

# MINUTES (in Review)

## PAPANUI HIGH SCHOOL BOARD



<b>Name:</b>	Papanui High School
<b>Date:</b>	Thursday, 19 October 2023
<b>Time:</b>	5:30 pm to 8:02 pm (NZDT)
<b>Location:</b>	Upstairs Board Room , Papanui High School
<b>Board Members:</b>	Elisabeth Cox, Husein Bahrainwala, Jeff Smith , Michelle Dalley, Shane Watson, Vikanda Bagrie, Alison Arrow, Ashton Fairley
<b>Attendees:</b>	Gaye Parlane, Stacey Fry, Steph Wood
<b>Apologies:</b>	Lana McCarroll (Chair)

### 1. Opening Meeting

#### 1.1 Karakia to open meeting

Alison led the opening karakia.

#### 1.2 Attendees and Apologies

Lana sends her apologies.

Alison extends a warm welcome to Ashton Fairlie, the new student representative.

#### 1.3 Conflicts of Interest

Husein declared a conflict of interest with a proposal presented to the board. Husein is a personal friend of the person who submitted the proposal. The board are happy to progress with the meeting.

#### 1.4 Confirm Previous Minutes

Papanui High School Board 21 Sept 2023, the minutes were confirmed as presented.



#### Previous Minutes

That the board accepts the minutes from 21 September 2023 as a true and accurate record.

<b>Decision Date:</b>	19 Oct 2023
<b>Mover:</b>	Elisabeth Cox
<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	IT Follow up <b>Status:</b> In Progress	Jeff Smith
22 Jun 2023	M.O.E staffing payments <b>Status:</b> In Progress	Jeff Smith
27 Jul 2023	Graham Condon Report <b>Status:</b> In Progress	Gaye Parlane
24 Aug 2023	IT Report from Ross to board. <b>Status:</b> Not Started	Jeff Smith
31 Aug 2023	Request both parties to update Graham Condon agreement <b>Status:</b> Completed on 22 Sept 2023	Gaye Parlane
31 Aug 2023	Solar Panel Options <b>Status:</b> Completed on 22 Sept 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> Not Started	Gaye Parlane

## 3. Management Reports

### 3.1 Finance and Property Report

The Finance and Property Report is taken as read.

#### Finance

- The school had a good month resulting in a \$32,000 surplus. This keeps the accounts tracking well into the end of the year.
- The budgets are looking good. Gaye is looking to start slowing down the spend heading into the end of the year.
- We have applied for the special relief funding. This has been approved and back dated.
- The M.O.E will pay funding underuse this year, but not in 2024.
- The school has underspent in minor capital.
- Furniture for three classrooms should arrive soon. There is \$297,000 in the balance sheet to cover this.
- The two new school vans should arrive early 2024.
- Jeff and Gaye have been working with Gayle on the maintenance planning for school. The board discussed issues that were on this list. The school has raised concerns with the M.O.E around the timeline and clarity involving stage one of the build. The board are seriously concerned about this and the boards response will be sent to Gayle. If meetings are delayed any further then Coralanne will be contacted. The board feels that the M.O.E has not delivered the original agreed scope, and now will not confirm what their scope is.
- The funds for the guitar for the pasifika department has been received from Make It Happen.



## Guitar Funding

That the board approves the application for funding for a guitar for the pasifika department to be submitted to Make It Happen.

**Decision Date:** 19 Oct 2023  
**Mover:** Shane Watson  
**Seconder:** Vikanda Bagrie  
**Outcome:** Approved

- The school is required to submit a report detailing Jeff's unused annual leave.



## Jeff's Annual Leave

That the board approves the presiding member to sign off any outstanding annual leave owing to Jeff Smith for payout.

**Decision Date:** 19 Oct 2023  
**Mover:** Alison Arrow  
**Seconder:** Shane Watson  
**Outcome:** Approved

- St Vincent de Paul have identified Papanui High School as one of eight schools that they would like offer support to students suffering hardship. This will be to the value of approximately \$10,000 per year. The allocation of these funds will fall under our current hardship policies. There are no caveats attached to this programme.
- The auditor will start on the 27th October 2023.
- The 2024 budget has been distributed. This will be presented to the board in the November meeting.
- The school is waiting on painting quotes to come back to complete the cyclical maintenance.

## Property

- Cultural representation is under way. Jeff explained what the cultural representation means to the board. The school is waiting on a clear written description to go into class spaces. This piece of work is very exciting and will be great to have messaging around it so that we can use for our communication and community.
- The Graham Condon documentation is going to be reviewed and a variation drafted. This will be presented to the board in the November meeting.
- The cycle way is going to be tidied up. The path will be straightened and widened. This will be completed over the Christmas holiday.
- The transformer wall will be a 2.6m high brick wall. This will also be fenced. The board discussed this issue.



## Transformer wall

Gather more details on the construction of the transformer wall and report to the board.

**Due Date:** 15 Nov 2023  
**Owner:** Gaye Parlane

- Gaye confirmed that the special needs modifications in the hall have been processed. Galye will be managing this project and will be in touch with next steps. The lift and doors are being modified.

- The paper work for the carving is all completed. This has been handed back to Gaye as the staff member handling this no longer has capacity to work on this project. All the information will be handed over to Grant to follow through with the funding application.



### Finance and Property Report

That the board accepts the Finance and Property Report.

<b>Decision Date:</b>	19 Oct 2023
<b>Mover:</b>	Shane Watson
<b>Seconder:</b>	Husein Bahrainwala
<b>Outcome:</b>	Approved

## 3.2 Principal's Report and Health and Safety Report

Stacey

- Stacey spoke to the 2024 term dates and board calendar.
- The Health Statement will be published for the next board meeting.
- Stacy updated the board in regards to the assurances.
- The teachers are planning and working on professional standards together this term. These will contribute to a staff hand book for 2024.
- Physical restraint training is required and the staff will be completing this together.

Health and Safety

- Stacey tabled the accident report since the last meeting. All incidents have been investigated and require no further action.

Jeff

- Jeff is working through the staff allocations for 2024. There are still challenges to work through in this area.
- An application for special reason staffing has been submitted to help accommodate the new principal starting and the volume of building project work underway. The school as applied for two FTE's.
- The school is currently participating in an Alternate Education Programme. Cashmere High School is the fund holder for our group. TKW are wanting to pull out of the programme but are still willing to service Papanui High School and Burnside High School. This will cost the school \$30,000. Jeff would like to propose that Cashmere High School hand over the fund managers role to PHS and Burnside. Then TKW will be contracted to service the schools.
- It is common for discount to be requested to send international students to the school. Vietnam has requested a \$4,000 discount. This discount should be looked at as a marketing cost instead of lost tuition fees. Jeff talked the board through the current markets that Papanui High School is active in. Jeff has asked James to submit a report explaining the rationale of how to introduce and bed in the Vietnamese market. Jeff will also work with James to create a strategic marketing plan for each country.
- Jeff strongly recommended to the board to adopt a philosophy of maintaining strong working relationships with the International Director and ODENZ. These relationships have great benefit to the school.



### International Education Strategic Plan

Create an International Education Strategic document for the board to approve.

<b>Due Date:</b>	15 Nov 2023
------------------	-------------

**Owner:** Jeff Smith

- Jeff updated the board on the Totaranui Kahui Ako. As the school has reduced staffing for 2024, this will also effect the Kahui Ako staffing.



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

That the board accepted the Principal's and Health and Safety Report.

**Decision Date:** 19 Oct 2023  
**Mover:** Shane Watson  
**Seconder:** Elisabeth Cox  
**Outcome:** Approved

## **3.3 International/Ace Reports**

The International and ACE Reports are taken as read.



### **International and ACE Reports**

That the board accepts the International and ACE Reports.

**Decision Date:** 19 Oct 2023  
**Mover:** Alison Arrow  
**Seconder:** Elisabeth Cox  
**Outcome:** Approved

## **3.4 Update on IT issues**

No update.

## **3.5 Nurture Space**

Husein declared a conflict of interest with this agenda item. The board are comfortable with this disclosure.

The board have received a proposal regarding a nurture space.

This proposal has not been directed through management. The board will respond and redirect this request back to Jeff and Stacy to address.



### **Nurture Space Proposal**

Respond to the nurture space proposal by redirecting this back through the correct process path.

**Due Date:** 31 Oct 2023  
**Owner:** Lana McCarroll

## **4. Public Exluded**

### **4.1 Into Public excluded meeting**

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** Papanui High School Board - 15 Nov 2023, 5:30 pm

#### New Actions raised in this meeting

<b>Item</b>	<b>Action Title</b>	<b>Owner</b>
3.1	Transformer wall <b>Due Date:</b> 15 Nov 2023	Gaye Parlane
3.2	International Education Strategic Plan <b>Due Date:</b> 15 Nov 2023	Jeff Smith
3.5	Nurture Space Proposal <b>Due Date:</b> 31 Oct 2023	Lana McCarroll

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

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