

MINUTES (in Review)

PAPANUI HIGH SCHOOL BOARD MEETING



Name:	Papanui High School
Date:	Thursday, 22 February 2024
Time:	6:00 pm to 9:10 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
Apologies:	Steph Wood, Shane Watson
Guests/Notes:	Michelle Gilbert (Small Biz Support) in attendance as Minutes Secretary.

1. Opening Meeting

1.1 Karakia to open meeting

Lana lead the karakia, and welcomed everyone to the meeting.

1.2 Election of Presiding Member and Deputy

Principal, Robert Gilbert thanked the Board for his appointment and acknowledged the service of the previous principal, Jeff Smith. He also paid tribute to Associate Principal, Stacey Fry for her support.

Presiding Member, Lana McCarroll; and Deputy Presiding Member, Alison Arrow were the only nominees for those positions. They were duly elected unopposed.

1.3 Attendees and Apologies

Apology from Steph Wood (CES) Minutes Secretary.

1.4 Conflicts of Interest

Nil.

1.5 Confirm Previous Minutes

Papanui High School Board 7 Dec 2023, the minutes were confirmed as presented.



Confirmation of previous minutes

Actions from previous minutes: Nil.

Decision Date: 22 Feb 2024
Mover: Husein Bahrainwala
Second: Alison Arrow

Outcome: Approved

1.6 2024 Roles - Housekeeping

Speaking rights granted to Stacey Fry and Gaye Parlane.

Gaye and Lana will check previous motions and voting/speaking rights.

Gaye and Lana to check Shane's processes around. secondment.



Speaking / Voting rights

Gaye and Lana will check previous motions and voting/speaking rights.

Gaye and Lana to check Shayne's processes around. secondment.

Due Date: 21 Mar 2024

Owner: Lana McCarroll

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner
22 Jun 2023	Reporting Schedule Status: In Progress	Lana McCarroll
22 Jun 2023	M.O.E staffing payments Status: In Progress	Jeff Smith
15 Nov 2023	International Education Strategic Plan Status: In Progress	Jeff Smith
22 Nov 2023	Board Frustrations Status: Not Started	Lana McCarroll
22 Nov 2023	Board Christmas Dinner Status: Not Started	Lana McCarroll
22 Nov 2023	PTA Catering Status: Not Started	Lana McCarroll
22 Nov 2023	Staff Contribution Status: Not Started	Lana McCarroll
22 Nov 2023	Gifting Policy Status: Not Started	Stacey Fry
14 Dec 2023	Flowers for Michelle Status: Completed on 27 Feb 2024	Gaye Parlane
3 Jan 2024	Board Meeting Dates Status: Not Started	Lana McCarroll
1 Mar 2024	IT Follow up Status: In Progress	Jeff Smith

Reporting schedule – to be removed.

MOE Staffing payments – Geoff was managing this around extra funding for AP has come through until T3, the board have honoured that until the end of the year, before the end of Term 3 Gay and Rob will make another application. – Completed

Jeff was working on the International strategic plan.

Board frustrations – Complete

Board xmas dinner – Complete

Staff catering – Complete

IT Follow-up - Continue. Lana said Fusion need to honour obligations – this is an ongoing concern.



Meeting Dates

Meeting dates – Lana to resend.

Due Date: 21 Mar 2024
Owner: Lana McCarroll



Fusion Contract

Robert to meet with the Auckland Manager. Clarity sought regarding contractual obligations.

Due Date: 21 Mar 2024
Owner: Robert Gilbert

3. Management Reports

3.1 Finance and Property Report



Motion 1

The Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2023 Annual Accounts on the BVoard;'s behalf when confirmation is received.

Decision Date: 22 Feb 2024
Mover: Shane Watson
Seconder: Lana McCarroll
Outcome: Approved



Motion 2

Solutions & Services have prepared a budgeted Statement of Financial Position and budgeted Statement of Cash Flows derived directly from the Board's operating and capital budget.

Statement amounts - Approved

Decision Date: 22 Feb 2024
Mover: Alison Arrow
Seconder: Husein Bahrainwala
Outcome: Approved



Finance & Property Report

The Finance & Property Report was accepted by the Board.

Decision Date: 22 Feb 2024
Mover: Alison Arrow
Seconder: Michelle Dalley
Outcome: Approved

Financial Report up to December.

Draft results – good news – profit of \$390,000 last year.

Depreciation is done but figures are not final.

Going to final audit.

Some departments overspent Gaye will look at those and look at why.

Working capital will be updated for the next meeting.

Spent \$434k on assets

Minor capital spent on the budget

Good donations – 102% of the budget came in.

Property:

One quote in for furniture can be delivered the first week of holidays.

\$248K new furniture for all 21 rooms (ie one building)

Gaye will get another quote.

The first building, 'Tuke' will be ready to use start of Term 2.

Gym – has a plan, Gaye will talk to Rob about this.

Getting prices at the moment.

Robert asked the Board to support a Staff Travel Grant - 3 x \$2,000 travel grants offered at the end of the year. Staff who go 'above and beyond' can apply. A sub-committee is to be formed at the end of the year to consider the applications. Agreed - expenditure within Principal's delegated authority.

Schedule of delegations – all to have a look at this before the next meeting.



Schedule of Delegations

All board members all to have a look at this before the next meeting.

Due Date: 21 Mar 2024

Owner: Lana McCarroll



2nd Furniture Quote for 'Tuke'

One quote in for furniture can be delivered the first week of holidays.

\$248K new furniture for all 21 rooms (ie one building).

Gaye will get another quote.

Due Date: 21 Mar 2024

Owner: Gaye Parlane

3.2 Japan Trip Proposal



Senior students jap class are very keen to have a trip Yr12/13 tr...

Senior students jap class are very keen to have a trip Yr12/13 trip to Japan. Usually happens every second year. Parents asking about the trip. This is fully funded by students. Fundraising etc. Parents pay for teachers (it is included in the fee).

Gaye advised there is a form that needs to be signed by the Board.

Decision Date: 22 Feb 2024

Mover: Shane Watson

Seconder: Husein Bahrainwala

Outcome: Approved



International Trip Form (Japan)

Gaye advised there is a form that needs to be signed by the Board

Due Date: 21 Mar 2024
Owner: Gaye Parlane

3.3 International/ACE Reports



Report from International Department tabled.

Report from International Department tabled.

Decision Date: 22 Feb 2024
Mover: Robert Gilbert
Seconder: Lana McCarroll
Outcome: Approved



Adult and Community Education

Report accepted by the Board.

Decision Date: 22 Feb 2024
Mover: Lana McCarroll
Seconder: Robert Gilbert
Outcome: Approved

3.4 Principal's Report



Additional payment to Fusion

To be assessed by Gaye and Robert. Agree to pay \$15,000 on the basis that it is reviewed by the principal and deemed to be fair.

Decision Date: 22 Feb 2024
Mover: Shane Watson
Seconder: Alison Arrow
Outcome: Approved



Principal's Report

Robert spoke to each item in the report.
Principal's report – tabled and accepted.

Decision Date: 22 Feb 2024
Mover: Alison Arrow
Seconder: Lana McCarroll
Outcome: Approved

3.5 Strategic Planning Update

Attendance and Attainment to be the main focus for 2024.



Strategic Planning Meeting to be scheduled.

Robert to organise a half-day session with ImpactEd to work on Strategic Intentions for 2024.

Board Members interested in attending: Lana, Alison, Husain.
Staff included: Robert, Stacey, Gaye
Due Date: 21 Mar 2024

Owner: Robert Gilbert

3.6 Operational

Health & Safety (Accident Report).

SchoolBridge App launched at the beginning of Term 1.

4. Public Excluded

4.1 Into Public excluded meeting



That the meeting moves into Public Excluded at 8.05pm

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.
Student Discipline		

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.

Decision Date: 22 Feb 2024
Mover: Lana McCarroll
Seconder: Alison Arrow
Outcome: Approved



That the meeting moves out of Public Excluded at 9.10pm

Approved
Decision Date: 22 Feb 2024
Mover: Lana McCarroll
Seconder: Alison Arrow
Outcome: Approved

5. Close Meeting

5.1 Close the meeting

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

New Actions raised in this meeting

Item	Action Title	Owner
1.6	Speaking / Voting rights Due Date: 21 Mar 2024	Lana McCarroll
2.1	Meeting Dates Due Date: 21 Mar 2024	Lana McCarroll
2.1	Fusion Contract Due Date: 21 Mar 2024	Robert Gilbert
3.1	Schedule of Delegations Due Date: 21 Mar 2024	Lana McCarroll
3.1	2nd Furniture Quote for 'Tuke' Due Date: 21 Mar 2024	Gaye Parlane
3.2	International Trip Form (Japan) Due Date: 21 Mar 2024	Gaye Parlane
3.5	Strategic Planning Meeting to be scheduled. Due Date: 21 Mar 2024	Robert Gilbert

Next meeting: Papanui High School, 21 March 2024, 6pm

Closing Karakia

He Karakia Whakakpaki
Ka whakaairie te tapu
Kai wātea ai te ara
Kai Tūruki whakataha ai
Kai 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: _____