

MINUTES (in Review)

PAPANUI HIGH SCHOOL BOARD MEETING



Name:	Papanui High School
Date:	Monday, 17 June 2024
Time:	6:00 pm to 8:39 pm (NZST)
Location:	Upstairs Board Room , Papanui High School
Board Members:	Lana McCarroll (Chair), Alison Arrow, Michelle Dalley, Ashton Fairley, Husein Bahrainwala, Robert Gilbert, Shane Watson, Vikanda Bagrie
Attendees:	Gaye Parlane, Stacey Fry, Steph Wood
Guests/Notes:	Paul Brouwers (left at 7.44pm)

1. Opening Meeting

1.1 Karakia to open meeting

Alison chaired the meeting. The meeting was opened and Alison led the karakia.

1.2 Attendees and Apologies

Paul Brouwers was in attendance with a view to join the board.

1.3 Conflicts of Interest

The Board discussed creating a interest register for the board. This would be reviewed regularly.



Interest Register

Steph and Gaye to create a draft Interest Register for consideration at the next meeting.

Due Date: 25 Jul 2024
Owner: Steph Wood

1.4 Confirm Previous Minutes

Papanui High School Board Meeting 16 May 2024, the minutes were confirmed as presented.



Previous Minutes 16th May 2024

That the Board approve the previous minutes from the meeting on the 16th May 2024 as true and accurate record.

Decision Date: 17 Jun 2024
Mover: Robert Gilbert
Seconder: Lana McCarroll
Outcome: Approved

1.5 Action List

Due Date	Action Title	Owner
17 Jun 2024	Card Access Doors Status: In Progress	Gaye Parlane

2. Board membership

2.1 Staff Representative Resignation / Vacancy

Rob has received Michelle Dalley's resignation as the staff representative on the board.

Rob acknowledged Michelle's contribution and service to the board. She has done a great job.

The Board discussed this resignation. They are sad to Michelle go but accept her resignation.



Staff Representative Resignation

That the board accept Michelle Dalley's resignation as the staff representative to the board, and approve Rob to start the process of staff elections.

Decision Date: 17 Jun 2024
Mover: Shane Watson
Seconder: Vikanda Bagrie
Outcome: Approved



Staff Elections

Start the staff representative election process.

Due Date: 25 Jul 2024
Owner: Robert Gilbert

2.2 Parent Representative Vacancies - Appointments.

Rob spoke to the three vacancies for parent representatives on the board.

Paul Brouwer is visiting the board with a strong view to join apply.

Lana spoke of two other parents that are interested in applying.

Once the application forms are received, a sub-committee from the board will meet with the applicants informally.



Board Appointment Sub-Committee

To organise a sub-committee for the new board applicants.

Due Date: 25 Jul 2024
Owner: Alison Arrow



Sub-Committee

That the board approve in principal that Alison Arrow will form a sub-committee to finalise the process to fill the board parent representative vacancies.

Decision Date: 17 Jun 2024
Mover: Shane Watson
Seconder: Michelle Dalley
Outcome: Approved

2.3 Iwi Board Representation

Rob tabled the idea of extending an open invitation to Ngai Tahu iwi for a co-opted seat on the board. He feels that this would be a very good time to build this relationship as the school navigates the challenges of engaging all students.

The board discussed this idea and would like to explore it more in the next meeting.

3. Management Reports

3.1 Finance and Property Report

The Finance and Property Report is taken as read.

- It has been a busy and expensive month resulting in a \$96,000 loss. Gaye spoke to the areas of increased or unexpected spending.
- The relief funds are causing concern. 85% of the annual relief budget has already been spent. The school can claim some of this relief funding back from the M.O.E. Gaye will work through the submissions but is unsure of the amount to be claimed back.
- The departmental budgets are looking good. The extra spending is on the set up of the new buildings.
- The board discussed finances moving forward.



Financial Forecasts

To provide the board with a financial forecast from CES for the next board meeting.

Due Date: 25 Jul 2024
Owner: Gaye Parlane

- The annual accounts have been submitted to the M.O.E. Gaye spoke to the auditors reports and the main point for the board to be aware of is the lack of a Board interests register.
- Gaye updated the board on some current funding requirements underway.



Funding Application - Dance Shoes

The board meeting was held on 17 June 2024 and it was resolved to seek funding for dance shoes to the value of \$3,170. The board authorise Elizabeth Young (Grants for Good) to seek funding.

Decision Date: 17 Jun 2024
Mover: Alison Arrow
Seconded: Husein Bahrainwala
Outcome: Approved



Funding Application - Computers and Monitors

The board meeting was held on 17 June 2024 and it was resolved to seek funding for computers and monitors to the value of \$84,181.38. The board authorise Elizabeth Young (Grants for Good) to seek funding.

Decision Date: 17 Jun 2024
Mover: Alison Arrow
Seconded: Husein Bahrainwala
Outcome: Approved

- The new building Pārua is on track to be opened on the week of 20th August 2024. The blessing is to be held the week of the 20th August and the official opening on the first Tuesday of term four.
- Gaye has had a meeting with Kirsten regarding The Poe. The estimated cost for restoration of the this is \$80,000. There has been positive feedback from funders and the school should only have to provide a small amount of this cost.



Finance and Property Report

That the Board accepts the Finance and Property Report.

Decision Date: 17 Jun 2024
Mover: Shane Watson
Seconder: Michelle Dalley
Outcome: Approved

3.2 International/ACE Reports

The International and ACE Reports are taken as read.



International and ACE Reports

The the Board accepts the International and ACE Reports.

Decision Date: 17 Jun 2024
Mover: Alison Arrow
Seconder: Shane Watson
Outcome: Approved

3.3 Principal's Report

The Principal's Report is taken as read.

- Rob addressed the staff room plans from the M.O.E. for the board. This is progressing quite rapidly.
- The initial landscaping plan has been disregarded. Rob talked through the new plans and costs associated.
- The school choir has regrouped and entered an competition. They did the school proud and won an award.
- The 1st XV is playing off for third and fourth place.
- Rob informed the board that the school has the space to take 35 out of zone students in year nine for 2025. These enrolments will only be selected from priority levels 1-5. Rob spoke to how this number was calculated. The Board discussed the current roll and space capacity.



Out of Zone Students

That the Board approves the out of zone enrolments up to 35 students for year nine in 2025, from the priority levels one-five, being students with an association to the school.

Decision Date: 17 Jun 2024
Mover: Robert Gilbert
Seconder: Lana McCarroll
Outcome: Approved

- Rob met with Ngai Tahu and the organisation that has been campaigning for schools to remove streaming. They are very keen to work with the school on this, and Rob feels this would be a very unique relationship for the school to have.
- The AP and DP are working with Rob on the curriculum for 2025.
- The strategy plan has been shared with the staff. A dialogue has been opened around the school values and if these are still the best fit for the school and climate. This will be discussed at future board meetings.
- The Statement of Variance 2023 is ongoing.



Principal's Report

That the Board approves the Principal's Report.

Decision Date: 17 Jun 2024
Mover: Alison Arrow
Seconded: Shane Watson
Outcome: Approved

3.4 Operational

Health and Safety

- There was a full lock down drill held last Wednesday. Harrison Tew assisted the school with this. The staff have been addressed by Harrison Tew, next time the students will be addressed. Another practice will happen when the new building is opened. The school appreciated the students efforts and seriousness in this exercise, but were disappointed in phone usage during the lock down by the students. The board discussed this lock down.



Lockdown Report

The Board notes the verbal Health and Safety Report on the lock down drill and identified risks.

Decision Date: 17 Jun 2024
Mover: Shane Watson
Seconded: Husein Bahrainwala
Outcome: Approved

- The board discussed the schools critical risks, and how they would like to oversee this on a regular basis.



Critical Risk Register

Create a draft critical risk register and review process for the next board meeting.

Due Date: 25 Jul 2024
Owner: Vikanda Bagrie

- Stacey is attending a legal/governance conference. The subjects covered in this conference are very topical at the moment. Stacey will report back on this conference at the next board meeting.
- Stacey confirmed that all of the Board assurances for Health and Safety are up to date.



Operations Report

That the Board accepts the Operations Report.

Decision Date: 17 Jun 2024
Mover: Alison Arrow

Seconder: Shane Watson
Outcome: Approved

4. Public Excluded

4.1 Into Public excluded meeting

Paul, Gaye and Ashton left the meeting at 7.44pm.



Move to Public Excluded

That the Board moves into a Public Excluded meeting at 7.45pm.

Decision Date: 17 Jun 2024
Mover: Alison Arrow
Seconder: Vikanda Bagrie
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 and Student 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.
Complaints		

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 moves out of the Public Excluded meeting at 8.32pm.

Decision Date: 17 Jun 2024
Mover: Alison Arrow
Seconder: Vikanda Bagrie
Outcome: Approved

5. Close Meeting

5.1 Close the meeting

Next meeting: Papanui High School Board Meeting - 25 Jul 2024, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
1.3	Interest Register Due Date: 25 Jul 2024	Steph Wood
2.1	Staff Elections Due Date: 25 Jul 2024	Robert Gilbert
2.2	Board Appointment Sub-Committee Due Date: 25 Jul 2024	Alison Arrow
3.1	Financial Forecasts Due Date: 25 Jul 2024	Gaye Parlane
3.4	Critical Risk Register Due Date: 25 Jul 2024	Vikanda Bagrie

Shane will be acting Presiding Member from 24 June 2024 to 2 July 2024 due to Board absences.

Alison 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.

Signature: _____

Date: _____