

# MINUTES (in Review)

## PAPANUI HIGH SCHOOL BOARD MEETING



<b>Name:</b>	Papanui High School
<b>Date:</b>	Thursday, 16 May 2024
<b>Time:</b>	6:00 pm to 8:37 pm (NZST)
<b>Location:</b>	Upstairs Board Room , Papanui High School
<b>Board Members:</b>	Lana McCarroll (Chair), Alison Arrow, Ashton Fairley, Husein Bahrainwala, Michelle Dalley, Robert Gilbert, Shane Watson, Vikanda Bagrie
<b>Attendees:</b>	Gaye Parlane, Stacey Fry, Steph Wood

### 1. Opening Meeting

#### 1.1 Karakia to open meeting

Lana opened the meeting at 6.05pm and led the karakia.

#### 1.2 Attendees and Apologies

Nil.

#### 1.3 Conflicts of Interest

Nil.

#### 1.4 Confirm Previous Minutes

**Papanui High School Board Meeting 21 Mar 2024**, the minutes were confirmed with the following changes:

*Spelling corrections.*



#### Previous Minutes

That the previous minutes from the Papanui High School Board meeting held on 21 March 2024 are approved as a true and accurate record, pending spelling corrections.

<b>Decision Date:</b>	16 May 2024
<b>Mover:</b>	Robert Gilbert
<b>Seconder:</b>	Alison Arrow
<b>Outcome:</b>	Approved

## 2. Actions from Previous Meetings

### 2.1 Action List

Due Date	Action Title	Owner
21 Mar 2024	2nd Furniture Quote for 'Tuke' <b>Status:</b> Completed on 22 Mar 2024	Gaye Parlane
21 Mar 2024	International Trip Form (Japan) <b>Status:</b> Completed on 22 Mar 2024	Gaye Parlane
28 Mar 2024	Schedule of Delegations <b>Status:</b> Completed on 26 Mar 2024	Gaye Parlane
28 Mar 2024	Write email <b>Status:</b> Completed on 8 Apr 2024	Lana McCarroll
28 Mar 2024	Suspension Pay Status <b>Status:</b> Completed on 8 Apr 2024	Lana McCarroll
28 Mar 2024	Email pay details. <b>Status:</b> Completed on 3 Apr 2024	Robert Gilbert
16 May 2024	Photocopier Lease <b>Status:</b> Completed on 13 May 2024	Gaye Parlane

All actions are completed or on-going and will be discussed within the meeting.

## 3. Management Reports

### 3.1 Board Trustees

Lana will be moving to the North Island in the near future, but will be commuting for work one week a month and therefore will be able to continue on the Board, including attending board meetings and various other duties. She will be available on zoom for other matters. Alison will assist Lana over the coming months as deputy presiding member.

The board discussed the urgency to increase the board membership. Rob would like to advertise for nominees for board members and include some preferred strengths needed by the board.

Discipline committees are required to be created within seven days, so the remaining Christchurch based parent representatives will need to cover all of these meetings, if any, in the coming months.

### 3.2 Finance and Property Report

The Finance Report is taken as read.

- The school has had two months trading in a deficit.
- The school is on track for \$405,000 deficit in 2024. Gaye spoke to queries regarding this. The budget lines are looking good, but wages are driving the overspend. The school's net capital is reducing due to extra planned expenses with the new buildings opening up. Gaye spoke to the hidden costs being incurred with the new buildings. The board discussed this spending and how they would like to make use of funds moving forward. The board would also like to know what is discretionary and non-discretionary spending. Gaye informed the board that the school typically over budgets items, so is not concerned at this stage that the deficit should reduce.
- The board discussed the student and staff feedback on the new building. So far this has been good feed back with a few minor teething issues.



### Final 2024 Operating and Capital Budget

The Board has received and approved the Final Operating Budget for 2024 with a deficit of \$405,741.54, this includes a \$50k contingency as per the Delegation of Authority.

The Board has received and approved the Final Capital Budget with a capital spend of \$1,091,107.61 for 2024.

**Decision Date:** 16 May 2024  
**Mover:** Shane Watson  
**Seconded:** Michelle Dalley  
**Outcome:** Approved

- BDL have agreed to renew the school printer contract early. BDL will donate \$60,000+gst to wards the school prize giving's in 2024 and 2025. The new contract will increase by approximately \$1,000 per month, but includes the school getting brand new up to date machines. A second quote was obtained from Canon, but this quote was not competitive. The board discussed the new five year contract.



### BDL Photocopier Contract

That the board approve the recommendation to renew the photo copier lease with BDL for five years at the monthly cost of \$14,544.55 including GST. The board delegates signing of the contract to Robert Gilbert.

**Decision Date:** 16 May 2024  
**Mover:** Shane Watson  
**Seconded:** Alison Arrow  
**Outcome:** Approved

- Gaye spoke to the funding requirements for winter tournament.



### Winter Tournament Funding - Boys Basketball

The Board meeting was held on 16 May 2024 and it was resolved to seek funding for accommodation and travel costs for School's Winter Tournament - Boys Basketball in Dunedin of \$4,250.44. The Board authorises Elizabeth Young (Grants for Good) to seek the funding.

**Decision Date:** 16 May 2024  
**Mover:** Alison Arrow  
**Seconded:** Robert Gilbert  
**Outcome:** Approved



### Winter Tournament Funding - Girls Football

The Board meeting was held on 16 May 2024 and it was resolved to seek funding for accommodation and travel costs for the School's Winter Tournament - Girls Football in Blenheim of \$7,300.00. The Board authorises Elizabeth Young (Grants for Good) to seek the funding.

**Decision Date:** 16 May 2024  
**Mover:** Alison Arrow  
**Seconded:** Robert Gilbert  
**Outcome:** Approved



### Winter Tournament Funding - Boys Soccer

The Board meeting was held on 16 May 2024 and it was resolved to seek funding for accommodation and travel costs for School's Winter Tournament -

Boys XI Football in Invercargill for \$10,349.12. The Board authorises Elizabeth Young (Grants for Good) to seek the funding.

**Decision Date:** 16 May 2024  
**Mover:** Alison Arrow  
**Seconder:** Robert Gilbert  
**Outcome:** Approved



### Winter Tournament Funding - Girls Hockey

The Board meeting was held on 16 May 2024 and it was resolved to seek funding for accommodation and travel costs for School's Winter Tournament - Girls Hockey in Ashburton for \$4,918.26. The Board authorises Elizabeth Young (Grants for Good) to seek the funding.

**Decision Date:** 16 May 2024  
**Mover:** Alison Arrow  
**Seconder:** Robert Gilbert  
**Outcome:** Approved



### Winter Tournament Funding - Boys Hockey

The Board meeting was held on 16 May 2024 and it was resolved to seek funding for accommodation and travel costs for School's Winter Tournament - Boys Hockey in Oamaru for \$8,0905.66. The Board authorises Elizabeth Young (Grants for Good) to seek the funding.

**Decision Date:** 16 May 2024  
**Mover:** Alison Arrow  
**Seconder:** Robert Gilbert  
**Outcome:** Approved

- The minor changes have been made to the Schedule of Delegations and this is now ready for signing.
- The school WOF has been completed as required, and is now on display in the school reception. A copy of the WOF is to be signed by the board.
- The school is waiting on response from the M.O.E on the gymnasium roof repairs. There are concerns around water leaks.
- Rob spoke to the M.O.E's proposed plans for the staff room. The M.O.E is now considering high level concepts and costings.
- The hall modifications are going ahead.
- The doors in Tuke are going to be able to be controlled via access cards, providing the school with greater security. Eventually this would be great to have operating through the whole school.



### Card Access Doors

Investigate costings on card access doors throughout the school.

**Due Date:** 17 Jun 2024  
**Owner:** Gaye Parlane



### Finance and Property Report

That the Finance and Property Report is accepted.

**Decision Date:** 16 May 2024  
**Mover:** Robert Gilbert  
**Seconder:** Michelle Dalley  
**Outcome:** Approved

### 3.3 International/ACE Reports



#### International/ACE Reports

That the International/ACE Reports are accepted.

<b>Decision Date:</b>	16 May 2024
<b>Mover:</b>	Lana McCarroll
<b>Seconder:</b>	Alison Arrow
<b>Outcome:</b>	Approved

### 3.4 Principal's Report

The Principal's Report is taken as read.

- The formal blessing of Tuke was held on 3 April 2024. The official opening of the building will be held on 29 May 2024 at 10.30am.
- There has been a large amount of positive feedback on the newly formed Rugby First XV. The first game resulted in a win to Papanui High School 34-24.
- Rob has visited the three biggest contributing schools to Papanui High School. Rob updated the board on these visits, which went well.
- This term the start of the Tira system is launching. The students have been allocated their Tira groups and the first Tira day - Sports and athletics, is coming up. There is a great feeling around the school from this initiative.
- Rob spoke to the GMFS for 2024. The school will be funded for a roll of 1534.
- There has been no PTA meeting since the last board meeting. Stacey will be attending the next meeting.
- Rob has completed his two week trip to China, building the foundation for future the relationship. He visited two to three schools a day. Rob met the school that Papanui High School has an agreement with. Further agreements have been made with five other schools.
- There is a delegation of 25 coming from China next week to tour New Zealand. The school will host this group and Rob spoke to this planned visit.
- The annual Head of Department reports have been tabled for the board. The board will review these before the upcoming board and HOD informal meeting on 6th June.
- The final strategic plan has been submitted to the M.O.E and is on the school website. Rob will share this plan with the staff on the next teachers only day.
- Rob discussed the rebranding project that is underway.
- The newsletter has been reduced to fortnightly in frequency and has been modernised.
- There is a school open evening being held next week. Brochures are currently being printed.
- The attendance program is now under development. A group of HOD's has been formed to start an initiative to raise the school attendance to above 50% and a system to sustainably embed the Tira system into the school. The group will also look at developing a strategy to remove streaming in the junior school.
- Rob updated the board on an initiative that the school is exploring for 2025 for year nine, by expanding the five core classes. This involves potential class options with a Kaupapa Maori lens, a low sensory classroom environment, accelerated classes and boys only classes. These options give the school an opportunity to assess community needs, so the school can try to accommodate these needs appropriately with the students learning as the priority.



### Principal's Report

That the Principal's Report is accepted.

**Decision Date:** 16 May 2024  
**Mover:** Lana McCarroll  
**Outcome:** Approved

## 3.5 Operational

- Stacey spoke to the school and board calendars.
- A fire evacuation has been completed successfully in less than 10 minutes. There are still areas of learning in this, but this is a great start. The board discussed the results from the fire evacuation.
- There will be a lock down practice coming up. There will be experts on site to assist the school with this.
- The no-phone policy has been running for 14 days and there have been 85 confiscations. Most students have adapted to this rule quickly. This rule is not being enforced during break times. The staff have been asked to model the phone behaviour expected of our students.
- Stacey updated the board on the resignations, vacancies and new appointments.



### Operations Report

That the Operations Report is accepted.

**Decision Date:** 16 May 2024  
**Mover:** Husein Bahrainwala  
**Seconder:** Shane Watson  
**Outcome:** Approved

## 4. Public Excluded

### 4.1 Into Public excluded meeting



#### Public Excluded

That the meeting moves into Public Excluded at 7.49pm.

**Decision Date:** 16 May 2024  
**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	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
Complaints		

	information under s9(2)(a) of the Official Information Act 1982 (“OIA”).	disclosure of information for which good reason for withholding exists under the OIA.
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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.

Due to a conflict of interest, Ashton left the meeting at 7.47pm.



### Public Excluded

That the meeting moves out of Public Excluded at 8.34pm.

**Decision Date:** 16 May 2024  
**Mover:** Lana McCarroll  
**Outcome:** Approved

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

### New Actions raised in this meeting

Item	Action Title	Owner
3.2	Card Access Doors <b>Due Date:</b> 17 Jun 2024	Gaye Parlane

**Next meeting:** Papanui High School, 17th June 2024, 6pm

Lana closed led the closing karakia.

#### Closing Karakia

Kia whakaairia te tapu

Kia wātea ai te ara

Kia turuki whakataha ai

Kia turuki whakataha ai

Haumi e. Hui e. Tāiki e!

*Restrictions are moved aside  
 So the pathways is clear  
 To return to everyday activities*

*Enriched and unified.*

Meeting closed at 8.37pm.

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

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