

# MINUTES (in Review)

## PAPANUI HIGH SCHOOL BOARD



<b>Name:</b>	Papanui High School
<b>Date:</b>	Thursday, 21 September 2023
<b>Time:</b>	6:15 pm to 8:45 pm (NZST)
<b>Location:</b>	Upstairs Board Room , Papanui High School
<b>Board Members:</b>	Lana McCarroll (Chair), Elisabeth Cox, Husein Bahrainwala, Jeff Smith , Michelle Dalley, Vikanda Bagrie, Alison Arrow
<b>Attendees:</b>	Gaye Parlane, Stacey Fry, Steph Wood
<b>Apologies:</b>	Shane Watson

### 1. Opening Meeting

#### 1.1 Karakia to open meeting

Lana led the opening karakia.

#### 1.2 SSEP Presentation - Amber Law (MPI)

Amber Law from MPI addressed the board on the program Secondary School Employer Partnership (SSEP), that has been running in the school for two years.

The program aims to attract 10,000 young New Zealanders to the food and fibre sector by creating formal relationships between schools and local employers.

Amber addressed how the SSEP program meets the NELPS.

There has been very positive feedback from the teachers involved.

The board discussed this program.

Jeff thanks Amber for her presentation and the work that goes into this space.

Amber left 6.35pm.

#### 1.3 Attendees and Apologies

Shane sends his apologies.

#### 1.4 Conflicts of Interest

Nil.

#### 1.5 Confirm Previous Minutes

**Papanui High School Board 24 Aug 2023**, the minutes were confirmed as presented.



## Previous Minutes

That the previous minutes from 24 August 2023 are approved as a true and accurate record.

**Decision Date:** 21 Sept 2023  
**Mover:** Alison Arrow  
**Seconder:** Elisabeth Cox  
**Outcome:** 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
22 Jun 2023	P Block ventilation <b>Status:</b> Completed on 27 Aug 2023	Gaye Parlane
22 Jun 2023	Phone Policy <b>Status:</b> In Progress	Stacey Fry
27 Jul 2023	Graham Condon Report <b>Status:</b> On Hold	Gaye Parlane
27 Jul 2023	MoU from Wendy <b>Status:</b> Completed on 27 Aug 2023	Jeff Smith
27 Jul 2023	Strategy Overview <b>Status:</b> Completed on 27 Aug 2023	Jeff Smith
27 Jul 2023	Read the Strategic overview <b>Status:</b> Completed on 27 Aug 2023	BOT Whole Board Email
3 Aug 2023	Clarification on Principal Appointment Process <b>Status:</b> Completed on 24 Aug 2023	Lana McCarroll
3 Aug 2023	Mana Whenua representation <b>Status:</b> Completed on 24 Aug 2023	Lana McCarroll
24 Aug 2023	Alarm Sirens <b>Status:</b> Completed on 27 Aug 2023	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

## 3. Management Reports

### 3.1 Finance and Property Report

Finance Report and Property Report taken as read.

- Gaye informed the board that there were no issues to raise. The school is looking to make a small profit.
- The budget for 2024 has now gone out to all departments for feedback.

- The application has been submitted to JB Johns Trust. The funds are expected, but we have not received confirmation to date.
- Gaye presented letter to the board requesting funding for the end of year staff function. This will be held at the Christchurch Function Centre and has a budget of of \$7,000.



### End of year staff function

That the board approves the staff function to be held at the Christchurch Function Centre up to the value of \$7,000.

**Decision Date:** 21 Sept 2023  
**Mover:** Husein Bahrainwala  
**Seconded:** Michelle Dalley  
**Outcome:** Approved

- Gaye presented a request for a motion to approve the application of \$629.10 for a new guitar for the pasifika class. This application will be submitted to Make It Happen. The board discussed this application and would like some more information before approving a motion.



### Pasifika Guitar Application

Gaye to get more information on the guitar funding application and report to the board.

**Due Date:** 19 Oct 2023  
**Owner:** Gaye Parlane



### Kaikoura Funding

That the board retrospectively approve the application to the Mainland Foundation for \$1,625 for the Kaikoura trip.

**Decision Date:** 21 Sept 2023  
**Mover:** Husein Bahrainwala  
**Seconded:** Michelle Dalley  
**Outcome:** Approved

- Gaye informed the board that logistically there has been a lot going on in the school. There is digging occurring in three spaces across the school. She has been working with staff to keep them out of the school over the holidays.
- Both the West Learning Hub and the East Learning Hub are running ahead of time slightly.
- The caretakers shed is progressing.
- There is a PSG meeting coming up, which Gaye would like to discuss the rest of the schools repairs and maintenance promises.
- Two quotes have been requested for the designs on the doors going into the West Learning Hub.
- The landscaping is progressing, and hopefully there will be an update on this very soon.
- The sod turning ceremony is still with the M.O.E.
- There are painters coming to price up work as part of the cyclical maintenance.



### Finance and Property Reports

That the Finance Report and the Property Report are accepted.

**Decision Date:** 21 Sept 2023

**Mover:** Gaye Parlane  
**Seconder:** Alison Arrow  
**Outcome:** Approved

### 3.2 Graham Condon Update

Jeff, Lana and Gaye met with Nigel and Angus from the Christchurch City Council regarding the Graham Condon deed of lease. There was good discussion around this and both parties agree that the document should reflect the current operational practices. This document will be reviewed again with the council and then resubmitted to the board.

### 3.3 Solar Panels

The solar panels have been signed off.

### 3.4 Principal's Report

Stacey

- Stacey presented the draft 2024 term dates to the board including the welcome for the new principal.
- The board discussed the term four board diary.
- The compliance documents that are automatically updated through School Docs were presented to the board. Stacey spoke to these changes.
- There is a large amount of policies for the compliance committee to review in term four, and therefore two meetings will be required.
- Stacey presented the current teaching vacancies.

Health and Safety

- There have been four evacuations this year, three of which were caused by toasters in classrooms. Stacey would like to put communication out to the staff that no toasters or sandwich makers are allowed in offices or classrooms. Any electrical appliances that belong to the school will be tagged and tested.



#### Electrical Appliances

That the board approves that all electrical cooking appliances that are not owned by the school are removed from school property. Any school owned cooking appliances will be tagged and tested.

**Decision Date:** 21 Sept 2023  
**Mover:** Lana McCarroll  
**Seconder:** Stacey Fry  
**Outcome:** Approved

Jeff

- Jeff gave an update to the 2024 strategic goals. He highlighted the areas that were not yet met, and the need for consultation in progressing these. Jeff explained steps already in place to achieving these goals and recommends that these continue. The board will need to have some one step up and learn this area in depth. Jeff spoke to the reports included in his report regarding this matter.
- There was a meeting held with the Principal's Association regarding the out of zone MoU. All principals agree to work collaboratively on this. There has been some small changes to tidy the MoU. This is now ready for Lana to sign.
- Jeff updated the board on the guaranteed staff and special reason staffing for 2024. There is nothing for the board to do on this matter currently, but they need to be aware of the

significant work going on this area. Jeff explained the mechanisms he is working through to resolve staffing issues.



### **Principals Report and Health and Safety Report**

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

**Decision Date:** 21 Sept 2023  
**Mover:** Lana McCarroll  
**Outcome:** Approved

## **3.5 International/Ace Reports**

Jeff updated the board that the international market is starting to come back. The school is looking at approximately 30 FTE international students in 2024.

## **3.6 Phone Policy Presentation**

Stacey talked the board through the findings of the consultation process on the phone policy.

There was not a great uptake from parents. Students and teachers were also asked to contribute in this consultation process.

The overall trend that came through from the data is that there is acknowledgement that there is an issue with phones at school. There was no appetite from any of the consulted groups for a full phone ban.

Stacey recommends once the seniors have left school in term four, a trial for years nine and ten should be conducted. In this trial no phones or headphones will be allowed in class and all phones will be required to be turned off and put into a class box or bag.

The board discussed this matter in depth and agree to the trial.



### **Phone Boxes**

Gaye to research the price and availability of phone boxes for each classroom.

**Due Date:** 19 Oct 2023  
**Owner:** Gaye Parlane

## **3.7 Update on IT issues**

There was no update on this matter.

## **4. Public Excluded**

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

Gaye left the meeting 8.13pm.



### **Public Excluded**

That the meeting move into the public excluded session at 8.14pm.

**Decision Date:** 21 Sept 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.
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 public excluded session be closed and return to the general meeting at 8.42pm.

**Decision Date:** 21 Sept 2023  
**Mover:** Lana McCarroll  
**Outcome:** Approved

## 5. General Business

### 5.1 Student Representative

The board thanked Elisabeth for her contribution to the board over the past year.

The board have co-opted Elisabeth to stay on the board for the rest of the school year.

A new student representative, Ashton Fairley, has been elected and will start attending the board meetings from October.

### 5.2 Remaining 2023 Board Meetings

The final meetings for 2023 were confirmed as:

Thursday 19th October

Wednesday 15th November

Thursday 7th December

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** Papanui High School Board - 19 Oct 2023, 5:30 pm

## New Actions raised in this meeting

<b>Item</b>	<b>Action Title</b>	<b>Owner</b>
3.1	Pasifika Guitar Application <b>Due Date:</b> 19 Oct 2023	Gaye Parlane
3.6	Phone Boxes <b>Due Date:</b> 19 Oct 2023	Gaye Parlane

Alison led the closing karakia.

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

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