too.
- MYPLC has just secured a \$25k health and wellbeing grant through the Southland foundation from farmers who want to make a difference. Use of these funds will assist with Dentist plans and Doctor appointments.
- K Scott has invested in health long term for her students - eg gym memberships and education, food and learning to cook onsite to take the skills home with them.
- M Foley spoke to K Scott's hard work on accessing funding for MYPLC. The trust may not be needed to the same extent it has been historically.
- The Board expressed their appreciation for K Scott's hard work and ongoing commitment to MYPLC and the past and future students.
- Discussed a transition programme for students for the move from MYPLC to further training such as SIT. The transition programme is to assist them with the challenges they face

during that transition time. MYPLC offers ongoing support if they reach out. once they have started at SIT.

- Believe 57% of young mothers attend MYPLC. Some are too anxious to attend so will do te kura from home, some are not ready to learn.
- Students are required to be the lead caregiver to attend MYPLC.
- The 57% has increased since K Scott first started it was 31%.
- K Scott works with the social work team at the hospital for girls to be introduced/referred to MYPLC.
- To be at MYPLC, students need to be in education - doing NCEA or at in their first year at SIT. If attending SIT MYPLC allows students to stay for a term to transition.
- Property upgrades at MYPLC were discussed. Painting, carpets and the foyer is being upgraded. There has been a lot of work completed over the last year.
- MYPLC is Ministry owned and has it's own 5YA and own maintenance systems. Daycare is a public/private mix so the front of the block is managed by MYPLC too.
- All work done at MYPLC has been through 5YA.
- Students are currently developing garden plans and in the process or writing a funding application for this.
- The Board thanked Kim for her report, dedication and passion for MYPLC.

## 4.2 MYPLC Strategic Plan 2026

Noted

## 5. School Trips

### 5.1 School Trips - Approved between meetings



#### JHC attendance at the QUAD Sporting Exchange was approved via email on the 13th March 2026

- N Raines provided apporval via email for the QUAD Sports Exchange.
- Exchange to be held in Wanaka.
- 50 JHC Students attending (10 students from each year level (years 9-13))
- Five JHC staff travelling
- Students to be billeted

**Decision Date:** 13 Mar 2026  
**Mover:** Mr Nic Raines  
**Outcome:** Approved

### 5.2 School Trips for Approval

- 10 school trips for discussion. More trips than previous years as more JHC teams are attending summer tournaments.
- ODR Mavora Trip - 23rd - 26th March 2026. Run by M Calder, C Black and Adventure Southland.
- SISS Mountain Biking Trip to Methven. This is a new trip for JHC.
- International Student Trip/Holiday Tour. This involves one of our International students travelling on a trip in the North Island tour organised by an external provider specialising in tours for secondary school aged international students. The student's family back home

have signed off on the trip and where the responsibility lies (with them) for their student while they are on this trip. Trip is 2 weeks in duration.

- NZSS Athletics Champs in Tauranga
- JHC Softball - Tournament in Christchurch
- JHC Cricket - New trip - Tournament in Alexandra. Staff travelling T Brodie with parent K Godsall Folster
- JHC Volleyball - Satellite Tournament
- SISS Athletics Champs
- A Kerr enquired if all RAS were completed for these trips. C Raynes confirmed most have been, some submitted to her today but all will be completed and reviewed before trips depart.
- Discussed adults accompanying trips all being vetted, C Raynes confirmed awaiting one final vet to come through otherwise this has all been completed.
- Discussed using KAMAR for EOTC. K Webster and C Raynes feeling confident with the system.
- Board appreciates the standardised format.
- K Webster raised the change of camp for Year 7 students commencing 2027. Attending Te Anau instead of Omaui.
- Camp owned by John McGlashan College.
- Price comparison is within \$20
- Omaui is old and run down, a health and safety risk.
- Camp in Te Anau is inclusive of our rainbow community, Omaui cannot offer the same.
- It was discussed and confirmed that the Board would like less trips presented to them, preferred to hear about new trips or trips that have changed.
- Currently all over night trips go to the Board for approval.
- All international trips still require Board approval.
- The Board agreed going forward a list of trips with any new trips or changes to existing trips are highlighted within the list.
- C Raynes offered a link to the document that tracks progress for all trips.



**It was moved that the 10 over night trips discussed are approved**

Trips include;

1. SISS Mountainbiking Champs - Methven
2. ODR Mavora Camp
3. International Student - North Island Tour
4. NZSS Triathlon - Tauranga
5. JHC Softball - Christchurch
6. JHC Cricket - Alexandra
7. JHC Volleyball - Satellite Tournament
8. SISS Athletics
9. Environmental Leadership Camp - Blackmouth
10. JHC Boys Hockey - Timaru

**Decision Date:** 17 Mar 2026

**Mover:** Ben Hargest

**Seconder:** Aaron Kerr  
**Outcome:** Approved

### 5.3 International School Trips

- C Raynes invited any questions in regards to the international trips.
- Noting that the French Trip and the Spanish Trip are due to depart very soon.
- JHC the lead on the Spanish Trip.
- SGHS the lead on the Fench Trip.
- There has been a lot of discussion regarding what is going on in the world and this may effect the school trips.
- The Spanish Trip transits through Singapore.
- Noted there would be exclusions on insurance policies.
- At the final hui for any international trip the families are taken through the RAS forms word for word.
- RAS forms available to the Board should they wish to view them.

## 6. Reports

### 6.1 Property Report

- Held an awakening for the new block on Monday morning - this went really well. Very positive student reaction. Tour of the block finished with breakfast.
- Furniture is starting to arrive. Allowed to start moving items in from B Block, just awaiting final approval before any teaching can commence.
- The new toilet block is progressing.
- Junior Campus guidance space progressing well, will be a great space for the team. Has also freed up another space for the Deans.
- Awaiting update regarding E Block column/structural upgrade.
- Financial reporting example from Southern Quantity Surveyors as requested by the Board.
- Nearing the end of the last funding cycle so most projects are at completion stage.
- Next 10 year property plan will focus on infrastructure and roofs. Number of projects will be smaller as the projects themselves will be larger.
- J Rees met with M Newell and A Pannett to develop the reporting requested by the Board.
- Discussed the 5YA funding cycle and spending patterns.
- Schools budget more conservatively than other sectors.
- Next 5YA circa \$3-4 million and hoping for some additional supplementary funding to go along with that.

### 6.2 Health and Safety

- Thank you to B Forde for collating the Health and Safety information.

- Reporting has been added to the Board plan as a quarterley report.
- Any major updates will be reported directly to the Board if appropriate.
- Discussed walk arounds of spaces that are not classrooms.
- M Newell discussed with B Forde - suggested a walk around with the Property Manager to check the grounds regularly, possibly once a month.
- B Forde educated staff again at the start of the week regarding health and safety reporting and lodging items on the property/fix it report.
- MYPLC reporting yet to come, this will be developed for future meetings.
- ISSN building/property issues the responsibility lies with JHC.
- No health and safety reporting required to the Ministry.
- The report itself and understanding that B Forde has repeated the messaging to staff about reporting H&S issues makes the data more visable to the board which is appreciated.
- The property fix it sheet has been used for a couple of years now and is a good way of tracking information and what needs done around the school. Highlights areas of need and priorities.

### 6.3 Financial Reports

- January a quiet month at school, little to report.
- Discussed ownership versus leasing school vechilcles.
- Discussed development of a register / review of the school vehicles and timing of the replacement of these vehicles, look at what vehicles are used more regularly etc.
- Funding Register was discussed, currently saved in the sahred folder - L McDonald to investigate sharing live documents to Board pro to ensure updates are captured.



#### **It was moved that the Financial Reports are accepted**

It was moved that the Financial Reports are accepted

**Decision Date:** 17 Mar 2026  
**Mover:** Mr Nic Raines  
**Seconder:** Mike Newell  
**Outcome:** Approved

### 6.4 Student Report

- Discussed the introduction of the Financial Literacy course in the Senior School following the introduction of the money matters course in Year 9. Students feel really enthusiastic about this course and can see the benefits.
- Discussed the assessment calendar - all happens at once - could it be considered that departments consult one another to spread them out.
- Senior Leadership noted that currently each department does their own thing. An assessment calendar has been trialled in the past.
- Discussed the reasons for assessments falling due at the same time - this is due to NZQA teaching hours required before an assessment falls.
- Very good point to raise but it is very hard to implement due to a number of other factors.
- The board and Senior Leadership appreciate the student view on this.
- No student report next meeting - verbal update instead.

## 6.5 Principal's Report

- March report for operational funding refers to 0.6 of a student due to some senior students attending secondary tertiary pathways. Students attending this academy/course outside of school are funded for differently hence the 0.6 of a student.
- Staffing formula - funding is received differently for year levels.
- The provisional roll was lower than what we expected.
- Confirmed staffing due 26th March 2026.
- Attendance reports provided for the boards information. More detail provided than other months.
- NZQA results provided with more detail. Girls outperform boys but boys outperform boys nationally.
- Noted some reduction in results from 2025, specifically Year 13 results and Literacy/Numeracy results.
- Introduction of CAAs shows a drop in results - the assessment is now stand alone and is harder.
- Discussed the drop in results at Year 13 - no specific explanation just the cohort.
- Board found the additional NCEA breakdown very useful and informative.
- International - Prateep and his wife are back at JHC - long association with the college. Only two students this year normally upwards of 20.
- Prateep confirmed expressions of interest for next year are already coming in.
- ESOL academic report provided - increasing needs for migrant students.
- Many of the ESOL speakers make up the stats in the Literacy / Numeracy results nationwide.
- Discussed increase in former refugee students - they require a lot of wrap around services as new students.
- There is some additional funding for ESOL languages - it is time limited as opposed to need.
- Discussed 2026 annual goals/targets. M Newell welcomed questions.
- Aotearoa Foundation is to provide pretrade Level 1 & 2 - unit standards that are transferable to SIT. This course would be available for Year 11 students and focuses on this careers/foundational programme.
- Research continues in this space. This offers a pathway and some academic success for these students.
- Discussed running data for the Year 9s with the introduction of the new curriculum at year 9. Look at withdrawal/out of class time to see if the implementation of the new curriculum has students more engaged.
- It was noted that the behavioural issues are across the board not just one cohort or gender.
- M Newell provided an update regarding uniform. Meetings progressing. Kooga and Uniform Group disappointed to lose JHC business.
- NZ Uniforms will purchase existing stock/material from Uniform Group.
- For families the benefit will be that all uniform will be sold in one place with NZ Uniforms.
- Had issues with Uniform Group making changes with no sign off/approval from JHC. Discussed the gradual change in colour of the Blazers over time with Uniform Group.
- Discussed the difference between short term groups or individuals in regards to international students. Preference is for long term students but when breaking into new

markets you need to offer short term to develop a relationship to move into the long term student space.



### **It was moved the Principal's report is accepted**

It was moved that the Pincipal's report is accepted

**Decision Date:** 17 Mar 2026  
**Mover:** Mike Newell  
**Seconder:** Mary Foley  
**Outcome:** Approved

## **7. Matters to be taken with the public excluded**

### **7.1 It was moved that the meeting moves to "in Committee"**



#### **It was moved that for reasons of confidentiality that the meeting moves to "in Committee" at 6.51pm**

Discussed Public Excluded Business

**Decision Date:** 17 Mar 2026  
**Mover:** Mr Nic Raines  
**Outcome:** Approved

### **7.2 It was moved that the meeting moves out of "In Committee"**



#### **It was moved that the meeting moves out of "In Committee" at 7.01pm**

It was moved that the meeting moves out of "In Committee"

**Decision Date:** 17 Mar 2026  
**Mover:** Mr Nic Raines  
**Outcome:** Approved

## **8. Board Annual Work Plan**

### **8.1 Board Plan**

- Board plan to be amended to reflect quarterley or termly Health and Safety Reporting.
- N Raines thanked those involved in the creation of this document.

### **8.2 Year 7 & 8 Summary Report**

- K Webster provides a mid year report as well that dives deeper into the data.
- This is a summary report of Year 7 & 8 data at end of 2025.
- At the mid year update discussed concern with the current Year 7 cohort, starting the year with 84 students on the literacy report register.
- Increase in ESOL students means there are now enough students for a full ESOL class.
- Reading has traditionally been a strength sitting around 23% of students not being at expectations - this shows an increase.
- Data for Maori and Pasifika females is a concern versus the whole cohort.

- When looking at the data for maori males, need to be mindful of the proportion of students and the impact this has on overall results.
- These learners are being tracked for monitoring but also as part of DATs for 2026.
- Year 8 results reflect closer to historical data. A shift back to females outperforming males in reading.
- Pleased with acceleration between Years 7 and 8 with an increase in girls into the top band exceeding expectations. This will look different again this year as there is a new curriculum with higher expectations.
- This may disrupt trackable data, may mean having to start again.
- There is a disparity between males and females. Males are a priority group for reading not only for maori and pasifika but across the board.
- Discussed the Learning support programme with others and it was felt that there was not the same acceleration for the lower literacy learners as previous years.
- Have addressed this for 2026 to ensure the programme is more balanced to include equal focus on comprehension.
- The team continues to engage in structured literacy PLD.
- TIC of reading is rewriting the year 7/8 English curriculum along with aligning this with the Senior Campus.

### Writing

- Work continues in this space. There is some concern that students are not entering JHC at Year 7 with the base knowledge.
- This year's Year 7 have a stronger knowledge and understand more about the features of writing - seeing a shift in curriculum.
- Data shows a large proportion of 'at risk' at the end of Year 7 - they enter the college lower than this.
- Changes in 2025 include 'cold' and 'hot' writes - giving students a topic and see what they can write, this assists with CAAs assessment later in Year 10.
- Year 8 disparity between males and females - maori boys in particular.
- Maori females have outperformed the rest of the cohort in Year 8.
- Scribo trail for 2026, provided by the Ministry which is an AI tool that provides instant feedback to handwritten or digital texts.
- Discussed contributing factors to lower achievement from males - some factors may include the mechanics (eg. how they hold their pen) and early handwriting development.
- PLD continues in this space.
- Ongoing PLD - Ruth Cuff - works alongside new teachers or those requiring extra support.

### Maths

- Pleasing Year 7 data - would like to see some more acceleration of students exceeding expectations.
- In Year 8 there is 1.5 classes of able mathematicians, we would normally have three classes.
- There is not the strength in maths that we have had on the past.
- Year 8 more of an equal balance of genders in the maths classes.

- Historically JHC has had more boys total in Year 7, this year that is not the case, possible that JHC is not attracting the same number of male students.
- The current Year 7 2026 - most academically capable in a long time.
- Year 8 significant and positive shift from the mid year data.
- Funding for 12 groups of six students for acceleration in maths.
  
- Over all, teacher focus is on literacy this year but the mahi will continue in maths.
- Discussed writing results - do results improve as they go through the school? - M Newell confirmed having a student from Yr 7-10 can be valuable. Deliberate acts such as increasing writing mileage makes a difference.
- Writing lowest success in the CAAs.
- A big contributor will be device use.
- Discussed habits of early learners that contribute to the decline in writing ability.
- Actions are aligned with the strategic plan. A direct link to the goal to increase CAAs achievement year on year.

## 9. Other Business

### 9.1 Board Pro

- The board were asked if they wanted any specific training.
- L McDonald to share tips as she learns them

### 9.2 School Docs - Verbal Update

- Work continues, no updates

### 9.3 Junior Campus Playground

- Discussed upgrade of the Junior Campus play ground to ensure it is more suited for our young people.
- K Webster has researched costs and provided a photo to the board of a possible structure to consider.
- Cost of the example \$250k, includes matting, retaining structure.
- 5YA funding does not cover play ground equipment.
- Is this something as a board we would be interested in supporting.
- Junior campus still use a play ground
- Potentially access funding from the Community Trust, ILT and lotteries commission
- To get funding need to commit some funds our selves.
- Junior Campus land sale proceeds cannot be used for this purpose.
- PTA could possibly contribute and the Board agreed it can contribute.
- Attempt to get 50% of funds and the lotteries commission will likely provide a good contribution.
- Good Board support for this project.

- Engage the students and community to check this is something they would like and get their support.
- Seek student input to create excitement.
- The playground makes up one of the play options for 550 students - initially you would need to rotate who uses it on each day.
- Primary schools are not funded for play grounds.
- It was noted there is a lot of regulation required for play ground compliance.
- Board in support encouraged ongoing work for this to eventuate.

## 9.4 Important Dates

- L McDonald Board of some upcoming important dates

## 10. Karakia to Close meeting

### 10.1 Karakia

The meeting closed with the karakia

## 11. Close Meeting

### 11.1 Close the meeting

**Next meeting:** JHC Board of Trustees Meeting - 30 Apr 2026, 5:15 pm

Signature: \_\_\_\_\_

Date: \_\_\_\_\_