







# Epsom Girls Grammar School



Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

## MINUTES

*A Meeting of the School Board  
will be held in the Boardroom of Epsom Girls Grammar School  
on **Tuesday 25 February 2025** from **5.30 pm***

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| <b>1a.</b> | <b>Karakia kai - Tahei Simpson</b><br><br><b>Board PD:</b> <ul style="list-style-type: none"><li>Whakataka Te Hau (Karakia); He Aha Te Hau (Mōteatea)</li></ul>  | <b>5:15pm</b><br><br><b>5:20pm</b> |
| <b>1.</b>  | <b>PRESENT:</b> Tahei Simpson (Board Chair), Michael Alofa, Murray Burt, Kirstin Kane, Ria Pou (Whānau Rep), Sara Tuitupou (Co-Opted Pasifika Rep), Tovia Va'aelua (Deputy Chair), Brenda McNaughton (Principal), Joanna Bartch (Associate Principal), Rachel Heeney (Staff Rep), Jasmine Huang (Student Rep)<br><br><b>APOLOGIES:</b> Andy Patrick, Catherine Readhead (Board Secretary)<br><br><b>VISITOR:</b> Julie Goodyer   | <b>5.30pm</b>                      |
| <b>2.</b>  | <b>Opening Karakia:</b> Whakataka Te Hau - Tahei Simpson   |                                    |
| <b>3.</b>  | <b>MINUTES:</b><br><br><a href="#">Minutes</a> of Board meeting held 26 November 2024<br><br><a href="#">Minutes</a> of Board meeting held 22 January 2025<br><br><i>Move: That the Minutes of the November 2024 Board Meeting be confirmed as a true and accurate record and the 22 January 2025 minutes are a true and accurate record</i><br><br><i>Chair CARRIED</i><br><br><b>MATTERS ARISING FROM THE MINUTES:</b> <ul style="list-style-type: none"><li>a) Staff and student wellbeing surveys: Personnel Committee to review the surveys and report back in the New Year (March meeting)</li><li>b) Calendar invite to Board and SLT to meet Wednesday 22 January, 2025 at 6.30pm, to look at the Annual Plan prior to it being shared with staff on 28 Jan 2025 – Catherine – INVITE SENT 06/12/24</li><li>c) Māori &amp; Pasifika Committee to address the principles of Te Tiriti bill and its implications on the Board in 2025 (put in Board Workplan for 2025 - to be ready for Board approval in June)</li><li>d) Thanks sent to Foundation Trustees from School Board - PRINCIPAL EMAILED THANKS 12/12/2024</li><li>e) Property discussions around office space for the Associate Principal: quotes to be gained, Board approval via email. F&amp;P Chair to consult with Principal re: budget - <i>On hold - 25 Year plan</i></li><li>f) Bronwyn to liaise a contract WD Security - <i>MNT Starting end of Term One</i></li><li>g) Student Support Final Review to be delegated to Personnel Committee to follow up in 2025</li></ul> | <b>5.35pmō</b>                     |
| <b>4.</b>  | <b>CONFLICTS OF INTEREST:</b><br>None.   | <b>5.40pm</b>                      |

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| 5.  | <p><b>DECISIONS TO BE MADE AT THIS MEETING:</b></p> <p><b>A: Delegations for 2025</b></p> <p> <b>DRAFT - 2025 Curriculum Committee Delegation</b></p> <p> <b>DRAFT - Finance and Property Delegation 2025.docx</b></p> <p> <b>DRAFT - 2025 Principal Delegation</b></p> <p><i>Move: that the 2025 Delegations for Curriculum Committee, Finance and Property and Principal be approved. Motion carried.</i></p> <p style="text-align: right;"><i>Brenda McNaughton / Michael Alofa CARRIED</i></p> <p><b>B: <a href="#">Board Workplan 2025</a></b></p> <p><b>C:  EOTC for BOARD - 2025.pdf</b></p> <p>Special rowing approval for <a href="#">regatta 22-23 February</a><br/>Approved via email and <a href="#">voting link</a> - 8 for, 0 against as of Wednesday 19 February</p> <p>EOTC for Board - 2026 approvals in principle: <a href="#">Contemporary Arts Trip</a></p> <p><i>Move: That the Board approve the upcoming overnight trips as listed in the EOTC report and international trips proposed in principle.</i></p> <p style="text-align: right;"><i>Chair CARRIED</i></p> | 5.45pm |
| 6.  | <p><b>LEADERSHIP:</b><br/><b><a href="#">Principal's report</a> (including Curriculum, Enrolment, Epsom House, Health and Safety, Personnel):</b></p> <p><i>Moved: That the Principal's report be accepted.</i></p> <p style="text-align: right;"><i>Brenda McNaughton / Tovia Va'aelua CARRIED</i></p>  | 5.50pm |
| 10. | <p><b>BOARD ISSUES</b></p> <p><b>Governance:</b></p> <ul style="list-style-type: none"> <li>a) Policies to be reviewed and approved at the next Board meeting: <a href="#">Uniform Policy</a>, Fundamental Bylaws (not currently part of EGGs Policies)</li> </ul> <p><b>NZSBA Conference:</b></p> <ul style="list-style-type: none"> <li>• 10-13 July 2025, Christchurch. Board sends 3 members each year. Discuss at March meeting</li> </ul>  | 6.15pm |
| 9.  | <p><b>LEARNING &amp; EXCELLENCE:</b></p> <p><b>Curriculum:</b></p> <ul style="list-style-type: none"> <li>a) Update on Dual Pathway response: <a href="#">Principles and summary of investigation findings</a></li> <li>b) <b>Maori &amp; Pasifika Committee Report</b> (no meeting scheduled for February)</li> <li>c) <a href="#">Whanau Awhina Report</a> <ul style="list-style-type: none"> <li>• Feedback from Whanau discussed. Whānau rep strongly advocated for whānau perspectives, and supports the school working closely with Kaumātua and Ngāti Whātua around reviewing uniform policy. The Board will continue to uphold and support the mana of our Māori students within our Community.</li> </ul> </li> </ul> <p><i>Move: That the Whānau Awhina report be accepted.</i></p> <p style="text-align: right;"><i>Ria Pou / Brenda McNaughton CARRIED</i></p> <p><b>Co-curriculum:</b></p> <ul style="list-style-type: none"> <li>a) <a href="#">Arts &amp; Culture Report</a></li> <li>b) <a href="#">Sports Report</a></li> </ul> <p><i>Move: That the Arts and Culture and Sports reports be accepted.</i></p> <p style="text-align: right;"><i>Chair CARRIED</i></p>  | 6.35pm |

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| 10. | <b>STUDENT ACHIEVEMENT:</b><br><br><a href="#">Student Report</a><br><br>Move: That the Student report be accepted.<br><br>Jasmine Huang / Tovia Va'aelua CARRIED   | 6.45pm |
| 11. | <b>STAFF:</b><br><br><a href="#">Staff Report</a><br><br>Move: That the Staff report be accepted.<br><br>Rachel Heeney / Michael Alofa CARRIED  | 6.50pm |
| 11. | <b>RESOURCE:</b><br><br><a href="#">Finance and Property Committee Report</a><br><br><b>Recommendations</b> <ul style="list-style-type: none"> <li>Concurrence letter (In Committee)</li> <li>F&amp;P Delegation</li> </ul> Move: That the Finance and Property report be accepted and the recommendation to proceed with the Concurrence letter. Report and recommendation approved.<br><br>Murray Burt / Michael Alofa CARRIED<br><br><a href="#">International Report</a><br><br>Move: That the International report be accepted.<br><br>Chair CARRIED   | 7.00pm |
| 12. | <b>COMMUNITY:</b><br><br><a href="#">Old Girls Association</a><br><br><a href="#">Foundation Trustees' Report</a><br><br>Move: That the Old Girls Association report and the Foundation reports be accepted.<br><br>Chair CARRIED<br><br><b>Resolution to apply for funding:</b> Trust Fund Motion<br><br>Move: That the Board approves and confirms the delegated authority to the Principal to make specific approaches to Trusts and other funding agencies for financial support and approves the release of information required to support the applications, and that all applications are made in the name of Epsom Girls Grammar School and be signed by the Principal. The Board resolved that all grants must be banked into an approved school account and used solely for purposes for which they were made.<br><br>Brenda McNaughton / Murray Burt CARRIED | 7.25pm |
| 13. | <b>OTHER BUSINESS:</b> <ul style="list-style-type: none"> <li>For consideration - drinks and nibbles as thank you for teachers and their partners at the end of the year.</li> </ul>  | 7.40pm |
| 14. | <b>CORRESPONDENCE:</b> <ul style="list-style-type: none"> <li>Principal's Concurrence Letter to MoE (In Committee)</li> <li> Letter from Penny and Holger Zipfel - Parents of Year 11 and 13 EGGS students.pdf</li> <li> PPTA 2025 Letter 1.pdf</li> <li><a href="#">Response to PPTA Letter from Principal</a></li> </ul><br><b>Action point: Tahei to respond to the letter from Penny and Holger Zipfel</b>  | 7.45pm |
| 15. | <b>CLOSING KARAKIA:</b>   | 8.00pm |

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Time keeper:

**Finish:** 7.44pm

**In Committee:** 7.44pm motion carried.

Tahei

**End of In Committee:** Business concluded at 7.50pm

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**Signed:**

**Tahei Simpson**

**Presiding Member**



**Dated:** 25 March 2025