

# MINUTES (in Review)

## PAPANUI HIGH SCHOOL BOARD MEETING



<b>Name:</b>	Papanui High School
<b>Date:</b>	Thursday, 22 August 2024
<b>Time:</b>	6:00 pm to 8:39 pm (NZST)
<b>Location:</b>	Upstairs Board Room , Papanui High School
<b>Board Members:</b>	Alison Arrow, Vikanda Bagrie, Husein Bahrainwala, Amelia Painter, Paul Brouwers, Russell Wordsworth, Rod Partington, Ashton Fairley, James Stewart, Robert Gilbert
<b>Attendees:</b>	Gaye Parlane, Stacey Fry, Steph Wood
<b>Apologies:</b>	Shane Watson

### 1. Opening Meeting

#### 1.1 Karakia to open meeting

Alison opened the meeting and let the karakia.

#### 1.2 Attendees and Apologies

Shane sends his apologies.

#### 1.3 Conflicts of Interest

The board discussed the set up and on-going monitoring of a board interests register. This will be set up before the September meeting and become a regular review on each agenda.

#### 1.4 Confirm Previous Minutes

**Papanui High School Board Meeting 25 Jul 2024**, the minutes were confirmed as presented.



#### Previous Minutes - 25 July 2024

That the board accept the minutes of the previous board meeting held on 25th July as a true and accurate record.

<b>Decision Date:</b>	22 Aug 2024
<b>Mover:</b>	Robert Gilbert
<b>Seconder:</b>	James Stewart
<b>Outcome:</b>	Approved

#### 1.5 Action List

Due Date	Action Title	Owner
17 Jun 2024	Card Access Doors	Gaye Parlane
	<b>Status:</b> Completed on 30 Jul 2024	

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
25 Jul 2024	Board Appointment Sub-Committee <b>Status:</b> Completed on 1 Aug 2024	Alison Arrow
25 Jul 2024	Financial Forecasts <b>Status:</b> Completed on 21 Aug 2024	Gaye Parlane
31 Jul 2024	Invite new board members <b>Status:</b> Completed on 22 Aug 2024	Alison Arrow
31 Jul 2024	Board appointments <b>Status:</b> Completed on 7 Aug 2024	Gaye Parlane
31 Jul 2024	Letter of Recommendation <b>Status:</b> Completed on 1 Aug 2024	Robert Gilbert
22 Aug 2024	Critical Risk Register <b>Status:</b> Completed on 21 Aug 2024	Vikanda Bagrie
19 Sept 2024	Interest Register <b>Status:</b> In Progress	Steph Wood

## 1.6 Election of Presiding Member, and Deputy Presiding Member

Rob called for nominations for Presiding Member.

Alison was nominated and the nomination was accepted.



### Election of Presiding Member

That the board elect Alison Arrow as the Presiding Member.

**Decision Date:** 22 Aug 2024  
**Mover:** Robert Gilbert  
**Seconder:** Vikanda Bagrie  
**Outcome:** Approved

Alison called for nominations for Deputy Presiding Member.

Rob nominated Vikanda. This nomination was accepted.



### Election of Deputy Presiding Member

That the board elect Vikanda Bagrie as the Deputy Presiding Member.

**Decision Date:** 22 Aug 2024  
**Mover:** Robert Gilbert  
**Seconder:** Alison Arrow  
**Outcome:** Approved

## 2. Board membership

### 2.1 Student Elections

Ashton informed the board that he will not be re-sitting for the student representative role for 2025. He would like to stay on the board until the end of the year. The board are happy to have him stay on.

## 3. Management Reports

### 3.1 Finance and Property Report

The Finance Report is taken as read.

- The new board members need to register on NZSBA. Gaye will also send payroll details to the new board members.



### **New Board Members**

Send the new board members the tax forms and bank account forms for payment for board services.

**Due Date:** 19 Sept 2024

**Owner:** Gaye Parlane

- Gaye gave an overview of the accounting, budgeting and reporting function for the new board members. Gaye gave an update on the current projects underway.
- Rob and Gaye have met with Karen from C.E.S and are comfortable that the school accounts are on track. The school has confidence that best operating practices are in place and the large deficit budget is out of character due to the building projects underway.
- Rob discussed setting up a finance sub-committee.
- There will be an update on the staff rom project on the 23 August from the M.O.E.
- Two grants have been received sports uniforms and winter tournament.
- The funding application for the Poe project is looking promising.
- Gaye is hoping that the gym roof repairs will be confirmed soon.
- The landscaping has been given the go ahead and will be completed by summer.
- The cyclical maintenance plan will be presented to the board at the next meeting. The school has received no maintenance funding since the earthquake.



### **Finance and Property Report**

That the board accept the Finance and Property Report.

**Decision Date:** 22 Aug 2024

**Mover:** Robert Gilbert

**Seconder:** Alison Arrow

**Outcome:** Approved

## **3.2 International/ACE Reports**

Rob is currently working on appointing an International Director. There is a short list of four applicants who will be interviewed. All of these applicants are well experienced.



### **International/Ace Reports**

That the International and ACE Reports are accepted.

**Decision Date:** 22 Aug 2024

**Mover:** Robert Gilbert

**Seconder:** James Stewart

**Outcome:** Approved

## **3.3 Principal's Report**

The Principal's Report is taken as read.

- Rob updated the board on the community meetings he has been attending on behalf of the school.



### Principal's Report

That the Principal's Report is accepted.

**Decision Date:** 22 Aug 2024  
**Mover:** Alison Arrow  
**Seconded:** Husein Bahrainwala  
**Outcome:** Approved

### 3.4 Critical Risk Register

Vikanda spoke to the draft risk register tabled for the board.

Health and safety is the main focus of this document, but the board would like to take a wider view and include other critical risks to the school.

The board had a robust discussion on this matter.

The board are to review the draft and provide feedback to Vikanda.



### Staff Risk Assessment

Send the staff risks assessments and correlating work to the board.

**Due Date:** 19 Sept 2024  
**Owner:** James Stewart

### 3.5 NZSBA Board Workshops

Rob informed the board that there are free workshops available online through NZSBA for board members.

There is an open invitation to all board members from the Tōtaranui Kāhui Ako for a training session on Monday 2nd September. Rob will attend this and encouraged other to attend.

### 3.6 General Business

- Alison would like the board to consider where sub-committees might be beneficial for the board.  
There is currently a compliance sub-committee dealing with the policy reviews. The board agreed that a discipline committee is not required as the board will share this workload when required. The board discussed the discipline process and training available for this.



### Sub-Committee List

Create a sub-committee list and email board members for expressions of interest.

**Due Date:** 19 Sept 2024  
**Owner:** Alison Arrow



### Board Sign Up List

Share the board sign up calendar with the board.

**Due Date:** 19 Sept 2024  
**Owner:** Stacey Fry

- The board discussed secession planning for when senior staff are away. There is a delegation's document supporting this instance.



## Associate Principal Delegations

Locate the associate principal delegations document for suspensions.

**Due Date:** 19 Sept 2024  
**Owner:** Robert Gilbert

## 4. Public Excluded

### 4.1 Into Public excluded meeting



#### Public Excluded

That the board moves into a public excluded meeting at 7.28pm.

**Decision Date:** 22 Aug 2024  
**Mover:** Alison Arrow  
**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.



#### Public Excluded

That the board move out of a public excluded meeting at 8.37pm.

**Decision Date:** 22 Aug 2024  
**Mover:** Alison Arrow  
**Outcome:** Approved

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** Papanui High School Board Meeting - 19 Sept 2024, 6:00 pm

## New Actions raised in this meeting

Item	Action Title	Owner
3.1	New Board Members <b>Due Date:</b> 19 Sept 2024	Gaye Parlane
3.4	Staff Risk Assessment <b>Due Date:</b> 19 Sept 2024	James Stewart
3.6	Sub-Committee List <b>Due Date:</b> 19 Sept 2024	Alison Arrow
3.6	Board Sign Up List <b>Due Date:</b> 19 Sept 2024	Stacey Fry
3.6	Associate Principal Delegations <b>Due Date:</b> 19 Sept 2024	Robert Gilbert

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: \_\_\_\_\_