

## HASTINGS GIRLS' HIGH SCHOOL – NGĀ RAU HUIA O ĀKINA BOARD

<b>Date:</b> Tuesday 17 February 2025
<b>Time:</b> 5.15pm
<b>Location:</b> HGHS Principal's Office
<b>1. Meeting opening</b>
1.1. Karakia
1.2 Present   Lisa Akers, Brendon Jones (Chair), Candyce Keelan, Stacey Tito, Paul Drower, Tagi Olive and Sonya Lyndon (Secretary)
1.3 Apologies   Apology received from Moira Fomai, who was unavailable due to coaching commitments for the Senior A team (games at 5.30pm and 7.00pm).
1.4 Declaration of interests   Nil
<b>2. For Approval</b>
<b>2.1 Minutes of the previous meeting [November] See attached and below</b>
Motion: Move that the minutes of the previous meeting from 18 November be approved. Moved by: Brendon Jones Seconded by: Paul Drower Carried
<b>2.2 Correspondence</b>
Motion: That the inwards correspondence be received and the outwards correspondence be noted as nil. Moved: Brendon Jones Seconded: Paul Drower Carried
<b>2.2.1 Inwards</b>
Inwards correspondence was received and attached to the minutes.
<ul style="list-style-type: none"> <li>Email from Grassroots Trust regarding Professional Fundraisers   Grassroots Trust – Communication Regarding Professional Fundraisers The Board received and discussed correspondence from Grassroots Trust regarding the use of professional fundraisers. The Board noted that the funder has indicated a preference to communicate directly with applicant organisations rather than through a broker. It was acknowledged that improved outcomes may be achieved when applications are managed directly by the school rather than through an intermediary. The Board agreed to give further consideration to this matter and make a decision later in the meeting.</li> <li>Email from GovHub Board Matters   Noted</li> <li>Email from Te Whakarōpūtanga Kaitiaki Kura o Aotearoa   New Zealand School Boards Association - Nominations have opened   Noted</li> <li>Email notification Upcoming Paid Union Meetings   Noted</li> <li>Email OIA and response from Sonya The Board was advised of an Official Information Act request received from a University of Auckland law student seeking copies of any Board-adopted policies relating to trustee use of personal devices and personal accounts (including email, SMS, and messaging applications) for Board business, and how such information is captured and retained in accordance with the Public Records Act 2005. The Board noted that, following a review of adopted governance policies, no Board-adopted policy explicitly addresses trustee use of personal devices or personal accounts for Board business. The School Records Retention and Disposal Policy was identified as governing the retention and disposal of governance records generally; however, it does not specifically address the capture of Board business conducted via personal devices or personal accounts. A response reflecting this position was prepared and issued. The Board considered the use of school-issued email accounts for Board business. <b>Motion:</b> That the Board move to using @hastingsgirls.com email addresses for all Board-related correspondence. <b>Moved:</b> Brendon Jones <b>Seconded:</b> Stacey Tito <b>Carried</b> The Board agreed to develop a formal policy to support this practice. Motion: That the Board develop and adopt a policy governing trustee communications and records management in relation to Board business. <b>Moved:</b> Brendon <b>Seconded:</b> Tagi <b>Carried</b></li> </ul>

The Board considered and approved the draft response to the Official Information Act request.

**Motion:** That the attached response be approved and sent.

**Moved:** Brendon

**Seconded:** Candyce

**Carried**

Sonya will contact SchoolDocs to initiate development of the relevant governance policy.

#### 2.2.2 Outwards | Nil

#### 2.3 Finance

The Board noted that the year concluded with a surplus rather than the projected deficit. Savings in staffing and additional income received from Te Rourou contributed to this outcome.

It was acknowledged that the available funds are not insignificant and have accumulated over time. The Board discussed how these funds might best support current students, while maintaining an appropriate financial safety net.

All questions were addressed and discussed at the Finance Sub-Committee meeting.

**Motion:** That the Finance Report be accepted.

**Moved:** Brendon

**Seconded:** Lisa

**Carried**

#### 2.3.1 Finance – Governance Reports

The Governance Report for December 2025 was attached. The Finance Sub-Committee reviewed the report at its meeting earlier today, and its recommendations are reflected above. The January Governance Report has not yet been received.

#### 2.3.2 Budget for 2026

**Motion:** That the Hastings Girls' High School 2026 Budget be approved.

**Moved:** Brendon Jones

**Seconded:** Paul Drower

**Carried.**

#### 2.4 Principals Report - See below, taken as read

The Principal advised the Board that the school had received three Scholarships, being the highest level of student achievement. The Board acknowledged this as an excellent outcome.

There was discussion regarding endorsement results. While the overall numbers appear lower, this was noted as largely attributable to the literacy and numeracy co-requisite requirements. Without meeting these requirements, students are unable to achieve a qualification regardless of the number of credits gained. The school has a plan in place to support students to meet these requirements.

Lisa explained to the Board that she has read the new stand down process and found them to be clearer and easier to understand and use, making it easier for the pastoral committee when holding suspension meetings. The Pastoral committee will review the changes.

The Board was pleased with the successful start to the year, including the student leadership days, and noted that the year has commenced positively.

The Board discussed the school Bylaws, confirming that they provide clear guidance regarding uniform and behaviour expectations. There was discussion regarding student enquiries about eyelashes and nails. The Board noted that the existing policy remains in place for health and safety reasons and to uphold the school's standards of presentation within the community. The Board reaffirmed that students represent the school well when wearing the uniform correctly.

**Motion:** That the Principals report be approved.

**Moved:** Brendon Jones

**Seconded:** Paul Drower

**Carried**

#### Te Kanorautanga (Learners are achieving excellent and equitable educational Outcomes) - Shaping Teacher Capacity - Curriculum enrichment - Strengthening structures and Systems

Please find attached a copy of the data for 2025 NCEA:

The data is reflective of the NCEA results published by NZQA in January 2026. The data has been shared with staff and will help shape departmental goals. We intend to celebrate the Course endorsements and Certificate endorsements in an Academic assembly at the end of February. Of particular significance is the lift in our Merit and Excellence results which are above our school equity Index band and national level at level 1 and level 2 at Merit level and higher than previous years. Our Excellence endorsements are above the school equity index band at level 2 and level 3. data 2025.pptx. With a newly appointed DP in the Curriculum space, time is being spent

in Tāhurāngi our new MOE curriculum platform. HGHS is in a place of curriculum review and looking closely at our Pou and ensuring that the elements of the new curriculum are embedded in 2026 at year 9. We are refining our rubrics and assessment is being standardised and moderated so that comparability across the classes is

evident. A new LSC is looking at targeted groups of students across ESOL, literacy and numeracy and e-asttle testing data to establish and implement the best targeted resourcing to lift our academic achievement. A needs analysis of our SENCO role is also being undertaken so that a permanent appointment to this space can be well resourced.

**Te Tuakiritanga (Learners and whānau tell us they see and feel their identity, language and culture on a daily basis) - collaborative community partnerships - enhancing Ākina coach capacity - Strengthening Relationships with Whānau**

Connection with our whānau has been strengthened this year with a powhiri for new year 9 students and staff. This was well attended by whānau. Followed up with a powhiri for myself as new tumuaki which was supported by local school principals, board members, iwi representatives and MOE representatives. The girls were very respectful and represented our school well in this space. Our year 9 whānau BBQ is an opportunity to establish new whānau relationships and meet our teachers. Jan Garbett has been appointed to the role of subject advisor across 3 of the curriculum subjects in technology. This is a notable achievement and a great opportunity for us to have a staff member at the fore of the change to advise and support or curriculum review at a national level. Our staff have acknowledged this achievement in staff briefing. There has been an induction for new staff to our curriculum Pou and Ākina coach role; these initiatives are well supported with the Curriculum mapping tool and the Ākina coaches handbook.

**Kaitiakitanga (Learners as guardians of our past, present and future) - Building Leadership Capacity, Establishing a Hub based Junior Curriculum**

Our 2-day leadership program for our senior leaders was to get to know each other, deep dive into leadership styles and develop foundations for our school committees made up of students from other levels of the school. This program was facilitated by Sonya Lyndon, Lisa Akers and Emma Jenson each responsible for delivering a session. The girls are looking to implement and support our traditional Athletic days and swimming sports days as well as a raft of new initiatives. As the term progresses the students will be holding student assemblies where they will be encouraged to support the important messages around attendance, ready to learn and our school values. The selection of our junior leaders will occur once they have settled into our school routines, our kawa which is a unified approach to our school routines and expectations. This is delivered through Ākina coaches and supported and reinforced by all staff. Our BOT bylaws have set the standards of uniform and presentation at school and staff have been referring to these often. Overall, the girls are positive about their start to the year and are looking good in correct uniform. Our whakawhanaungatanga map at year 9 has been introduced and we look forward to seeing the impact this connection has on our new year 9 learners.

**2.5 Strategic Plan 2024 – 2027**

The Board reviewed the Strategic Plan 2024–2027 and confirmed its alignment with the school’s vision, values, and long-term priorities.

**Motion:** That the Board adopt the Strategic Plan 2024–2027.

**Moved:** Brendon Jones

**Seconded:** Stacey Tito

**Carried**

**2.6 Annual Improvement Plan 2026**

The Board reviewed the Annual Improvement Plan, noting its alignment with the Strategic Plan and the priorities identified through the Analysis of Variance.

**Motion:** That the Board approve the Annual Improvement Plan for 2026.

**Moved:** Brendon Jones

**Seconded:** Candyce Keelan

**Carried**

**2.7 Analysis of Variance**

Senior Leadership Team – Professional Learning and Development

The Board discussed professional learning and development (PLD) for the Senior Leadership Team (SLT).

It was noted that the Deputy Principal position has recently been advertised and PLD planning for that role is currently on hold pending appointment.

The Deputy Principal Pastoral is experienced in her role, and the Learning Support Coordinator portfolio is well established within her area of responsibility. The Deputy Principal Curriculum is also experienced and has strong knowledge of the school’s curriculum framework.

The Board noted that attendance at a Deputy Principals’ Conference would have been beneficial this year; however, this event operates on a two-year cycle and will next be available the following year.

The Acting Deputy Principal Operations will undertake professional development relevant to the role of Principal’s Nominee.

The Chair advised the Board that he and the Principal have discussed inviting members of the SLT to attend Board meetings on a rotational basis to present on their areas of responsibility. The Deputy Principal Pastoral will attend the next meeting to present first.

The Board received the Analysis of Variance report outlining progress against the school’s annual goals and student achievement targets. The Board discussed the findings and noted the identified next steps.

**Motion:** That the Board approve the Analysis of Variance as presented.

**Moved:** Brendon Jones

**Seconded:** Tago Olive

**Carried**

<p><b>2.8 E-Motion: Emma Jensen Leave Request</b></p> <p>At the 18 November HGHS Board meeting, the Board considered Emma Jensen’s leave request for Term 2, 2026. The Board agreed that a final decision would be made once it was confirmed whether Lisa Akers had accepted the Principal position.</p> <p>As Lisa has now accepted the role, Brendon is calling an e-motion to progress Emma’s request.</p> <p>E-Motion: The Board approve Emma’s leave request presented to the Board on 18 November, starting on 11 May 2026 and finishing at the start of Term 3 2026.</p> <p><b>Moved:</b> Brendon Jones  <b>Seconded:</b> Catherine Bentley  <b>Carried</b></p>
<p><b>2.9 E-Motion: Approval of final recruitment costs - Principal Appointment</b></p> <p>The Board engaged Workforce SolutioNZ to support the recruitment of a new Principal. The original proposal (dated 12 September 2025) outlined an estimated 13 hours of work:</p> <ul style="list-style-type: none"> <li>• 3 hours for discovery and competency confirmation</li> <li>• 10 hours for advertising, coordination, and shortlisting. At a discounted rate of \$195 per hour, with several components marked as optional extras (not included in the base estimate) such as executive search, video screening, psychometrics, panel interview design, and reference check tools.</li> </ul> <p>Workforce SolutioNZ has invoiced \$15,196.80 + GST = \$17,476.32 for “Executive search, meetings and travel,” as shown in the invoice dated 28 November 2025. A detailed breakdown supplied to the Board shows that over 75 hours of work were undertaken across the full process, significantly beyond the initial estimate. Despite the escalation, it is acknowledged that the additional work was largely undertaken to support the Board through a complex and evolving appointment process, and that some aspects were unforeseen.</p> <p><b>E-RESOLUTION</b></p> <p>That the Hastings Girls’ High School Board of Trustees approves the payment of the Workforce SolutioNZ invoice dated 28 November 2025, totalling \$17,476.32 (incl. GST), for services relating to the recruitment and executive search process for the Principal appointment.</p> <p><b>Moved by:</b> Brendon Jones  <b>Seconded by:</b> Catherine Bentley  <b>Carried</b></p>
<p><b>2.10 Attendance Policy and Attendance Management Plan – Clarification</b></p> <p>The Board clarified the distinction between the Attendance Policy and the Attendance Management Plan.</p> <p>The Attendance Policy sets the governance framework and expectations for attendance at Hastings Girls’ High School. It outlines the Board’s position, statutory obligations, and overall direction. Responsibility for the Attendance Policy rests with the Board. The Attendance Management Plan provides the operational detail and procedures for implementing the policy. It outlines the practical processes, roles, and day-to-day management of attendance within the school. Responsibility for the Attendance Management Plan rests with the Principal and school management.</p> <p>The proposed Attendance Management Plan was tabled for consideration.</p> <p>Brendon declared a conflict of interest in relation to this item.</p> <p>The Board engaged in general discussion regarding how attendance codes operate in practice, including examples of different scenarios and how they are applied.</p> <p>The use of the “Q” code was discussed in particular, including the circumstances in which it may be applied in accordance with the Attendance Policy and Attendance Management Plan.</p> <p><b>Motion:</b> That the Hastings Girls’ High School Attendance Management Plan be approved.</p> <p><b>Moved:</b> Brendon Jones  <b>Seconded:</b> Paul Drower  <b>Carried</b></p>
<p><b>2.11 Delegations</b></p> <p>Governance Matters – Deferred to Next Meeting</p> <p>The following annual governance confirmations will be addressed at the next Board meeting:</p> <ul style="list-style-type: none"> <li>- Annual reaffirmation of the Board Code of Conduct and confirmation that the conflict of interest register is up to date;</li> <li>- Approval of the Board Work Plan / Annual Governance Calendar, including the policy review schedule and reporting timetable;</li> <li>- Annual Board member disclosure of interests and tabling of the updated register;</li> <li>- Health and Safety Governance Oversight;</li> <li>- Confirmation of emergency delegations to the Presiding Member and Principal for urgent situations.</li> </ul> <p>The Board agreed that these matters will be formally reviewed and confirmed at the next meeting.</p>
<p><b>2.11.1 Presiding Member</b></p> <p>As this is not an election year, the Board confirmed that Brendon Jones continues in the role of Presiding Member.</p>

### 2.11.2 Delegation of Authority to the Principal

Pursuant to the Finance and Asset Management Policy, the Board confirmed its delegation to the Principal for the implementation of financial policies and day-to-day financial management of the school within the approved budget. The Board noted that it retains overall responsibility and that delegated authority will continue to be monitored through regular reporting.

**Motion:** That the Board confirm its delegation of day-to-day financial management authority to the Principal in accordance with the Finance and Asset Management Policy.

**Moved:** Brendon Jones

**Seconded:** Candyce Keelan

**Carried**

### 2.11.3 Delegation – Relief in the principal’s absence

The board directs that (except where the board at its discretion otherwise determines), in the absence of the principal from duty for periods not exceeding 6 weeks and for the full period(s) of such absence, one of the three Deputy Principals shall be nominated by the Principal to perform all the duties and powers of the principal.

**Motion:** That the Board confirm the delegation of Principal authority to an appointed Deputy Principal acting in the role of Acting Principal during periods of absence.

**Moved:** Brendon Jones

**Seconded:** Candyce Keelan

**Carried**

### 2.11.4 Financial Delegations – Annual Review

The Board reviewed the current financial delegations, including:

- Spending approval limits;
- Credit card limits;
- Authority for non-budgeted expenditure;
- Signing authority for bank accounts; and
- Procurement controls, including Esker approval workflows.

The Board confirmed that these delegations remain appropriate and aligned with the approved budget and internal control requirements.

**Motion:** That the Board confirm the current financial delegations for 2026.

**Moved:** Brendon Jones

**Seconded:** Stacey Jones

**Carried**

### 2.11.5 Sub-Committee Structure and Delegations

The Board reviewed and confirmed the structure and membership of its sub-committees for 2026 as follows:

- Finance Committee: Brendon Jones, Stacey Tito, Lisa Akers, and Juliet Price
- Personnel Committee: Brendon Jones
- Pastoral Committee: Stacey Tito, Paul Drower, Moira Fomai and Tagi Oliver
- Health and Safety Committee: Sonya Lyndon and Paul Drower

The Board confirmed that each sub-committee operates under delegated authority from the Board and must report back with recommendations for Board approval where required. The Board retains overall responsibility for all decisions.

**Motion:** That the Board confirm the sub-committee structure, membership, and delegated authority for 2026.

**Moved:** Brendon Jones

**Seconded:** Candyce Keelan

**Carried**

Sonya to check if there is a quorum required for sub-committee.

Brendon raised a proposal to record meetings held between the Personnel Committee and the Principal. The Principal advised that recording the meetings would change the nature of those discussions and may require a formal agenda. It was noted that the intent of these meetings is to provide an informal and safe space for open and constructive dialogue. Following discussion, it was agreed that the Personnel Committee will provide an agreed summary update to the Board as appropriate, rather than recording meetings. The Board further agreed that all sub-committees will follow a similar practice and provide agreed updates to the Board in lieu of recording informal meetings.

The Board discussed the importance of declaring any actual or perceived conflicts of interest to ensure transparency and maintain a safe and respectful governance environment. Members were reminded to raise any concerns promptly.

It was noted that members of the Pastoral Committee may need to be available at short notice to attend suspension or disciplinary meetings and that flexibility is required to meet statutory timeframes.

All trustees are members of the Pastoral Committee, with the exception of Candyce, who elected not to join the committee.

The Board agreed to confirm the minimum membership and quorum requirements for disciplinary meetings to ensure compliance with legislative obligations.

### 2.11.7 Privacy Officer

The Board noted that the Principal continues as the school’s Privacy Officer and has completed training and is registered with the Privacy Commission online training for schools.

### 2.11.8 Delegations – Governance Improvement

The Board agreed that a consolidated Schedule of Delegations document will be created and maintained to support clarity, annual review, and audit transparency. The schedule will be attached to the Board’s governance documentation and reviewed annually.

Motion: That a consolidated Schedule of Delegations document be developed and maintained to support annual review and governance oversight.

**Moved:** Brendon Jones

**Seconded:** Paul Drower

**Carried**

### 2.11.9 Delegation – Stand-downs and Suspensions

Pursuant to the Education and Training Act 2020, the Board confirmed its delegation to the Principal to exercise the authority to stand down and suspend students on behalf of the Board. The Board retains responsibility for all suspension meetings and decisions regarding reinstatement, exclusion, or expulsion.

Motion: That the Board confirm the delegation of authority to the Principal to stand down and suspend students in accordance with the Education and Training Act 2020.

**Moved:** Brendon Jones

**Seconded:** Lisa Akers

**Carried**

### 2.11.10 Attendance Code “Q” – Board Approval

The Board was advised of recent updates to attendance codes and the permitted use of the “Q” code (Board-approved offsite learning) for school-endorsed activities.

The Board considered the proposal to formally approve the use of the “Q” code in the following situations, where supported by appropriate evidence and authorised by the Principal:

Overseas trips with an approved learning plan;

- Cultural, arts or sports events;
- Study leave;
- Performing or participating in approved regional or national events;
- School-approved wellbeing or flexible learning plans;
- Individual Education Plan (IEP) offsite programmes;
- One-off family or transport-related situations (e.g., farm work, bus breakdown with online learning);
- Marae duties.

The Board noted that evidence will be required in each case and that final authorisation will rest with the Principal.

Motion: That the Board approve the use of the “Q” attendance code in the circumstances outlined above, in accordance with the school’s Attendance Management Plan.

**Moved:** Brendon Jones

**Seconded:** Stacey Tito

**Carried**

### 2.11.11 Delegation of Spending Authority Policy

The Board reviewed the Delegation of Spending Authority Policy, which outlines delegated spending limits, approval requirements, and financial controls, including the use of Esker for procurement and invoice authorisation.

The policy confirms:

- The Principal’s authority to manage expenditure within the approved budget;
- The requirement to report to the Board where expenditure exceeds 10% over allocated budget lines;
- That all non-budgeted expenditure and overseas travel require prior Board approval;
- Delegated spending limits for senior leaders, staff, and credit card holders;
- The role of Esker in ensuring compliance, authorisation workflows, and audit transparency.

**Motion:** That the Board approve the Delegation of Spending Authority Policy as presented.

**Moved:** Brendon Jones

**Seconded:** Lisa Akers

**Carried**

### 2.12 Senior A Volleyball – Funding Request

The Board received correspondence from Moira Fomai requesting financial assistance to support the HGHS Senior A Volleyball Team's participation in the NZ Secondary School Volleyball Nationals 2026, specifically seeking support toward the \$1,200 tournament entry fee. The letter was tabled and attached to the minutes.

The Board discussed the current outstanding sports fees, noting that approximately \$30,000 remains unpaid from the previous year, including approximately \$13,000 relating to Volleyball Nationals. It was acknowledged that other areas of the school have strong fee collection processes in place. The Board noted that this may indicate a need to review and strengthen management processes to ensure consistency and financial sustainability.

It was further noted that individual students are contributing approximately \$760 each for the four-day, out-of-town competition.

The Board recognised that this is a national-level competition and expressed its desire to support student participation and avoid creating unnecessary barriers, while also ensuring accountability and fairness across the school.

**Motion:** That the Board approve funding of the \$1,200 tournament entry fee for the HGHS Senior A Volleyball Team, subject to the following conditions: Only players who meet the required criteria regarding satisfactory attendance and pastoral records; and all sports fees are fully paid, or an approved automatic payment arrangement is in place.

**Moved:** Brendon Jones

**Seconded:** Lisa Akers

**Carried**

### 2.13 Review of School Bylaws

Lisa Akers advised that she would like to review the school bylaws to ensure they align with current school policies and the delegations approved by the Board.

The Board noted the intention to undertake this review following the meeting.

**Motion:** That the Principal undertake a review of the school bylaws to ensure alignment with current policies and Board delegations, and report back to the Board.

**Moved:**

**Seconded:**

**Carried**

## 3. General Business

### 3.1 Policies for review

[Start of year news and actions attached. The Board are to all have review the policies that are up for review this term are done before the next Board meeting. If anyone needs help with this please ask Brendon Jones.](https://docs.google.com/document/d/1zp-gqnqVz0vMlfu5HzcdC7PBvQgHEWdcYCyLC0dR1rw/edit?usp=sharing)  
<https://docs.google.com/document/d/1zp-gqnqVz0vMlfu5HzcdC7PBvQgHEWdcYCyLC0dR1rw/edit?usp=sharing>

### 3.2 Health, Safety and Wellbeing Committee Reports

The first meetings of the Health, Safety and Wellbeing Committees for the year have not yet occurred. No report was tabled.

### 3.3 Pastoral Sub-Committee Report

The first meeting of the Pastoral Sub-committee for the year has not yet occurred. No report was tabled.

### 3.4 Turf Funding Project

Please see attached current and new service agreements, original project letter, and project summary. An extension letter has been sent and accepted by Pub Charity, and they have moved the reporting date to 30/4/26. Letters have also been sent to the Lion foundation and Trust House for extensions.

The Board reviewed the current position of the turf fundraising project. It was noted that the Board had previously resolved to raise \$200,000 through fundraising, with the Board contributing the remaining balance required to complete the project.

To date, approximately \$25,000 has been raised. The Board expressed disappointment with the level of funds raised and discussed whether to continue fundraising efforts or consider allocating \$375,000 to complete the turf replacement.

It was noted that the original funding timeframe had expired. An extension had been requested and granted.

The Board discussed the possibility of establishing a dedicated fundraising committee should the project proceed in the future. After consideration, the Board resolved as follows:

**Motion:** That the Board discontinue engagement with Kim Brady Trading as the fundraiser for this project.

**Moved:** Brendon Jones

**Seconded:** Stacey Tito

**Carried**

**Motion:** That the Board return the funds raised to the funder, with an apology that sufficient funds were not secured to undertake the project at this time. The Board will revisit the project in the future, commencing with a needs analysis.

**Moved:** Brendon Jones

**Seconded:** Tagi Oliver

**Carried**

<b>3.5 Board Vacancy - Selecting a member</b>	
<p>The Board noted that, following the October resolution to proceed with filling the casual vacancy by selection, one prospective candidate who had expressed interest in joining the Board has since withdrawn due to a potential conflict of interest relating to her employment with an external youth support provider.</p> <p>The Board acknowledged the withdrawal and agreed to continue the selection process.</p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>- Identify and approach additional suitable candidates;</li> <li>- Consider inviting expressions of interest from the school community via pānui and social media;</li> <li>- Ensure any appointment process remains fair, transparent, and aligned with NZSTA guidance.</li> <li>- The Board agreed to continue seeking potential candidates with a view to making an appointment at a forthcoming meeting.</li> </ul> <p>Another candidate expressed interest in joining however there was a perceived conflict of interest Brendon is going to go back and have that conversation with them.</p>	
<b>3.7 Consolidation of Bank Accounts</b>	
<p>The Board discussed the proposal to consolidate existing bank accounts to rationalise account structures and improve financial oversight and administrative efficiency.</p> <p>The Board agreed to proceed with the consolidation of accounts with the bank.</p> <p>The Board confirmed the authorised signatories for the school bank accounts as:</p> <p>Lisa Akers (Principal)  Rob Orr (Deputy Principal)  Emma Jensen (Deputy Principal)  TBC (Deputy Principal)</p> <p><b>Motion:</b> That the Board approve the consolidation of school bank accounts and confirm the above authorised signatories.  <b>Moved:</b> Brendon Jone  <b>Seconded:</b> Stacey Tito  <b>Carried</b></p>	
<b>3.8 Circulation of the Board Report</b>	
<p>The Board requested that Board reports be circulated at least five working days prior to the meeting to allow sufficient time for review and consideration.</p>	
<b>3.6 Privacy Commissioner Engagement</b>	
<p>The Board was advised of ongoing correspondence with the Office of the Privacy Commissioner (OPC) relating to a previously submitted Privacy Breach Notification (PBN/4222).</p> <p>The Board noted that the matter remains at an information-gathering stage and that no regulatory action has been initiated. An extension to the response timeframe has been requested to allow the Board to review relevant documentation and consider the matter in-committee.</p> <p>The Board confirmed that Lisa Akers is the school's Privacy Officer.</p> <p>Further updates will be provided as appropriate.</p>	
In-Committee	7.35am
No minutes were recorded during in committee. The Board read the response letter to the OPC and with no further discussion moved out of in-committee	
Out-of-Committee	7.38pm
<b>4. Meeting closure</b>	
<b>4.1 Finish and date of next meeting</b>	
<p>There being no further business, the meeting closed at 7.39pm. The next meeting will be held on Tuesday 17 March at 5.15pm in the Principals office.</p>	
<b>4.2 Closing karakia</b>	