

MINUTES (in Review)

PAPANUI HIGH SCHOOL BOARD MEETING



Name:	Papanui High School
Date:	Thursday, 21 March 2024
Time:	6:00 pm to 9:26 pm (NZDT)
Location:	Upstairs Board Room , Papanui High School
Board Members:	Lana McCarroll (Chair), Alison Arrow, Ashton Fairley, Husein Bahrainwala, Michelle Dalley, Robert Gilbert, Vikanda Bagrie
Attendees:	Gaye Parlane, Stacey Fry, Steph Wood
Apologies:	Shane Watson

1. Opening Meeting

1.1 Karakia to open meeting

Lana opened the meeting and led the karakia.

1.2 Attendees and Apologies

Shane sends his apologies.

1.3 Conflicts of Interest

Nil.

1.4 Confirm Previous Minutes

Papanui High School Board Meeting 22 Feb 2024, the minutes were confirmed with the following changes:

Motion to approve assistant principal appointment.

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner
21 Mar 2024	2nd Furniture Quote for 'Tuke' Status: Completed on 22 Mar 2024	Gaye Parlane
21 Mar 2024	International Trip Form (Japan) Status: Completed on 22 Mar 2024	Gaye Parlane
28 Mar 2024	Schedule of Delegations Status: Completed on 26 Mar 2024	Gaye Parlane

Due Date	Action Title	Owner
28 Mar 2024	Write email	Lana McCarroll
	Status: Completed on 8 Apr 2024	



Schedule of Delegations

That the board approves the Schedule of Delegations, pending minor changes to terminology as per the minutes.

Decision Date: 21 Mar 2024
Mover: Lana McCarroll
Outcome: Approved

3. Management Reports

3.1 Finance and Property Report

Finance and Property Report taken as read.

- Gaye informed the board that there is nothing of concern in the school accounts.
- There was a small deficit in the February accounts.
- The 2024 draft budget has not yet been adjusted as the figures are not out.
- Gaye raised the amount of absence in staff and spoke to the management of payment for this. The board discussed this issue.
- The February wages were high as the support staff were paid their 12 month back pay of pay equity.
- Gaye spoke to two funding applications underway. The school is looking for sports uniform funding and the music department is looking for funds to assist in a trip to the Musicworks Ensemble Festival Aotearoa.



Music Department Grant Application

That the Board of Trustees meeting was held on 21 March 2024 and it was resolved to seek funding for the accommodation and travel costs to attend Concerto Band and Jazz Big Band to the Musicworks Ensemble Festival Aotearoa on 23-27 September 2024. The Board authorises Elizabeth young (Grants for Good) to seek the funding.

Decision Date: 21 Mar 2024
Mover: Alison Arrow
Seconded: Vikanda Bagrie
Outcome: Approved



Sports Uniform Funding

That the Board of Trustees meeting was held on 21 March 2024 and it was resolved to seek funding for sports uniforms students in the school. The Board authorises Elizabeth Young (Grants for Good) to seek the funding.

Decision Date: 21 Mar 2024
Mover: Alison Arrow
Seconded: Vikanda Bagrie
Outcome: Approved

- Gaye has received two quotes for the furniture for the West Learning Hub. Gaye spoke to these quotes. The school has accepted the Firmwear quote of \$232,000. The furniture will be installed by Firmwear in the first week of the April holidays.

- We are still waiting on quotes for whiteware for other areas in the school. Gaye may look to apply for a grant to help cover some of these costs.
- The school is needing new projectors. These have been priced up and advice sought. The recommendation is to purchase 22 short throw projectors for the cost of \$49,000. The board discussed this purchase.
- Gaye tabled for the boards awareness that the school needs N4L access points. Some of these can come out of the older blocks, but some will need to be purchased.
- The photocopiers are needing an update. Gaye is working with BDL, the current supplier on this matter. The draft quote has been received and includes as large sponsorship fund for the school. The board discussed this matter and the requirement for two quotes. Gaye will look into this and continue to drive the project.



Photocopier Lease

Investigate if two quotes are required for the photocopier contract. If so, then obtain a second quote for the boards decision.

Due Date: 16 May 2024
Owner: Gaye Parlane

- The board discussed the completion and Certificate of Public Use of the Tuke building. This will be ready for use week one of term two.
- Rob updated the board on the PSG meeting, including the options that have been presented by the M.O.E. Rob suggested that the board review their plan for funds held by the school to put towards some projects.
- The blessing of the new buildings is on 3 April and the board are welcome to attend.
- The ablutions project is being redesigned again. The board discussed this matter. This project has never been fully approved by the M.O.E.
- The power box in the car park is being fixed with the correct wattage being installed on Saturday 23rd March.
- Gaye updated that board that the first supplier of the manifestations has been found unreliable. A second supplier has been found. The work to date has come in at \$13,000.
- Lana raised concerns about the community learning classes not evacuating when the fire alarm went off. Gaye has confirmed that there are robust procedures in place. The co-ordinator has been asked to speak to all of the tutors regarding this matter.



Finance and Property Report

That the Finance and Property Report is accepted.

Decision Date: 21 Mar 2024
Mover: Husein Bahrainwala
Seconder: Ashton Fairley
Outcome: Approved

Rob thanked Gaye for all of her hard work with the finances and property matters.

3.2 International/ACE Reports



ACE Report

That the ACE Report is accepted.

Decision Date: 21 Mar 2024
Mover: Robert Gilbert

Seconded: Alison Arrow
Outcome: Approved

Rob raised concerns around the International Student term fees. These are currently significantly higher than other schools.

Rob proposed a non-ODENZ student fee structure. The board discussed this proposal in depth.



International Fee Structure

That the board approves a reduction in the non-ODENZ single term fee to move closer to competitors, providing that this is manageable with Gaye Parlane and the school budgets.

Decision Date: 21 Mar 2024
Mover: Michelle Dalley
Seconded: Alison Arrow
Outcome: Approved

The board also discussed at some point in the future they would like to undertake a review of the ODENZ relationship.



Marketing Trip

That the board approve the International Marketing trip and budget proposal.

Decision Date: 21 Mar 2024
Mover: Robert Gilbert
Seconded: Lana McCarroll
Outcome: Approved



International Report

That the International Report is accepted.

Decision Date: 21 Mar 2024
Mover: Michelle Dalley
Seconded: Husein Bahrainwala
Outcome: Approved

3.3 Principal's Report

Principal's Report is taken as read.

- Rob highlighted some examples of excellence in the school:
 - Academic celebration day
 - Ardour charitable trust - two PHS students were acknowledged in this
 - The debating team competed for the first time in the Canterbury regional competition and did very well
 - Girls Futsal team is a great competitive team and are representing the school well
 - The division two volleyball achieved silver in the Canterbury Champs
 - Staff are putting a lot of effort into extra curricular activities
 - It has been a great term so far with plenty to celebrate
- Rob is surprised that there isn't a first XV in the school. Some work has been done with the Deputy Principal and this team is going to be re-established. They will be entered into the Brockbank Graves Rigby tournament with Wednesday games for seven weeks.

- The school will be looking to hold some boys assemblies to address behaviours. The board discussed the importance of inclusivity around this.
- The GMFS final role is 1488 which is slight increase, but still results the loss of two teachers.
- A new Chairperson has been elected for the PTA. The last meeting was well attended. the PTA have increased extra curricular funding to \$7,000 per annum.
- Rob addressed the MoU that the school has with China. The board explained their understanding of the agreement. Rob will be travelling to China to start creating relationships to ensure the school can fulfil its obligations. The board confirmed that this project does not need to be started straight away at full capacity. Rob would like clarity as to who is paying for what on this matter.



Principal's Report

That the Principal's Report is accepted.

Decision Date: 21 Mar 2024
Mover: Lana McCarroll
Outcome: Approved

3.4 Strategic Planning Update

Lana presented the board with a draft strategic plan that was drafted by Impact Ed.

Lana spoke to this draft plan and how it has been simplified. The board had a robust discussion on the plan.

A flying minute will set up with a closing date of 3rd April 2024 at 5pm. The board are required to review and vote on submitting the draft strategic plan to the M.O.E.

3.5 Operational

Stacey's report is presented in Public Excluded.

4. Public Excluded

4.1 Into Public excluded meeting



Public Excluded

That the board approves the meeting to move into a Public Excluded session at 8.25pm.

Decision Date: 21 Mar 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
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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 Issues		

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.



Public Excluded

That the board approves the meeting to move out of a Public Excluded session at 9.22pm.

Decision Date: 21 Mar 2024
Mover: Lana McCarroll
Outcome: Approved

5. General Business

5.1 Phone Policy

The phone policy was raised, and how under legislation the direct responsibility for this sits with the board.

The school policy is required to be updated to align with new legislation.

Rob confirmed that the wi-fi to phones in the school will be cut off.

This policy is incredibly hard to police.

6. Close Meeting

6.1 Close the meeting

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

New Actions raised in this meeting

Item	Action Title	Owner
3.1	Photocopier Lease Due Date: 16 May 2024	Gaye Parlane

Next meeting: Papanui High School, 16 May 2024, 6pm

Closing Karakia

Kia whakaairia te tapu

Kia wātea ai te ara

Kia Tūruki whakataha ai

Kia tūruki whakataha ai

Hui ē! Taiki ē!

Restrictions are moved aside, so the pathway is clear.

To return to everyday activities, to return to everyday activities.

Enriched, unified and blessed.

Signature: _____

Date: _____