

# MINUTES (in Review)

## PAPANUI HIGH SCHOOL BOARD



<b>Name:</b>	Papanui High School
<b>Date:</b>	Wednesday, 15 November 2023
<b>Time:</b>	6:00 pm to 8:32 pm (NZDT)
<b>Location:</b>	Upstairs Board Room , Papanui High School
<b>Board Members:</b>	Lana McCarroll (Chair), Husein Bahrainwala, Jeff Smith , Michelle Dalley, Shane Watson, Ashton Fairley, Alison Arrow
<b>Attendees:</b>	Gaye Parlane, Stacey Fry
<b>Apologies:</b>	Vikanda Bagrie, Elisabeth Cox

### 1. Opening Meeting

#### 1.1 Karakia to open meeting

#### 1.2 Attendees and Apologies

Vikanda and Elisabeth send their apologies.

#### 1.3 Conflicts of Interest

Nil.

#### 1.4 Confirm Previous Minutes

**Papanui High School Board 19 Oct 2023**, the minutes were confirmed with the following changes:

*Amend apologies.*



#### Previous Minutes

That the board accept the previous minutes from 19th October 2023 as a true and accurate record, pending discussed changes to attendees.

<b>Decision Date:</b>	15 Nov 2023
<b>Mover:</b>	Shane Watson
<b>Seconder:</b>	Husein Bahrainwala
<b>Outcome:</b>	Approved

## 2. Actions from Previous Meetings

### 2.1 Action List

Due Date	Action Title	Owner
22 Jun 2023	Reporting Schedule <b>Status:</b> On Hold	Lana McCarroll
22 Jun 2023	M.O.E staffing payments <b>Status:</b> In Progress	Jeff Smith
27 Jul 2023	Graham Condon Report <b>Status:</b> Completed on 15 Nov 2023	Gaye Parlane
19 Oct 2023	Pasifika Guitar Application <b>Status:</b> Completed on 29 Oct 2023	Gaye Parlane
19 Oct 2023	Phone Boxes <b>Status:</b> Completed on 6 Dec 2023	Gaye Parlane
31 Oct 2023	Nurture Space Proposal <b>Status:</b> Completed on 25 Nov 2023	Lana McCarroll
15 Nov 2023	Transformer wall <b>Status:</b> Completed on 25 Nov 2023	Gaye Parlane
15 Nov 2023	International Education Strategic Plan <b>Status:</b> In Progress	Jeff Smith
1 Mar 2024	IT Follow up <b>Status:</b> In Progress	Jeff Smith

## 3. Management Reports

### 3.1 Finance and Property Report

The Finance and Property Reports are taken as read.

- The finances are reporting a \$180,000 operating surplus. Gaye is very happy with the financials to date.
- The funding has been received from the Foundation.
- Student contributions are up on budget slightly.
- The new vans are expected in the new year.
- The audit is well underway and progressing quickly.
- The draft budget will be presented to the board for discussion at the next meeting.
- The vandalism in the school has decreased.
- The board discussed the term investment structure. The board are wanting to capitalise the higher interest rates on deposits at the moment.
- The futsal team has requested the board to support a funding application.



#### Futsal Funding Application

At a meeting of the Board of Trustees of Papanui High School held on 15 November 2023 it was resolved to seek \$4,986.09 of funding from Grassroots Trust for travel costs to attend Futsal Championship. The Board authorises Elizabeth Young to seek funding.

The board is made up of Lana McCarroll (Presiding Member), Jeff Smith (Principal), Vikanda Bagrie, Husein Bahrainwala, Alison Arrow, Michelle Dalley and Elisabeth Cox, who do not have a connection with the Grassroots Trust.

**Decision Date:** 15 Nov 2023

**Mover:** Lana McCarroll  
**Outcome:** Approved

## Property Report

- Gaye has requested two painting quotes to complete the cyclical maintenance. Some of the buildings included in this quote will be completed in 2023 and others will need to be pushed to 2024.



### Cyclical Maintenance

The Board has reviewed the updated cyclical maintenance plan and considers that this plan represents an up to date and reliable estimate of the Boards obligations at 31/12/2023 to the MOE for cyclical maintenance. The plan records total costs of \$413,704 and an annual cost of \$39,863 and the Board has approved this to be used in the 2023 financial statements. The total liability as at 31.12.2023 will be \$340,711 - being current portion of \$208,780 (painting to be done in 2024) and term portion of \$131,932. The board approves a 10% contingency fund added to the figures in this motion.

**Decision Date:** 15 Nov 2023  
**Mover:** Lana McCarroll  
**Outcome:** Approved

- Gaye has requested the door manifestation pricing. The school is waiting on this along with the design. This should be ready for board approval in the December meeting.
- There is a site walk through visit for the board on 7th December at 4pm.
- Gaye has received a phone call from Gayle before the meeting regarding the property work to be completed. Gayle confirmed that concept plans are being worked on with an update expected in two weeks. The board discussed the frustration at this response as it is no different than the information provided two years ago. The board would like to know specifically individual items included in the workplan in the next update.



### Board Frustrations

Email Gayle and M.O.E to express the board's frustration at lack of information and delivery on property projects.

**Due Date:** 22 Nov 2023  
**Owner:** Lana McCarroll

- Hawkin's are repairing the electricity box on 8th January 2024. Planning for this is underway.
- The car park at the front of the school is going to be completed over the school summer holidays. Gaye has requested the plans for this.



### Finance and Property Report

That the board accepts the Finance and Property Report.

**Decision Date:** 15 Nov 2023  
**Mover:** Gaye Parlane  
**Outcome:** Approved

## 3.2 Graham Condon Agreement

The latest document has been sent to the board for review.

These documents reflect current practice as the school requested.

The board commented on some further changes that they would like made.



### **Graham Condon Agreement**

Communicate with Elizabeth regarding desired changes and send to Shane and Lana for signing.

**Due Date:** 7 Dec 2023

**Owner:** Gaye Parlane

## **3.3 Principal's Report and Health and Safety Report**

### Stacey

- Stacey spoke to the 2024 term dates and board calendar.
- The planning has started for the welcoming powhiri for the new principal on the 29th January 2024.
- Stacy updated the board in regard to the assurances. Another compliance meeting will be held to review all of the legal changes required within School Docs.
- Stacey gave an overview of all Professional Development which has been held since the last meeting.
- The Education Law Summit on demand is on 28th November. The school can purchase this for \$765 for both sessions. This would be a valuable resource for the board. The board are happy with this purchase.
- Stacey spoke to teaching appointments, leave and resignations.

### Health and Safety

- Stacey tabled the accident report since the last meeting.

### Jeff

- Jeff discussed the importance of the strategic planning and goals. The board nominated Lana and Alison to step into this space. This will help with the transition period over the summer.
- The school has been successful in the application for special reason guaranteed staffing for 2024. This has been approved through to the end of term three. An application can be submitted for an extension for this funding at a later date. The board acknowledge that if the funding is declined for term four then the board will need to cover the shortfall of two FTE staff and six units for term four.
- Jeff spoke to Tira funding which is now possible given the special reason staffing. Jeff explained how the program works.
- The Alternative Education pilot with Te Oroho and TKW has been approved for Burnside and Papanui High School. The funding will be made available from Cashmere High for this.
- Jeff spoke to the staffing allocations for 2024. This is still a work in progress and the board will be kept updated.
- The International Marketing Plan is in draft form. At the next meeting the final document will be presented to the board.
- The Code of Self Review needs to be signed by 1 December. James is currently working through this document.
- The Kahui Ako leadership structure has changed. This structure has gone back to three leaders. It is important for the board/school to not lose connectivity with the Kahui Ako.
- The NZQA derived grade process has been confirmed and the school can now let the school community know.
- C.E.S has proposed an amendment to their corporate structure. As a shareholder, the board is required to sign their approval.



### Principal's Report

That the board accepts the Principal's Report.

**Decision Date:** 15 Nov 2023  
**Mover:** Lana McCarroll  
**Outcome:** Approved

## 3.4 International/Ace Reports



### Accept International Reports

That the board accepts the International and ACE reports.

**Decision Date:** 15 Nov 2023  
**Mover:** Lana McCarroll  
**Outcome:** Approved

## 3.5 Continuing Education



### Continuing Education Report

That the board accepts the Continuing Education Report.

**Decision Date:** 15 Nov 2023  
**Mover:** Lana McCarroll  
**Outcome:** Approved

## 4. Public Excluded

### 4.1 Into Public excluded meeting



#### Open Public Excluded

That the board approves the meeting moves into Public Excluded at 7.57pm

**Decision Date:** 15 Nov 2023  
**Mover:** Lana McCarroll  
**Outcome:** Approved

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 ("LGOIMA") for the passing of this resolution are as follows:

General subject Reason for passing this resolution Ground(s) under s48 (1) for the passing of this resolution.

General Subject	Reason for passing this resolution	Ground(s) under s48(1) for the passing of this resolution
Personnel Issues	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons, being a good reason for withholding information under s9(2)(a) of the Official Information Act 1982 ("OIA").	Pursuant to s48(1)(a)(ii) of the LGOIMA that the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under the OIA.
Student Matters		

Resolution is made in reliance on section 48(1)(a) of the LGOIMA and the particular interest or interests protected by sections 6, 7 or 9 of the OIA which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as set out in the table above.



### Close Public Excluded

That the board approves the meeting moves out of Public Excluded at 8.30pm

**Decision Date:** 15 Nov 2023  
**Mover:** Lana McCarroll  
**Outcome:** Approved

## 5. General Business

### 5.1 December Board Meeting

The final board meeting for 2024 held in December also includes the Christmas dinner.



### Board Christmas Dinner

To sort board Christmas dinner invites with Julia.

**Due Date:** 22 Nov 2023  
**Owner:** Lana McCarroll

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** Papanui High School Board - 7 Dec 2023, 5:00 pm

### New Actions raised in this meeting

Item	Action Title	Owner
3.1	Board Frustrations <b>Due Date:</b> 22 Nov 2023	Lana McCarroll
3.2	Graham Condon Agreement <b>Due Date:</b> 7 Dec 2023	Gaye Parlane
5.1	Board Christmas Dinner <b>Due Date:</b> 22 Nov 2023	Lana McCarroll

Meeting closed with a karakia.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_