CONFIRMED MINUTES

JHC AUGUST 2026 BOARD MEETING

At the **JHC September 2026 Board Meeting** on **24 Sept 2026** these minutes were **confirmed as presented.**

Name:	James Hargest College
Date:	Thursday, 27 August 2026
Time:	5:15 pm to 8:45 pm (NZST)
Location:	Default Location, 288 Layard Street, Hargest, Invercargill, New Zealand
Board Members:	Mr Nic Raines (Chair), Aaron Kerr, Anna McDowall, Ben Hargest, Jeremy Rees, Jill Wilkinson , Mary Foley, Michelle Findlater
Attendees:	Kate Webster, Lorie McDonald
Apologies:	Caroline Raynes, Michelle Greenwood

1. Opening Meeting / Karakia

1.1 Karakia

Meeting opened with that Karakia at 5.29pm

1.2 Present / Apologies

It was moved that apologies from M Greenwood and C Raynes are accepted

Apologies from M Greenwood and C Raynes

Decision Date:	27 Aug 2026
Mover:	Mr Nic Raines
Outcome:	Approved

2. Year 7&8 Mid-Year Data Analysis Report 2026

2.1 Year 7&8 Mid-Year Data Analysis Report 2026

- K Webster explained that the measure for Year 7 and 8 data has changed as the Ministry have implemented a new five point scale this year. The curriculum has also changed making it difficult to compare year on year data.
- There is now more covered for Year 7 & 8 students in terms of what is expected for their reading, writing and mathematics.
- Due to the changes it will take a few years to identify any trends and patterns within the data.
- The Ministry have not yet provided schools with assessment tools in order to review data and make judgements.

- K Webster acknowledged the work done by the Teachers in Charge to align existing assessment tools with the new curriculum.
- It was noted that students are not entering JHC as prepared as they have been in prioir years. This can be expected for a number of years to come as the primary schools roll out their new curriculum.
- The board questioned reasons for lower acheivement, considering if this was due to the content being more difficult or if are students coming in less prepared etc. K Webster noted other factors that contribute to this also which included economic and social reasons.
- K Webster noted the importance of deliberate teaching and the benefit of small groups for those students who may not be at the level of the ciurriculum being taught in an attempt and get them up to speed.
- Discussed the benefits of repitition for learning..
- It was noted the Junior Campus completed professional development for structured literacy and implemented for two terms. At the time of review it was questioned if students are encouraged to think critically about texts and where structured literacy fits in the overall english curriculum. This lead to some changes to ensure the whole english curriculum is being taught not just the structured literacy component.
- K Webster noted the work of the LEAP team and small group instruction for students to bridge the gap between where they sit and where they need to be.
- G Dobson doing a great job with ESOL students.
- Not seen the same acceleration between Year 7 and 8 cohorts - hard to show when we are not measuring like for like data.
- The board questioned if comparisons can be made nationally. The SMART tool was discussed, JHC completed this in Term 2, however the reports were not issued in time to include in JHC mid year reports.
- K Webster instead compared JHC data to PAT data in order to produce some outcomes / comparisons.
- The SMART tool is good - highlights weaknesses for students which meant deliberate teaching could be implemented. Tests available again at beginning of Term 4.
- Writing test within the SMART tool is still developing. JHC used Scribo a free tool offered by the Ministry for schools to trial.
- Scibo allows you to take a photo of text and it marks it against the phase three matrix and gives immediate feedback - trial ended in September and JHC has applied to extend this to the end of the year.
- The board questioned parent perception of student acheivement, K Webster noted they understood there is a jump for students and they may have work to do to catch up.
- A McDowall acknowledged the comms from K Webster to whanau to ensure they understood.
- Historical trends showed boys used to out perform girls but that has shifted.
- No large disparities between Maori and Pasifika and the overall cohort.
- The board questioned what they can assist with, resources etc and noted the effort of the Teachers in Charge.
- K webster noted the importance of the support programmes that are not Ministry funded.
- The board discussed staffing for support programmes at the Junior Campus.
- Year 7/8 is a good window for students to be in small groups or working in groups for additional targeted support, more so than when they transition to the Senior Campus.

- Discussed what data is available for tracking - K Webster has tracked a cohort from Yr 7 to the CAAs and noted results do vary (some success with those students sitting just below achievement level).
- The board acknowledged K Webster's report and the valuable information it provides to the board regarding student achievement.

K Webster left the meeting at 6.04pm

3. Property

3.1 Property Report

- Discussed the 5YA tender applications provided in the property report.
- Quotes submitted by three companies, and reviewed by the board.
- A Pannett's recommendation is to sign with Southern Quantity Surveyors (SQS).
- JHC currently uses SQS, has a relationship with them and they offer a fixed price.
- The board agreed to signing with SQS.

- The board discussed a master plan and agreed that an overall vision is helpful for them to understand why certain projects are prioritised over others, and as much of the work would be board funded.
- Discussed the possibility of a covered turf in the future at JHC. A McDowall and A Pannett went to view the Murawai College covered turf.
- Discussed possible funding available and noted further funding may be accessible if the space can be accessed by the community. Discussed the community access aspect and how this may work.
- It was noted that there were benefits to considering the larger court space for a turf over the space next to Gym.
- The board considered what the site where B Block currently stands could be used for in the future. (lunch time area that doesn't require a hard surface underneath).
- The board agreed their preference for a 'master plan' and understood this would have a cost to produce.
- J Rees noted the importance of spatial awareness and understanding what 5YA works are in progress at the same time to ensure works do not clash.
- It was noted that the community could be consulted as part of the strategic plan process for feedback on property.
- A McDowall to feed back the preference for a master plan to A Pannett.
- The board discussed and acknowledged its requirement to contribute financially to its portion of the planned 5YA projects - totalling $190,169.00
- The board questioned if they can gift property to the Ministry to assist with maintenance costs. It was agreed to investigate this further and see if it is an option to JHC.
- The board revisited their preference for transparency in regards to property projects and noted a master plan could help with this.

N Raines moved that JHC accepts Southern Quantity Surveyors tender for 5YA Property Management

N Raines moved that JHC accepts Southern Quantity Surveyors tender for 5YA Property Management

Decision Date: 27 Aug 2026
Mover: Mr Nic Raines
Outcome: Approved

It was moved that the JHC Board acknowledges its required contributions to 5YA projects

The JHC board acknowledges contributions from its reserves for the following 5YA projects to the amount listed in the table.

Campus	Project #	Block	BOT Contribution	
Junior	262253	RG	19,400.00	As per 10YPP
Senior	262254	FF	18,350.00	As per 10YPP
Senior	262256	J	90,190.00	As per 10YPP
Senior	262260	Fire alarm upgrade	62,229.00	As per 10YPP
		Sub Total	**$190,169.00**	

In all cases the ownership % 's of the school buildings involved, will remain unchanged.

RG = Junior Campus Replacing heat pumps, missing radiator valves, support brackets etc

FF= site wide SC drainage electrical and heating

J= Gym café roof replacement

Fire upgrade is senior campus whole site

Decision Date: 27 Aug 2026
Mover: Ben Hargest
Seconder: Aaron Kerr
Outcome: Approved

Can JHC gift/sell property to the Ministry

The board questioned if they can gift property to the Ministry to assist with maintenance costs. It was agreed to investigate this further and see if it is an option to JHC.

Due Date: 23 Sept 2026
Owner: Anna McDowall

4. Confirm Meeting Minutes

4.1 Last meeting's minutes - 30th July 2026

JHC July 2026 Board Meeting 30 Jul 2026, the minutes were confirmed as presented.

It was moved that the minutes from the last meeting held on the 30th July 2026 are approved

It was moved that the minutes from the last meeting held on the 30th July 2026 are approved

Decision Date:	27 Aug 2026
Mover:	Michelle Findlater
Seconder:	Mary Foley
Outcome:	Approved

5. Conflict of Interests Register

5.1 Interests Register

- No updates.

6. School Trips / EOTC

6.1 International School Trips

- Geography / Commerce trip to Singapore has been reviewed as student interest dropped following the information evening.
- Feedback was sought and value for money/cost was the road block.
- Defining Moments offered an alternative trip originally designed for another school - to China.
- Price point to China is the same but includes more than the Singapore option.
- A trip to China also caters to a broader curriclum (can now include History).
- J Horrax would be the thrid staff member involved and covers the History component.
- The trip would be for 2028.
- Seeking approval from the Board to support further planning.
- First step will be an information evenng to gauge interest and then to see how many students will commit.
- Trip to China would be for 15 days (versus 8 to Singapore). Visiting three different areas of China.
- Discussed feedback from parents from the initial Singapore itinerary.
- Discussed any safety issues with travel to China, including how to communicate easily and reliably with the group.
- J Wilkinson to see if Defining Moments have run a school Trip to China before.
- This trip would be targeted at at Year 12/13 students.
- The Board supported further planning for this trip.

6.2 Overnight School Trips / EOTC

- The reported trip to the South Island Water Polo tournament in Dunedin (6-8th November) was noted by the Board.

7. Reports

7.1 Financial Reports - July 2026

- Trend stabalised in July, small suplus for the month.
- Curriculum and expense areas tracking well, nothing of significance to report.
- Ed Tech visiting Invercargill later in the year, JHC to host their road show, they have offered a session with our JHC Board. Good PD opportunity for all.
- Noted the significant overspend of $34k in S Block on furniture.
- D Henderson proposed to the Finance Committee shifting JHC banking from BNZ to ASB. N Raines has requested further information on this. ASB offers all of government pricing.
- The Finance Committee discussed recommendations for maturing investments. The maturing Spark investment is to sit in an on call account awaiting an appropriate investment opportunity to be advised by Mitre Wealth.
- Mitre Wealth recommends that the maturing Rabo investment is reinvested with Rabo Bank for four years at 4.75%.

It was moved that the Finance Reports are accepted and that the Rabo funds are reinvested

- It was moved that the Finance Reports for the month are accepted.
- It was moved that the maturing Rabo investment is reinvested with Rabo Bank for four years at 4.75%.

Decision Date:	27 Aug 2026
Mover:	Mr Nic Raines
Outcome:	Approved

7.2 Student Report

- B Hargest noted high levels of sickness across the College.
- Ranger squeeze was a highlight of the month. 20 boys vs 17 girls. Truck/ute from Macauley Ford came to Senior Campus.
- It was noted that people are finding it challenging to get uniform items. No stock available of some items.
- Assurances from NZ Uniforms that they will have a shop by the start of Term 4.
- Girls tights are sourced and will be back in stock soon.
- JHC is the anchor school in southland - they want this to work.
- AMcDowall will provide an up to date report from NZ Uniforms at the next meeting.
- Discussed the display of uniform information on the website. It was suggested a table may be more user friendly to understand what uniform requirements are.
- Discussed heating at the Senior Campus, some issues this week which are now resolved.
- Acknowledged a google drive delay/issue, this was site wide. Investigations were made but unsure what this issue was. No further issues since.
- Discussed the toilets - there are high usage times.
- Girls are sitting in the toilets it is frustrating for others.
- It was acknowledged that vandalism continues in the toilets - cameras are being reviewed and detentions have been given, deans are involved and some students have been stood down.
- The canteen is going well - improvements were noted and appreciated.

- Open Day was a real success, high traffic and felt busier this year.
- This year there were student guides, have not done this before. They were in demand, could have had more.
- The board acknowledged the success of Open Day and the additional work put in by staff and students to make it a success.
- B Hargest noted the increased police prescence, around the boundary area streets, keeping an eye on traffic and driver behaviour. Tickets have been issued.

A McDowall to bring information regarding NZ Uniforms to the next meeting

A McDowall to bring information regarding uniform information to the next board meeting. Some concern about supply of uniform leading into 2027 and current stock availability.

Due Date: 17 Sept 2026
Owner: Anna McDowall

Review Uniform page on the school website

Lorie to speak to the uiniform committee about updating the uniform page on the website.

Due Date: 25 Sept 2026
Owner: Lorie McDonald

7.3 Principal's Report

- A McDowall thanked M Cribb who processes enrolments at the Junior Campus. Total of 252 in zone applications were processed and 100 out of zone applications.
- 280 is the target for Year 7. Allows 10 Home Rooms with approximately 28 students in each.
- Enrolments need to be confirmed within the week.
- Surplus staffing situation continues - further discussion will follow in closed section.
- Year 9 all out of zone applications accepted, approximately 30.
- New curriculums for Science and Social Science have been released - expecting other learning areas in September.
- There is a Teacher only day scheduled for Term 4 to prepare for 2027.
- Polyfest week. Good growth and student leadership.
- Noted the school exchanges this term. Great results and opportunity for students.
- ERO have not confirmed when the JHC observation will be, awaiting this information.
- Included ERO report example in board pack.
- Kumagaya visit was a success, great student involvement.
- A McDowall noted her highlight of the month as the rugby game as per her Principal's report, shift in JHC rugby culture thanks to some key people.
- Discussed other positive sport reults and behaviour from JHC.
- L Buchanan and C Raynes currently in Asia for a marketing trip.
- The board noted updates made to the annual targets document included in the board pack.

8. Board Annual Work Plan

8.1 JHC Board Annual Plan

8.2 Learning Support Report

- Report is for noting.
- Board apprecited the detail included and would like some more taregted information regarding the issues or gaps in future reporting.
- It was noted that seven Individual Learning Plans (IEPs) were staff initiated, the board felt that was high.
- Acknowledged that it is less common to be doing this for the first time at Year 7, generally student needs would be identified earlier in their schooling.
- The board would like departments to include the gaps or requests for additional support when they provide reports, this should be included in the 2027 department report template.
- Discussed Teacher Aide hours, contracted for a certain number of hours, however they often end up doing more. Noting there are possibly not enough Teacher Aides.
- A Kerr noted his experience with the learning support / Support Centre has been really positive.
- The LEAP programme was discussed noting demand is higher than spaces available.

9. Action items from Previous meetings

9.1 Action List

Due Date	Action Title	Owner(s)
25 Jun 2026	EOTC Course for Board members **Status:** In Progress	Kate Webster
21 Aug 2026	BAS Checklist Committee **Status:** In Progress	Aaron Kerr, Anna McDowall, Jill Wilkinson

9.2 JHC Health and Safety Committee Brief

- M Findlater asked for feedback on the refined brief.
- Assurances included in the brief to ensure the Board are supporting the H&S lead.
- Still draft and open to changes.
- Timeframe suppplied - with a once a term meeting to discuss issues/reporting/trends.
- Review EOTC, and trends on the risk register etc.
- If a committee is created it could possibly consist on K Webster, C Raynes and B Forde. Has a member from each campus and covers EOTC.
- Initial steps M Findlater to meet with B Forde and will develop form there.

Michelle Findlater to meet with Bryan Forde regarding Health and Safety

Meet and discuss approach to managing Health and Safety

Due Date: 24 Sept 2026
Owner: Michelle Findlater

9.3 ERO Board Assurance Check List

- Discussed the ERO Board Assurance Checklist .
- Progress report is the second attachment which includes areas requiring attention.
- There is time to get comfortable with this before ERO visit.
- Continue to add updates as developments are made.
- It was noted that this should be completed annually.

10. Other Business

10.1 School Docs

- Seeking approval from the Board for their approval to formally adopt School Docs.
- Next steps will be sharing log ins and information with the school community.
- Some existing JHC policies will still remain and be reviewed on a regular three year cycle. This includes all International Department policies and Board Induction policy. These will remain available on the school website.
- The Board agreed the password should be available on our school website, makes it accessible for our community.
- Policy reviews are still required by the Board.
- Community are also invited to review and provide feedback. Be good to include a step by step guide on our website of how to do this so we do not have to send out regular communications on it.
- Community comments go to a JHC dashboard.
- Any direct changes decided by the board can be communicated for implementation to school docs directly.
- During the review only certain text can be amended.
- Board agreed to cover the review process in the next meeting.
- JHC will keep their own Complaints Policy.

It was moved that JHC formally adopt the polcies from School Docs and share this with our community

JHC formally adopts the policies from School Docs and will share this with our community

Decision Date:	27 Aug 2026
Mover:	Michelle Findlater
Seconder:	Mary Foley
Outcome:	Approved

Share with the school community (update website etc)

prep comms to community, work with team to amend website policies page

Due Date:	24 Sept 2026
Owner:	Lorie McDonald

10.2 School Donations Scheme - IAC & MYPLC

- JHC not opting in to the donations scheme.
- IAC and MYPLC are opting in as they do not invoice for recoveries.

The board approved IAC & MYPLC opting into the School Donations Scheme

The board discussed and approved IAC and MYPLC opting into the Schools Donation Scheme as they do not invoice for recoveries.

Decision Date:	27 Aug 2026
Mover:	Mary Foley
Seconder:	Aaron Kerr
Outcome:	Approved

10.3 Student Board Rep Election 2026

- Discussed the student election. Noting there are approx ten candidates.
- Voting closes on the 3rd September 2026.
- Discussed candidate videos. In the past this was a requirement, the board woud like to reintroduce this going forward.
- Timeline noted.

Lorie to diary the requirement for student candidate videos in 2027

Diary for 2027 / add to work plan so it is not forgotten

Due Date:	17 Sept 2026
Owner:	Lorie McDonald

10.4 School Planning & Reporting Changes

- New Strategic Plan required and to be discussed further at the next meeting.
- Due to be refreshed with the change of Principal and to ensure our community is thoroughly consulted.

Add Strategic Planning to the next meeting agenda

add to Sept meeting agenda

Due Date:	18 Sept 2026
Owner:	Lorie McDonald

10.5 Funding Application (Library Mural)

- The board acknowledged they have discussed an application for funding to assist with the painting of a mural in the Senior Campus Library before .
- This initial discussion took place over a year ago (April 2025) and approval was given at that time for applications to be made for funding assistance.
- K Adam is now ready to prepare and application to the ILT Foundation for funding and specific approval from the board is required to accompany this application.

It was moved that the board approve an application to the ILT foundation for funding assistance

It was discussed and moved that the board approve an application to the Invercargill Licensing Trust (ILT) Foundation for funding to assist with the painting of a mural in the Senior Campus Library.

Decision Date:	27 Aug 2026
Mover:	Michelle Findlater
Seconder:	Ben Hargest
Outcome:	Approved

10.6 Funding Application - NZAS

- Discussed the funding application to NZAS.
- Board are supportive of this application.

The Board discussed and approved the NZAS Funding application

The baord discussed and approved the fundign application to NZAS

Decision Date:	27 Aug 2026
Mover:	Jeremy Rees
Seconder:	Aaron Kerr
Outcome:	Approved

11. Correspondence

11.1 Letter from Aurora College Presiding Member

- Correspondence from the Aurora College Presiding Member was noted by the Board.
- The letter asks if the Board were aware of communication being sent regarding enrolment dates to contributing primary schools.
- The board was not aware, nor was the Principal that this communication was sent. The email has been sent out for the last three years. The email is reminding contributing schools of the closure date for enrolments, the date is the same for all schools and the email was not specific to JHC enrolments.
- There was a directive given to A McDowall at the Invercargill Principal's meeting regarding enrolments, attempted discussion regarding enrolments was unsuccessful. JHC has advertised out of zone enrolments for 2027.
- The Aurora College Principal has not contacted the JHC Principal to discuss any issues.
- The JHC Board will respond to the letter.
- The email regarding 2027 enrolments has always been sent out and the JHC Board have no issue with its content or it being sent.
- The Board noted it is supportive of JHC's actions in regards to enrolments and are supportive of the Principal.
- JHC has adhered to all dates on the 2027 enrolments timeline agreed upon by the Invercargill Principal's Group.
- N Raines to reply directly.

N Raines to reply to Aurora College's letter regarding enrolments.

Nic to reply to Aurora

Due Date: 18 Sept 2026
Owner: Mr Nic Raines

12. Matters to be taken with the public excluded

12.1 Move to "In Committee" at 8.06pm

N Raines moved the meeting to "in committee" at 8.06pm

N Raines moved the meeting to "in committee" at 8.06pm

Decision Date: 27 Aug 2026
Mover: Mr Nic Raines
Outcome: Approved

12.2 Move out of "In Committee" at 8.36pm

N Raines moved the meeting out of "in committee" at 8.36pm

N Raines moved the meeting out of "in committee" at 8.36pm

Decision Date: 27 Aug 2026
Mover: Mr Nic Raines
Outcome: Approved

13. Karakia to Close meeting

13.1 Karakia

- Prior to the close of the meeting the Board discussed the JHC PTA.
- The PTA have invited a board rep to attend their meetings going forward.
- J Wilkinson has agreed to do this.

Lorie to invite Jill to PTA meetings and let the PTA know

Send Jill PTA dates and let Jo on the PTA know Jill will attend

Due Date: 24 Sept 2026
Owner: Lorie McDonald

14. Close Meeting

14.1 Close the meeting

Next meeting: JHC September 2026 Board Meeting - 24 Sept 2026, 5:15 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.1	Can JHC gift/sell property to the Ministry **Due Date:** 23 Sept 2026	Anna McDowall

Item	Action Title	Owner(s)
7.2	A McDowall to bring information regarding NZ Uniforms to the next meeting **Due Date:** 17 Sept 2026	Anna McDowall
7.2	Review Uniform page on the school website **Due Date:** 25 Sept 2026	Lorie McDonald
9.2	Michelle Findlater to meet with Bryan Forde regarding Health and Safety **Due Date:** 24 Sept 2026	Michelle Findlater
10.1	Share with the school community (update website etc) **Due Date:** 24 Sept 2026	Lorie McDonald
10.3	Lorie to diary the requirement for student candidate videos in 2027 **Due Date:** 17 Sept 2026	Lorie McDonald
10.4	Add Strategic Planning to the next meeting agenda **Due Date:** 18 Sept 2026	Lorie McDonald
11.1	N Raines to reply to Aurora College's letter regarding enrolments. **Due Date:** 18 Sept 2026	Mr Nic Raines
13.1	Lorie to invite Jill to PTA meetings and let the PTA know **Due Date:** 24 Sept 2026	Lorie McDonald

Signature:_____ **Date:**_____