



Approved:.....
Date:.....

**Minutes of Board of Trustees meeting held in the Brig,
James Hargest College on Thursday 19th February 2026 at 5.32pm**

Members Present: Nic Raines, Mary Foley, Michelle Findlater, Aaron Kerr, Jeremy Rees, Ben Hargest, Lara Buchanan and Mike Newell

Also in attendance: Caroline Raynes, Kate Webster, Anna McDowall

1. Meeting opened with the Karakia

N Raines – welcomed everyone to the first meeting of 2026.

2. Apologies: M Greenwood
It was moved that the apologies are accepted

*Noted
M Foley / B Hargest
Carried*

N Raines noted the first order of business is to call for nominations for the Presiding Member of the Board going forward for the school year, noting that he is open to continuing in the position.

- It was noted the last appointment of the Presiding Member was recent following the 2025 Board election.
- No other nominations were made.

It was moved that N Raines is appointed as Presiding Member of the James Hargest College Board of Trustees for 2026.

*M Foley / A Kerr
Carried*

3. Confirmation of Minutes:

The minutes of the previous meeting held on Thursday 27th November 2025 have been circulated and taken as read.

It was moved that the minutes of the last meeting minutes are approved

*M Findlater / J Rees
Carried*

4. Matters Arising

- Sir Peter Beck is confirmed for Tuesday 31st March opening of the new building – awaiting reply from the Ministers Office.
- Rocket Lab have indicated they/Sir Peter Beck would to make a contribution to JHC – something tangible to go the kids – no figures confirmed.
- J Rees property meeting/report regarding 5YA property funding oversight. Discussed exactly what Jeremy wants reported.
- Discussed setting up a meeting for A Pannett and J Rees.
- M Newell confirmed next round of 5YA funding is due in July.
- J Rees would like to see a list of projects and costs/budget. M Newell noted JHC uses Southern Quantity Surveyors for this purpose to manage.

- J Rees requested a one page summary/report each month or as appropriate. Noting updates and changes including a red/amber/green status.
- M Newell noted that the report could increase work for the Finance team to prepare this report as A Pannett is not likely to have the information at his fingertips.
- The board expect that someone should be tracking our property projects and what is being spent.

Living Wage

- K Webster shared some data with the board about current support staff.
- Request to the board to look at this has come from staff via a university volunteer in Wellington.
- Discussed the impact of making changes to some staff's wage and then the relativity to look at increasing others wages. Noted the impact of paying above the collective agreement rate, and how this could potentially move staff into a new grade.
- Collective agreements exist for support staff positions at JHC.
- The intent from the university volunteer was a letter of support. The board agreed with the overall proposal for the public and education sectors to provide all schools with the necessary additional funding from the Ministry of Education to ensure staff are paid the living wage.
- It was confirmed a letter of support would be provided to be actioned by L McDonald.

5. Conflict of interest Register

- No additions raised during the meeting.

6. Property:

- Construction updates - NB1 ahead of schedule – builders due to be gone by mid March.
- Start using some spaces by 16th March – unable to fully occupy.
- Blessing to be held soon after the 16th March.
- Opening last week of Term 1.
- Occupy from start Term 2.
- Compliance sign off in progress and can take 30 days.
- Discussed the fence removal – will keep fence up for longer to avoid too much traffic for now.
- Schools with capability to do the property autonomy trial - Those already equipped with property managers or staff and boards able to manage property works/projects themselves with allocated funding.
- JHC provided with a menu of items to opt in and out of.
- Not guaranteed but hopeful JHC will be able to be part of the trial.
- Next part of the pilot is for the Ministry to identify suppliers and costs.
- Trial would be ongoing, Ministry trying to co-construct with schools the criteria to be an autonomous school.
- Discussed the impact on a new principal and increased work for A Pannett.
- The risk is if we get it wrong it may end up more expensive long term.
- If a project comes in under budget the school does not have to pay the MOE back.
- A Pannett is supportive of doing this.
- The Board is supportive.
- The Ministry is developing how property in schools' is managed as cannot continue on with what is currently being done.

6.1 Junior Campus Land Sale – update

- Local iwi will not be bidding.
- They have asked JHC for three real-estate companies.
- Suggested Brian Coyle and JJ Morgan having links to JHC.
- No third suggestion so will leave that decision with them to approach a third.

6.2 JHC 5 Year Agreement – Property Funding

- For noting
- Increase funding from 30m2 to 45m2.
- An advantage for JHC.
- M Newell and A Pannett met today to discuss property priorities.
- Same place as other years where roofing works need completed and potentially drainage work.
- Any significant work required triggers site wide fire upgrades.
- Electrical switchboards need upgraded but this could cost half a million.
- E Block is a priority along with roofing works. The new dance studio needs a new roof.
- We know the funding for all of these priorities is not available.
- Another meeting today with the Ministry regarding the autonomous project.
- JHC invited to be part of the pilot, MOE will want this to be a success.
- 5YA to be spent on what it can be, Ministry will apply for further supplementary funding \$100k per classroom in the 2027 budget.
- JHC seeking certainty from the other project.
- Southern Quantity Surveyors will be back with a proposal end of March regarding where the 5YA funding will be allocated.
- Discussed the timing of opening the new block and the demolition of B Block.
- Additional cost of running two spaces as B Block will not be demolished right away as the space can be used in the future if further major property works are completed and some departments are still using B Block (International and Languages).
- If JHC use the B Block space it will need cleaned and power paid for.
- No intention to up the school roll number and use the B Block space for additional classes.
- Discussed roll numbers, always monitored. Have not been taking out of zone enrolments in recent years.
- Under 50 out of zone across JHC
- B Block space is not available classroom space for new enrolments.

7. Health and safety

- No items for reporting

7.1 Future H&S reporting format for discussion

- M Findlater developing a report template in order to report key health and safety information to the Board.
- Summarises incidents with a scale of severity.
- Have only reported emergency services before.
- Reporting to target board assurance.
- MYPLC have an electronic register – can easily report this to the board.
- Invercargill Activities Centre – Any building related items are reported to JHC, injuries etc is reported to ISSN.
- JHC board would like to ensure property walk arounds are reported back as complete for example.
- Reporting at a high level to show the board is being proactive.
- Can adapt reporting to work for SLT can work with what we already exists.
- Share a template as a starting point to the Board.
- Template to be shared with School for further development.

8. School Trips:

- 8.1** *SISS Volleyball Senior A Girls – 19 – 23rd Feb - Christchurch* *Approved via email* *N Raines*
- 8.2** *Kapa Haka Noho at JHC – 20-22nd Feb 2026* *Approved via email* *N Raines*
- 8.3** *SISS Rowing – Twizel Lake Ruataniwha – 5th March – 8th March 2026* *L Buchanan/A Kerr*
Carried
- Same people on SISS and Maadi trips.
 - K Webster travelling as an organiser along with D Carstensen.
 - K Webster met with Rowing clubs to discuss risks etc as the safety parameters differ between rowing under the club versus rowing under the school.
 - Processes have developed in the EOTC space.
 - Kamar format appreciated, specifically the tip summary – KAMAR pulls through key information about people – K Webster talked through the KAMAR template (pulls through medical, first aid, police vet information etc)
 - It was noted that any consent is not approved through Kamar if comments from parents do not align with the overall consent guidelines entered into KAMAR.
 - Processes have been strengthened as a result of using kamar.
 - Information is easily accessible in Kamar but paper copies are taken on the trips as well.
- 8.4** *Maadi Cup Rowing - Twizel Lake Ruataniwha - 21st March – 29th March 2026* *L Buchanan/A Kerr*
Carried
- 8.5** *Year 8 Deep Cove Camps 2026 – Various dates* *M Foley / J Rees*
Carried
- Tsunami warnings – added as a risk following learnings from 2025.
 - Development from last year confirming that the school EOTC coordinator makes overall decisions in emergency situations not the people running the programme.
- 8.6** *Year 7 Omaui Camps 2026 – Various dates* *M Foley / J Rees*
Carried
- Introduction of biking at Omaui camp. Including how to load the trailer safely.
- 8.7** *Challenge Wanaka – 21 March 2026 - Wanaka* *B Hargest / M Findlater*
Carried
- Eight students travelling with parents to the event.
 - Named JHC parent as manager at the event (Sharee Robertson).
 - All parents signed off that they carry responsibility for their student.
- 8.8** *Paddles Up – 6th-8th March – Mavora* *A Kerr / M Findlater*
Carried
- 12 students going on the trip.
 - Didn't go ahead last year due to lack of qualified instructors.
 - Paul Burrows qualified for JHC, also J Alcock (staff member) to accompany trip.

9. Trip Updates

- C Raynes noted that the Antarctica Trip has been, took place in early February and it was a great success.
- Clear skies for the fly over of Antarctica.
- Trip organised by D Morrison and A McLeod who did a great job.

9.1 Spain Trip

- Trip getting very close, planning is finalised.
- RAMS submitted.
- Combined trip with CSC. Organised by M Smith as Teacher in Charge.
- Discussed RAMS for homestay for France and Spain – frequent contact

9.2 Classics Trip

- Example of an itinerary provided with board pack.
- Narrowing down the itinerary currently.
- Then look at selecting appropriate students for the trip.

9.3 French Trip

- No police vetting in France and Spain.
- Details included in the memorandum of Understanding with the French school that is visited.
- RAMs take this into consideration when being completed.
- Regular check ins and communication is required between students and the Teacher in Charge of the trip.

9.4 Japanese Trip – no verbal update given during meeting.

9.5 Rugby Australia Trip

- M Newell no longer going. For international trips usually two staff members go.
- K Goodsall-Folster to travel as a named position on the trip – she will share manager responsibilities with Bronwyn.
- Five named adults on this trip in positions of responsibility.
- Stu Brown also accompanying the trip (ex staff member, registered teacher).
- K Goodsall-Folster great addition to the trip.
- Risk assessment has begun.

10. Principal's Report:

Tabled

- Report taken as read.
- NCEA 2025 – snapshot of results provided.
- Level 2 results pleasing – good Merit results.
- Excellences have dropped off over last few years.
- M Newell views that EQI comparison is of a lower standard and therefore the goal to outperform EQI band
- Scholarship results pleasing to get more students and across more subjects.
- A lot of intentional work done in regards to scholarships – inviting more students in.
- One Year 11 student received a scholarship in calculus.
- Can provide more break down if that is of interest to the board.
- Merit and Excellence was captured in annual goals for 2025.
- Discussed if a Merit/Excellence results is a fair target/goal.
- A McDowall noted it is one marker for the overall annual goal of broader educational success.
- Discussed a broader target that is more inclusive or realistic for all students.

- M Newell commented about levels of expectation from whānau - and spoke to JHC promotion of other things than just excellence results such as acknowledgement of success in the arts and sports etc.
- Discussed other results such as the 13% that didn't achieve Level 2.
- Staffing – two jobs advertised.

10.1 Annual Priorities / Targets for 2026

- M Newell spoke to new/main points of the annual goals shared as part of the principal's report.
- Discussed Cambridge, second cohort entering Cambridge this year.
- First cohort entering exams at the end of 2026.
- SLT investigating a tool for students with lower achievement. Investigation this year with intent to implement from 2027. This will be a foundational diploma offering pre trade unit standards.
- 30 students in Year 10 Cambridge course 2026 (Yr 11 Cambridge at 28 due to students leaving).
- Discussed goal to do with the implementations of the new curriculum.
- Junior Campus has completed a lot of work on the teaching of writing.
- Focus now shifts to Reading – led by Emma Stewart and Amy Coward.
- Plan to have an info evening for Junior Campus whānau.
- Board acknowledged the staff buy in, not only to the reading focus but writing and maths as well.
- Literacy and numeracy goal – new tools to be implemented.
- Change in Year 9 introducing accelerated classes and development/support classes for this year level.
- Received MOE funding for numeracy.
- Page two of annual goals similar to last year as it is a continuation of targets.
- Page three – Discussed prefects and engaging them in more promotional opportunities for the school.
- Discussed the implementation of STAR.
- M Newell welcomed questions and comments from the board.
- A Kerr questioned if there is data available to support the goals.
- Discussed variance between last years goals being carried over to this year, is this reported on.
- M Newell noted at each meeting progress is updated and reported back to the Board.
- The board asked for data to support the goals and targets. Progress should be supported by data at governance level.
- Discussed what can be a data point and be included in progress reports each month.
- Discussed AI lead group development – Lead by P Redmond with L Turner.
- A traffic light system has been created – displayed in all classrooms to clarify what level of AI is acceptable.
- Invested in Exam.net in the senior school to prevent AI use during assessments.
- Last two Teacher only days have included information regarding AI.
- No guidelines issued to families at this stage. The board felt this could be useful for whānau and could be included in the next newsletter.
- International review provided in the Principal's report was acknowledged – L Buchanan explained it is a requirement (as a signatory to the code of practice).
- Shows the level of care required for the International students.
- 19 long term students on the ground currently.
- Decrease in Thai short term groups for 2026 and over all Thai numbers are down.
- L Buchanan commented on staffing (lucky with who we have in the team), willing to be flexible.
- M Newell commented on the 2026 start up and the success of House Day.
- Canteen transition – has been frustrating.
- Tuckr are a SPANZ business partner M Newell will formally report back the process JHC have experienced.
- Tuckr contract was signed in October, and follow ups were initiated by JHC.
- Some issues include long lines, no kiosks for ordering, stock not available and no signage.
- Ongoing issue means students opt for uber eats or visiting to the local shop.

It was moved that the Principal's report and the 2026 Annual goals/targets are accepted/approved

A Kerr left the meeting at 7.00pm

11. Public Excluded Business

For reasons of confidentiality, it was moved that the meeting move to “In Committee” at 7.04pm

**N Raines
Carried**

It was moved that the meeting move out of “In Committee” at 7.23pm

**N Raines
Carried**

12. Finance Committee:

- November and December 2025 reports provided.
- Result for 2025 at this stage is \$250k surplus.
- Adjustments to be made for final result.
- Good result vs budgeted deficit.
- Questions raised regarding the accuracy of the budgeting process.
- Discussed using an accounting service (Ed Tech) going forward to assist with reporting and budgeting.
- Overstaffing is where spending is allocated– D Henderson allowed 5% for all support staff agreements were due for review, however this is not finalised.
- Income is conservatively budgeted also.
- Not all departments spend what they budget.
- Ed Tech is the preferred supplier for accounting assistance – two packages offered – looking at opting into the higher cost option which will offer some board training if this was of interest.
- Following year will consider reducing the service/package if that level of assistance is not needed.
- Findex currently do JHC annual reports – we contact them to fix the errors they make and they charge us for this.
- Budget for 2026 was reviewed in December.
- Have had to add some items since December including \$21k for the accounting software, \$30k for cleaning NB1, \$15k power, Sports Director, extra groundsman at Senior Campus.
- Discussed funding for heating in schools. This has been looked into and have been unable to find funding in last few years following boiler upgrade.
- Budget 2026 \$882k deficit.
- Based on the historical trend of the budget, no concern with this as a starting point.
- Discussed what would happen if realised a circa \$900k deficit.
- M Newell gave some scenarios of what could be changed – which are points of difference for JHC.
- Noted funds in reserve to assist if required.
- Discussed a review in 6 months if that would benefit in predicting the annual outcome.
- Capital items – total \$462k. Approx. 40% is ICT spending

It was moved that the Finance Reports (November and December 2025) are accepted and the 2026 Budget is approved

**N Raines / M Foley
Carried**

13. Correspondence: n/a

14. Student Report

Tabled

- House day postponement – Friday was good/relaxed following the cancellation.
- JHC rugby looking promising this year.
- No Year 9s presenting to trainings, but hopeful some will opt to play.
- Rowing SISS and Maadi coming up.
- Production in week eight. B Hargest part of the sound and lighting team.
- B Hargest takes outdoor Rec, really enjoying the course. Focus this term is on kayaking.
- Orienteering, snow farm, mountain biking and tramping also part of the course.
- JHC Timetable – unable to finalise due to students not presenting for course consultation – happens most years.
- JHC timetable process was a delayed, primarily due to students not presenting for consultation.
- Staff had timetables at the end of 2025.
- Canteen – covered in Principal’s report.
- Long lines to buy food today – 16 minutes in line.

15. General Business

15.1 School Docs

- L McDonald trying to progress the process.
- Board members offered assistance to work through questions.

15.2 March 2026 Meeting date (clash with Yr 10-13 Interviews) - @ MYPLC

- Decided on the amended meeting date of Tuesday 17th @ MYPLC

15.3 Board Workplan

- Reviewed the draft workplan.
- M Newell provided comments.
- Board would like to have a workplan – to know that they have covered everything required in the year.
- Worked through M Newell comments and specific items and the timing of items.
- Discussed the purpose of the board plan being to assist the board in assuring items they are required to oversee are actioned.
- A separate meeting or working group was suggested to collaborate on creating a work plan that is for purpose.
- Discussed the board plan being aligned to the JHC strategic goals.
- Further work to be completed on the board work plan by a separate working group (M Findlater, K Webster, M Newell, N Raines)

15.4 Attendance Policy

- Policy based on government guidelines.
 - Ministry in support and met with C Raynes and K Simpson during process of
- It was moved that the Attendance policy is approved with the proposed changes***

***M Findlater / B Hargest
Carried***

15.5 Board Pro

- Board agree to opt into using Board Pro going forward.
- Agreed on the premium package.
- Will assist with opening attachments and sharing of documents.

It was moved that the Board approve using Board Pro for Board meetings/Documents going forward.

***N Raines
Carried***

The meeting closed with the Karakia

Meeting closed 8.20pm, the next meeting is **17th March 2026 in the Brig**



JAMES HARGEST COLLEGE KEEP FAITH

Action items from BOT meeting 19th February 2026

Action Item	Responsible	Completed
Update the Conflict of Interest Register - M Findlater email	Lorie	09.03.2026
Health and Safety – Further Develop reporting template	Lorie/BF/MF	
Attendance Policy – ratify and add to website	Lorie	
Board Pro	Lorie	
5YA funding – oversight/reporting (Speak to Al Pannett)	Jeremy / Lorie	
Living Wage – letter of support	Lorie	03.03.2026
Work plan 2026 (Nic, Michelle F, Mike, Kate)	Working group	
Amend March meeting date (Tues 17 March 2026)	Lorie	20.02.2026
Recommended real estate agents for JC land sale (Loire to speak to Al Pannett)	Lorie	
School Docs	Lorie	