CONFIRMED MINUTES

JHC BOARD OF TRUSTEES MEETING

At the **JHC Board of Trustees May Meeting** on **28 May 2026** these minutes were **confirmed as presented.**

Name:	James Hargest College
Date:	Thursday, 30 April 2026
Time:	5:15 pm to 8:02 pm (NZST)
Location:	Default Location, 288 Layard Street, Hargest, Invercargill, New Zealand
Board Members:	Mr Nic Raines (Chair), Mary Foley, Michelle Greenwood, Jeremy Rees, Aaron Kerr, Lara Buchanan, Ben Hargest, Anna McDowall
Attendees:	Lorie McDonald, Caroline Raynes, Kate Webster
Apologies:	Michelle Findlater

1. Opening Meeting / Karakia

1.1 Karakia

N Raines opened the meeting and acknowledged this as A McDowall's first meeting as Principal of JHC.

N Raines welcomed Kirsty Adams and invited her to speak to the Board about the JHC Senior Campus Library.

1.2 Present / Aplogies

It was moved that the apology from Michelle Findlater for this meeting is accepted.

It was moved that the apology from Michelle Findlater for this meeting is accepted.

Decision Date:	30 Apr 2026
Mover:	Aaron Kerr
Seconder:	Mary Foley
Outcome:	Approved

2. Library Department Report - Kirsty Adam

2.1 2025 JHC Library Stats

- K Adam last presented to the Board five years ago.
- Discussed stats provided as part of K Adam's report.
- Discussed devices which are issued via the library.
- Alot of time spent issuing, cleaning and repairing devices.

- Approximately 120 issued a day, supported by student librarians and staff on duty. Afterschool is busy all devices are returned at once.
- They are checked and cleaned daily - we want them kept in good condition.
- K Adam confirmed there are currenlty enough devices to go around, perhaps slightly too many.
- Discussed 2025 achievements.
- Arts Week including the Poetry Slam Competition. The creativity and contribuition of students was incredible.
- Introduced Yr 13 supervisors in 2025. There are over 80 volunteer librarians who are managed by the Yr 13 supervisiors, a great leadership opportunity.
- For 2026 all student librarian duty groups have been tasked with developing an engaging activity to run in the library. This has led to some very positive outcomes for the Yr 13 leaders working with large groups of younger students.
- The layout of the library has been changed to avoid tables in front of shelves - creating a more multipurpose space.
- Bookclub is run every year, however the success is varied. There is a lot of student sign up but unsure if they are big book readers. Student voice shows that they want a book club so instead of only reading it includes activies and games etc. At this stage Book Club is not up and running for 2026.
- Readers Cup and Battle of the Biblio Files is now part of Taieri College exchange, JHC won 2025.
- Goals for 2026 were discussed.
- Developing a pathway/structure for student librarians with acheiveable/specific goals for each year level. Markers to show students are achieving.
- There is a head librarian chosen by K Adam. For 2026 there are 4 students sharing this role as it was difficult to choose just one.
- K Adam noted the implementation of a low sensory space in the reading room at Interval with the lights off but curtains open for natural light, a space for colouring, reading or just realxing. The space has been well respected by other students.
- Library engagment activities are being developed, which is a response to lower isssuing stats.
- Overall goal to engage students - space is busy and popular but the goal is more interaction. This is being developed in library duty teams with the Yr 13 supervisors.
- Discussed feedback from teachers or departments about what they would like to see in the library. K Adam noted that this happens naturally through conversations with staff, some of whom complete duty in the library, or at HOD meetings.
- More likely feedback from English and Social Sciences than other departments.
- K Adam spoke about the excitement for the lunchtime activities held in the reading room developed by the student librarians.
- There have been original ideas appealing to students, there was a queue out the door.
- Activities based on manga anime, crafts, chess, board games and knitting ANZAC poppies - plans to sell these in 2027 to donate money to RSA.
- The Board noted that the library feels like a fantastric space for students and enjoy that there are opportunities through the library for students to be recognised.
- Discussed a compalint a couple of years ago regarding the content of a specific book. The complaint/challenge was to remove the book from the JHC library.
- There is an exisiting process for challenging a book, this process was followed and the outcome was that the book was removed from the library.

- K Adam wanted the Board to note the existence of the library policy.
- N Raines thanked K Adam for her attendance and successful management of the the senior campus library.
- M Foley asked if there was anything the library needs that the Board can support. K Adam advised the library is well supported.
- Discussed the artwork being developed for the library which M Greenwood has assisted with as part of the Board.

K Adam left the meeting at 5.50pm

3. Confirm Meeting Minutes

3.1 Last meeting Minutes - 17th March 2026

March Board Meeting 17 Mar 2026, the minutes were confirmed as presented.

It was moved that the minutes from the last meeting (March 2026) are accepted

It was moved that the minutes from the last meeting (March 2026) are accepted

Decision Date:	30 Apr 2026
Mover:	Jeremy Rees
Seconder:	Ben Hargest
Outcome:	Approved

4. Conflict of Interests Register

4.1 Interest Register

No updates at this meeting.

5. School Trips

5.1 School Trips for Approval

No school trips for approval by the Board at this meeting.

5.2 International School Trips

- France and Spain trips returned last week.
- Everyone returned home safely.
- Reviews in progress for both of these trips.
- Whanuā hui being held today for the Classics Trip.
- Japan trip work and fundraising continues.

- Rugby trip RAS in progress.
- Following the review of international trips a report will be given to the board to highlight any concerns, or key learnings the Board need to be aware of only.

6. Reports

6.1 Property Report

- Noted the work on the new toilet block. All other toilets to be closed down with the opening of the second toilet block in the quad.
- Other toilet spaces have been a space for vadalism and trouble and will be locked.
- Dicussed possible conversion of the F Block bathroom spaces to office spaces for special assessments working with reader/writers.
- Noted the locked bathrooms could be a space for potential issues if they are not checked regularly.
- Plan to add a staff toilet to B Block.
- The approximate shortfall for the furniture in the new building is $38k. The Board supported this cost during initial discussions. Aternative option was old furniture in the new space.
- Funds to cover this taken from cash flow - not pulled from a specific investment.
- A Kerr questioned conversion of the old F Block toilet space falling under the 10 Year Property Plan.
- A McDowall confirmed Ministry representatives are visiting the school next week, at this time JHC will flag that it would like to convert the bathroom space during this meeting.
- K Webster raised current work with the Ministry, planning for fencing to be installed at the junior campus. This fence is a response to a need for a specific student.
- There are currently seven access points on the northern boundary. Dicussions will be required with property owners about ensuring their gates/access points are closed and lockable from their side of the fence.
- This work will now include the boundary fencing of the new subdivision.
- Trees along the Layard street side will be removed, this is a requirement.
- The fencing will assist not only with this specific student but also any others with similar needs in the future.
- The fencing will be the same as that at Windsor North School and run from the edge of the music room. There will still be access via Queens Drive.
- Discussed the possibility of a keypad gate opener.
- Some review of the office area will be required.
- Discussed what will happen for the future at Senior Campus, unsure at this stage however it is on the radar of the Minsitry representatives.
- Costs for replanting of trees etc covered by ministry funding.

Junior Campus Land Sale

- L McDonald to dicuss communicating the Ministry funded fence of the new boundary following the sale of land with A Pannett.
- It was noted that via email on the 22nd April 2026 the Board approved the recommendation from WSP (It is recommended that the James Hargest College Junior Campus Board of Trustees approve Harcourts Invercargill to market Section 1 SO 616356, being part of the James Hargest College Junior Campus, located at 6 Layard Street, Invercargill, by method of Deadline sale, for a period of not less than four weeks, and you approve the commission

of 3% for the first $500,000 and 2% thereafter, plus GST, and marketing costs of $2,173.91 plus GST.)

5YA Report

- Noted the 5YA updates provided with the Property Report.
- J Rees noted that it has been communicated that funding is to increase (from 35 to 45 per square meter) but the total value of JHC funding has decreased from the last 5YA funding.
- J Rees noted that the square meters differ between sources. If this is incorrect the value may not increase significantly.
- A McDowall encouraged support and questions from the Board in regards to property.

Email Approval from the Board on the 22nd April 2026

WSP recommend the James Hargest College Junior Campus Board of Trustees approve Harcourts Invercargill to market Section 1 SO 616356, being part of the James Hargest College Junior Campus, located at 6 Layard Street, Invercargill, by method of Deadline sale, for a period of not less than four weeks, and you approve the commission of 3% for the first $500,000 and 2% thereafter, plus GST, and marketing costs of $2,173.91 plus GST.

Decision Date:	22 Apr 2026
Mover:	Mr Nic Raines
Outcome:	Approved

L McDonald to Discuss Ministry funded fence on the new boundary following the sale of the JC land

Lorie to ask Al if we need to communicate to the estate agent the funding of the boundary fence for the Junior Campus land being sold.

Due Date:	15 May 2026
Owner:	Lorie McDonald

6.2 Financial Reports

- Work continues on JHC vehicles information. To be reported on in a future meeting.
- Surplus result for month of February 2026.
- Received property funding in 2025 but due to a break down in communication this was not correctly allocated to 2026. This therefore makes the 2025 result look more postive than it was to the amount of $140k.
- The Ministry can ask for receipts for this funding - so all cyclical maintenance is being allocated to these funds eg pot holes, painting and the columns on E Block. So far $70k spent.
- Discussed funds available to schools that they may not be accessed, they are often advertised in a fortnightly bulletin to schools.
- Next months reports will possibly be from Ed Tech.

IAC Budget

- M Greenwood enquired about the Budgets / results and how this was transparently reported in regards mainly to Invercargill Activity Centre (IAC).
- It was confirmed that the Board approve an over all budget.
- N Raines confirmed the MYPLC budget was presented to JHC at the start of the year, prior to reporting last years results at the meeting held there.
- Discussed IAC possible/unconfirmed surplus from last year and what happens to these funds.

- The Board would like to ensure they are seeing all budgets they have oversight for before they are approved.
- It was confirmed that the Finance Committee has reviewed budgets and does not recall reading the IAC budget.
- A McDowall will follow this up with D Henderson.

A McDowall to speak to D Henderson regarding Invercargill Activity Centre budget/reporting

Anna to speak to Donna regarding IAC budgets/financial reporting.

Board concerned they are not approving or reviewing IAC finances (possibly MYPLC budget too)

Due Date: 28 May 2026
Owner: Anna McDowall

6.3 Student Report

- Verbal update from B Hargest.
- B Hargest commented on the ANZAC ceremonies last week.
- The statues/artwork made for JHC have been relocated to the new building (S Block) instead of in the entrance way to the front office.
- Summer tournament week has passed - respectable results.
- B Hargest attended the Mavora Trip - was the Camp Cook!
- Camp was a great experience, kyaking - no wifi.
- Culture day today, great so far and continues tomorrow.
- Performances at morning tea and lunch - Congalese, Sri Lankan performances etc.
- Fire alarm at lunchtime during those performance so there was an extended lunch time.
- JHC Rugby, has it's own club format. 26/27 in the 1st XV, and enough players for U14 team and U16 team plus two girls teams.
- JHC own rugby club - allows players from out of school
- U16 game tonight vs CSC - had a win.
- Japan trip meeting was held on Tuesday night - looks really great, takes place Term 3 holidays.
- Fundraising going well - Jingo night raised $8k.
- Science block - appreciated by students and exciting to be in using the space - a big step up from B Block.
- Some classes are open format - General Learning Areas.
- B Hargest now to have a regular report in the Newsletter.

6.4 Principal's Report

- A McDowall asked the Board for feedback, noting she wants to report on what the Board want to hear about so welcomed their feedback/requests.
- Discussed enrolments - JHC not taken any out of zone enrolments for 3-4 years now.
- Would like the Board to consider out of zone enrolments going forward, low roll numbers has a significant impact on staffing. Out of zone enrolments do not count towards our building but do count towards staffing which is our biggest concern currently.

- A McDowall would like to look at out of zone enrolments for the 2027 school year for Year 7 to ensure there is a cohort of 285 and also again consider it at Year 9.
- Invercargill schools are traditionally strict on marketing/enrolment timelines to primary schools. JHC would like to contact the Bluff Principal and welcome them back for a tour and encourage a relationship to say we may be able to offer out of zone spaces for 2027 - same with Woodlands, St Johns and other country schools.
- Important for the Board to understand that out of zone enrolments do not contribute to the financial picture for our buildings, which is an area the Board is asked to contribute funds to.
- A McDowall also noted that there could be spaces at Years 11-13 also. Students in those year levels are funded higher and we could consider taking some more students for these year levels as well.
- Out of zone spaces are required to be advertised. Enrolments are balloted as per the priority list.
- Potentially take as many as 30 students for the incoming Year 9 cohort.
- This action of takin gout of zone enrolments is a direct response to the current staffing.
- Overstaffing is currently the worst it has been - JHC entitlement has reduced due to the roll being lower.
- Numbers of out of zone enrolments would be reviewed on an annual basis.
- Discussed Year 7 enrolments - noted SBHS added an additional Yr 7 class for 2026 which directly impacted JHC.
- Will advertise spaces based on how many in zone enrolments are received.
- The Board are in agreement to offer spaces for out of zoners for the 2027 school year.
- Attendance - the Every Day Matters report was appreciated. It was agreed that this would be included on a termly basis (as it is received from the Ministry).
- L Buchanan enquired if the Everyday Matters Report is available to share with Deans - it would be helpful and useful information. C Raynes comfortable with this being shared to Deans.
- Discussed attendance on the Feb 13th 2026 it was a specific day of low attendance - number of contributing facotrs towards this including cancelled house day field days.
- Annual goals discussed.
- Discussed and agreed to amend the goal regarding scholarships across three years to an aspirational goal of 15 per annum.
- L McDonald to amend goal to reflect the 15 per year (instead of 15 on average over three years).
- M Foley discussed the Aotearoa Foundation Diploma and getting this started at JHC- A McDowall noted that the teacher who will lead this course needs funded and should receive a unit/s for compensation. JHC does not currently have the units available to allocate to this.
- Board supportive of the course and see this as a priority.
- Some existing staff may apply for the role but the role must be supported by unit/s.
- Board feel strongly that this is something worth supporting and agreed to fund two units for this position from Board funds.
- A McDowall noted that another benefit to increasing student numbers will, in time, mean JHC is allocated more units, therefore Board funding may be temporary.
- Will advertise the role at briefing next week.
- Initiallty, the units will be fixed term for for two years, as the course is trialled.

- The Board agreed to fund the value of two units ($11k) for the position of a Teacher in Charge of the Aotearoa Foudational Diploma.

International Department

- Noted staffing changes.
- M O'Brien to fill position of Homestay Coordinator, M O'Brien works in the department already so knows how things operate. Assists with the department budget as the department will operate with one administrator while studnet numbers are lower.
- Sieba bi-annual conference being held this year in Christchurch. Whole team going with addition of K Simpson joining the group as the Junior Campus link.
- Thai group in the pipline - hopefully more to come.

- SPANZ update for noting regarding open for instruction days.
- A McDowall thanked the Board for appointing her to the role of Principal - loving it so far, feeling positive and enjoying working from Junior Campus on Thursdays.
- M Foley acknowledged and thanked N Raines for the work done on the Principal and Deputy Principal recruitment.

L McDonald to amend goal regarding scholarships

Lorie to amends the 2026 targets/goals regarding scholarships.

Goal to be 15 per year instead of an average of 15 scholarships across three years.

Due Date: 14 May 2026
Owner: Lorie McDonald

JHC Board to fund the value of two Management Units for TIC Aotearoa Foundation Diploma

- The Board agreed to fund the value of two units for the position of a Teacher in Charge of the Aotearoa Foudational Diploma

Decision Date: 30 Apr 2026
Mover: Lara Buchanan
Seconder: Michelle Greenwood
Outcome: Approved

It was moved that the Principal's Report is accepted

It was moved that the MArch 2026 Principal's report is accepted.

Decision Date: 30 Apr 2026
Mover: Anna McDowall
Seconder: Mr Nic Raines
Outcome: Approved

6.5 JHC Analysis of Variance / Charter

- Analysis of Variance prepared by M Newell.
- Report taken as read.
- Nothing of significance to point out, JHC happy with the progress over all but tracking in right direction.
- All goals feed into the strategic plan.

- Will be published to the website and submitted it to the Ministry.
- All the Senior Leaders contribute to this report.

It was moved that the Board approves the 2025 Analysis of Variance

- It was moved that the Board approves the 2025 Analysis of Variance

Decision Date: 30 Apr 2026
Mover: Aaron Kerr
Seconder: Mary Foley
Outcome: Approved

Lorie to submit the Analysis of Variance to the Ministry and ensure it is posted to the Website

Lorie to submit the Analysis of Variance to the Ministry and ensure it is posted to the Website

Due Date: 7 May 2026
Owner: Lorie McDonald

7. Matters to be taken with the public excluded

7.1 Move to "In Committee"

For reasons of confidentiality, it was moved that the meeting move to “In Committee” at 6.19pm

For reasons of confidentiality, it was moved that the meeting move to “In Committee” at 6.19pm

Decision Date: 30 Apr 2026
Mover: Mr Nic Raines
Outcome: Approved

K Webster left the meeting at 6.31pm

7.2 Move out of "In Committee"

For reasons of confidentiality, it was moved that the meeting move to “In Committee” at 6.56pm

For reasons of confidentiality, it was moved that the meeting move to “In Committee” at 6.56pm

Decision Date: 30 Apr 2026
Mover: Mr Nic Raines
Outcome: Approved

8. Other Business

8.1 New Agenda Item

Motion to approve who at JHC has authority to stand down or suspend a student

The Board moved that at James Hargest College the Principal or Senior leadership Team member who, acting in the principal's role, has investigated and has a thorough understanding of the significant incident which has occured, may make the decision to stand down or suspend a student.

Decision Date: 30 Apr 2026

Mover: Mr Nic Raines
Seconder: Mary Foley

9. Board Annual Work Plan

9.1 Board Plan

10. Correspondence

10.1 Correspondence regarding Curriculum Concerns

- For noting by the Board.
- A McDowall was invited to discuss and provided some further information for the Board.
- Noted that the correspondence had some valid points and JHC staff have been encouraged to provide submissions.
- No response required, correspondence was not addressed specifically to JHC.

11. Other Business

11.1 Staff Representative - By Election

- Confirmed that there is an election for the position of Staff Rep on the James Hargest College Board of Trustees for this election.
- L McDonald is appointed as Returning Officer.
- Election time line provided.
- This meeting will be the last meeting for L Buchanan who has been on the board for circa three years.
- Election date is Tuesday 19th May 2026.
- Dicussed the importance of an induction for incoming staff rep.

JHC Board of Trustees - Staff Rep By-election

It was moved that L McDonald is the appointed Returning Officer for the Staff Representative by-election with an election date of 19th May 2026.

Decision Date: 30 Apr 2026
Mover: Mr Nic Raines
Outcome: Approved

11.2 BOT Morning Tea Shouts

- Discussed Board funded morning teas.
- The Board agreed that going forward morning teas are scheduled by JHC at times that are relevant to the school to thank staff for their mahi.
- Seperate dates at times for junior and senior campuses.

- Board supportive and will attend if able.
- Allocated to general expenses.

12. Karakia to Close meeting

12.1 Karakia

13. Close Meeting

13.1 Close the meeting

Next meeting: JHC Board of Trustees May Meeting - 28 May 2026, 5:15 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
6.1	L McDonald to Discuss Ministry funded fence on the new boundary following the sale of the JC land **Due Date:** 15 May 2026	Lorie McDonald
6.2	A McDowall to speak to D Henderson regarding Invercargill Activity Centre budget/reporting **Due Date:** 28 May 2026	Anna McDowall
6.4	L McDonald to amend goal regarding scholarships **Due Date:** 14 May 2026	Lorie McDonald
6.5	Lorie to submit the Analysis of Variance to the Ministry and ensure it is posted to the Website **Due Date:** 7 May 2026	Lorie McDonald

Signature:____________________ **Date:**_________________________