

MINUTES (in Review)

PAPANUI HIGH SCHOOL BOARD



Name:	Papanui High School
Date:	Thursday, 22 June 2023
Time:	5:30 pm to 9:15 pm (NZST)
Location:	Upstairs Board Room , Papanui High School
Board Members:	Lana McCarroll (Chair), Elisabeth Cox, Husein Bahrainwala, Jeff Smith , Michelle Dalley, Vikanda Bagrie, Alison Arrow, Shane Watson
Attendees:	Gaye Parlane, Stacey Fry, Steph Wood
Guests/Notes:	Wendy Jochem

1. Opening Meeting

1.1 Karakia to open meeting

Lana led the karakia.

1.2 Attendees and Apologies

No apologies.

Wendy Jochem in attendance to address the board regarding the Chinese MoU.

1.3 Presentation from Wendy

Jeff introduced Wendy Jochem from ODENZ.

Wendy addressed the board with her back ground and knowledge from working in the international student area with China and Vietnam.

The board asked questions and held discussions around the information Wendy provided in relation to the proposed MoU.

Jeff thanked Wendy for her time to address the board.

Wendy left the meeting at 6.36pm.

1.4 Conflicts of Interest

Nil.

1.5 Confirm Previous Minutes

Papanui High School Board 25 May 2023, the minutes were confirmed with the following changes:

Spelling corrections from Whanua to Whanau



Previous Minutes

That the minutes from the previous meeting on 25th May 2023 is accepted as a true and accurate record, pending spelling corrections noted.

Decision Date: 22 Jun 2023
Mover: Alison Arrow
Seconder: Shane Watson
Outcome: Approved

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner
27 Apr 2023	Term Deposits Status: Completed on 25 May 2023	Gaye Parlane
27 Apr 2023	Minute the updates to the Physical Restraint policy on School Docs website Status: Completed on 25 May 2023	Stacey Fry
30 Apr 2023	Golden shovel/sod turning ceremony (MOE) Status: Completed on 31 May 2023	Jeff Smith
5 May 2023	Letter from the BOT advising support staff cleared for Physical Restraint use Status: Completed on 25 May 2023	Stacey Fry
18 May 2023	Gateway / STAR car replacement Status: Completed on 25 May 2023	Gaye Parlane
31 May 2023	Deed of Delegation Status: Completed on 24 May 2023	Gaye Parlane
22 Jun 2023	Seating upgrade Status: Completed on 25 Jul 2023	Jeff Smith
22 Jun 2023	Reporting Schedule Status: On Hold	Lana McCarroll
22 Jun 2023	China MOU for International Students Status: Completed on 25 Jul 2023	Jeff Smith
22 Jun 2023	IT Follow up Status: In Progress	Jeff Smith
22 Jun 2023	Relief Funding Status: Not Started	Gaye Parlane
22 Jun 2023	Check with Coralann for M.O.E staffing payments. Status: Not Started	Jeff Smith
22 Jun 2023	Solar Panel Pricing Status: In Progress	Gaye Parlane
22 Jun 2023	M Block Compliance Status: In Progress	Gaye Parlane
22 Jun 2023	P Block ventilation Status: In Progress	Gaye Parlane
22 Jun 2023	Board elections Status: In Progress	Gaye Parlane
22 Jun 2023	Community feedback Status: Completed on 22 Jun 2023	Lana McCarroll
22 Jun 2023	Principal Timeline Status: Completed on 22 Jun 2023	Lana McCarroll
22 Jun 2023	Night Class Safety Status: Completed on 22 Jun 2023	Stacey Fry
22 Jun 2023	Phone Policy Status: In Progress	Stacey Fry

Due Date	Action Title	Owner
22 Jun 2023	Staff Feedback Status: Completed on 25 Jul 2023	Lana McCarroll
22 Jun 2023	Sod turning ceremony 25th May Status: In Progress	Jeff Smith
30 Jun 2023	Board Pro - platform for Board Minutes / Process Status: Completed on 22 Jun 2023	Gaye Parlane
30 Jun 2023	Acknowledge approved funding received from funding applications Status: Completed on 25 May 2023	Gaye Parlane

2.2 Reporting Schedule

This will be put aside until Board Pro is completely bedded in.

3. Management Reports

3.1 Finance Report

May has been a busy month resulting in a \$50,000 deficit for the year.

The contribution fees are slightly down this year.

Capital spending was \$216,000.

The monthly budgets are running well.

All term deposits have been reinvested.



BDL Leases

Contact Karen to confirm what the \$200,000 for copier leases is for and report back to the board.

This is because the old copier was renewed in 2022.

The first payment on the new lease was 01.02.2022 and was recognised in the 2022 accounts

Based on an email from Ben @ BDL - the cost of the equipment was \$575,129

Monthly repayments were \$11,100 - 60 months *\$11,100 = \$666,000.

Hence interest cost of \$90,871 over the 60 months

The new lease with a balance of \$482,011 as at 31.12.2022

(being Gross \$543,900 less Unincurred Interest of (\$61,889).

This is recorded in 2022 accounts as :

Current portion of \$107,510 (being Gross \$133,200 less Unincurred Interest of \$25,690).

Term portion of \$374,501 (being Gross \$410,700 less Unincurred Interest of \$36,198).

Due Date: 27 Jul 2023

Owner: Gaye Parlane

The final 2023 budget has been updated, resulting in a \$248,000 deficit.

Student numbers have come in lower than first predicted and therefore the school funding has changed. There was also an over estimate in the number of international students.



Final 2023 Budget

That the board approves the final budget for 2023.

Decision Date: 22 Jun 2023
Mover: Lana McCarroll
Seconded: Shane Watson
Outcome: Approved

The annual accounts have been signed off by Jeff and Lana. The auditor just needs to sign these and they will be submitted to the M.O.E.

The school has been using Grants For Good, which has helped increase the schools success rate in applying for funding. We are aiming for \$100,000 this year through funding.

There is an application for funding from NZCT for a Piano for the Music Department.



Board Resolution Minute for Fundraising - Purchase of Piano for the Music Department.

That the board resolves to apply for a grant towards the cost of purchasing a new piano for the school's music department.

The application is to be made to NZCT - Harewood Bar and Grill

The quote for the piano is to be purchased from Rockshop - KBB Music

The amount we will apply for is \$4,319.10 GST inclusive / \$3,755.74 GST exclusive

The total amount requested from NZCT will be \$3,755.74

Decision Date: 22 Jun 2023
Mover: Shane Watson
Seconded: Elisabeth Cox
Outcome: Approved



Finance Report

That the Finance Report is accepted.

Decision Date: 22 Jun 2023
Mover: Lana McCarroll
Outcome: Approved

3.2 Graham Condon Report

The M.O.E has requested that the school sign an updated contract for the 50 year lease of the school land for the pool complex.

In a few months the lease will be under 35 years.

A complete review of the report has not been conducted and the board are therefore not happy to sign this.



Graham Condon Report

Inform the M.O.E that the school is happy with the current contract for the Graham Condon lease and are not willing to sign the reviewed contract.

Due Date: 27 Jul 2023
Owner: Gaye Parlane

3.3 Solar Panels

The school has the solar plan that has been drafted. Confirmation that this pricing is still relevant is required. Pricing is also needed for the two new buildings.

The board discussed the benefits and costs of solar panel.

The board discussed aligning the solar panel installation with Hawkins to save scaffolding costs. The school will need to engage with both Hawkins and the M.O.E to create the variation of contact. The school will be billed directly for the variation costs.

3.4 Property Update

Jeff updated the board on the meeting with M.O.E. Jeff explained that the 5YA funds will not be available from the M.O.E until 2027/2028. There is funding available from the CSR - Rebuild Program.

Bridging finance may be available if the school requires it to see them through until the 5YA is available.

Unfortunately the schools needs building funds in a hurry. There is a lot of frustration from the school as there is clearly a very limited budget to deal with building issues.

Jeff raised his concerns to the board of how the M.O.E is going to manage the repairs needed. Some of the options were discussed by the board.

Jeff has requested some reporting from the M.O.E so that the board can be confident that the school is going to get two great new buildings as well as the maintenance continued on the older buildings.

Before the school year ends, the school and the M.O.E need to get an agreed plan on what is next to deal with.

The board are mindful of the institutional knowledge around this area that Jeff holds. The board discussed how they can pass this knowledge on to create continuity.

3.5 Principal's Report

The report is uploaded to Board Pro for board members access and taken as read.

Stacey

- Stacey ran through the school diary for term three. The term is beginning to fill up quickly. Lana requested that board members sign up to attend school events as a board presence is important. This workload needs to be shared around the board members.
- An invite was extended to the board to attend the school formal. Lana is attending the formal and other board members are welcome.
- There is a Code of Conduct that has been released from the M.O.E. This differs from the one that school has, but is a good thorough document.
- The EOTC Policy will be up and running next term. There were no issues raised in the compliance meeting regarding the EOTC Policy. The board can be reassured that this policy has been thoroughly reviewed.
- Stacey talk through the new arrivals, leavers and staff vacancies for the teachers and support staff. The school is currently looking at employing a part time sports co-ordinator role.
- Industrial action has now been called off. This has not been easy on anyone involved, including teachers, students and whanau. There is a paid union meeting on Wednesday 28 June at 9am.

Jeff

- Jeff talked through a strategic plan for a Safer Community Working Together. The school is driving the program and pulling other stakeholders together. The school has committed \$1,000 per term of school funds along with other non-financial resources.
- Jeff and Vikanda attended the Totaranui Kahu Ako. Vikander updated the board on this presentation. Jeff explained how the Kahu Ako operated and its benefit to the school.
- The MoU for enrolments is due to go into the newspaper soon including enrolment information. The board discussed enrolment figures.
- Jeff presented the Health Education Health Delivery Statement to the board. Together the board reviewed and discussed this document. The board are happy with this document as a starting point.
- The International policies have been taken to the compliance committee for review.
- The school is reaching out to parents regarding the Touch Rugby trip to the Gold Coast Australia to gauge the appetite for attending this tournament. It is currently \$1,300 per student that is not covered by fundraising.



Principals Report

That the Principal's Report is accepted.

Decision Date:	22 Jun 2023
Mover:	Jeff Smith
Seconder:	Alison Arrow
Outcome:	Approved

3.6 Health & Safety Review

The Health and Safety Report is taken as read.

3.7 Update on IT issues

Jeff has asked Ross Dawe to do some follow up on the IT issues.

Jeff informed the board that the IT security system is not at risk, the issue is more knowing when the IT provider is working on making changes and the school having knowledge of this. There is new personnel starting at the IT provider so we will wait and see if this make a difference to the communication. The board is not need to be involved in this at this stage.

3.8 International Marketing Report

The school has budgeted for 60 FTE international students, and we currently have 71. This is great news as ODENZ is trying to rebuild this area. An important step in this area is the trip to Japan in week eight and nine, term three. James is onboard in this area and he has great connections in Korea and Vietnam.

Jeff expressed his concerns around that with a change of principal or boards, an area that may look to be a cost saver is the collaborative approach to international students. This connection is very valuable in terms of support and global connections.

The board discussed the benefits and risks involved with enrolling international students.

The board discussed the Chinese MoU and the information that Wendy provided. The board would like to have the liability risk to the school legally reviewed.



Chinese MoU Review

Have the Chinese MoU reviewed by her managing partner to understand the liability level the school can be held too.

A flying minute to be created after legal review is completed.

Due Date: 27 Jun 2023
Owner: Lana McCarroll



MoU from Wendy

Contact Wendy for an MoU between herself and the School regarding the support she offered the school for communication with the Chinese parties.

Due Date: 27 Jul 2023
Owner: Jeff Smith

Gaye left at 8.58pm.

4. Public Excluded

4.1 Into Public excluded meeting



Public Excluded

Moved from the Presiding Member that the public be excluded from the following parts of the proceedings of this meeting.

The board moved into Public Excluded at 8.59pm and returned to the open meeting at 9.14pm.

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 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)(b) of LGOIMA that the public is likely to result in the disclosure of information for which good reason for withholding exists under s9(2)(a) of the Official Information Act 1982 ("OIA").
Student Issues		

Decision Date: 22 Jun 2023
Mover: Lana McCarroll
Outcome: Approved

5. Close Meeting

5.1 Close the meeting

Next meeting: Papanui High School Board - 27 Jul 2023, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
3.1	BDL Leases Due Date: 27 Jul 2023	Gaye Parlane
3.2	Graham Condon Report Due Date: 27 Jul 2023	Gaye Parlane
3.8	Chinese MoU Review Due Date: 27 Jun 2023	Lana McCarroll
3.8	MoU from Wendy Due Date: 27 Jul 2023	Jeff Smith

Signature: _____

Date: _____