

MINUTES (in Review)

PAPANUI HIGH SCHOOL BOARD



Name:	Papanui High School
Date:	Thursday, 24 August 2023
Time:	5:30 pm to 7:27 pm (NZST)
Location:	Upstairs Board Room , Papanui High School
Board Members:	Lana McCarroll (Chair), Elisabeth Cox, Jeff Smith , Michelle Dalley, Shane Watson, Alison Arrow
Attendees:	Gaye Parlane, Stacey Fry, Steph Wood
Apologies:	Husein Bahrainwala, Vikanda Bagrie

1. Opening Meeting

1.1 Karakia to open meeting

Lana welcomed everyone to the meeting and led the karakia.

1.2 Attendees and Apologies

Vikanda and Husein send their apologies.

1.3 Conflicts of Interest

Nil.

1.4 Confirm Previous Minutes

Papanui High School Board 27 Jul 2023, the minutes were confirmed as presented.

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner
22 Jun 2023	Reporting Schedule Status: On Hold	Lana McCarroll
22 Jun 2023	IT Follow up Status: In Progress	Jeff Smith
22 Jun 2023	M.O.E staffing payments Status: In Progress	Jeff Smith
22 Jun 2023	P Block ventilation Status: Completed on 27 Aug 2023	Gaye Parlane
22 Jun 2023	Phone Policy Status: In Progress	Stacey Fry

Due Date	Action Title	Owner
27 Jul 2023	Graham Condon Report Status: On Hold	Gaye Parlane
27 Jul 2023	MoU from Wendy Status: Completed on 27 Aug 2023	Jeff Smith
27 Jul 2023	Strategy Overview Status: Completed on 27 Aug 2023	Jeff Smith
27 Jul 2023	Read the Strategic overview Status: Completed on 27 Aug 2023	BOT Whole Board Email
3 Aug 2023	Clarification on Principal Appointment Process Status: Completed on 24 Aug 2023	Lana McCarroll
3 Aug 2023	Mana Whenua representation Status: Completed on 24 Aug 2023	Lana McCarroll
24 Aug 2023	Alarm Sirens Status: Completed on 27 Aug 2023	Gaye Parlane
24 Aug 2023	IT Report from Ross to board. Status: Not Started	Jeff Smith

3. Management Reports

3.1 Finance and Property Report

Finance and Property Report taken as read.

- The school has had a good month resulting in a \$26,000 surplus.
- The relief spend is still high, sitting at 87% of budget already. This is due to sickness, day camps and teacher professional development.
- Student contributions are down. One factor for this is that many camps have been changed to day camps, which the school cannot charge for. Gaye explained that this contribution decline is not isolated to just PHS.
- The school is experiencing vandalism in the toilets. Stainless steel equipment has been installed in hope to deter this behaviour.
- West Hub and East Hub are running well to schedule. The school is getting ready to start F&E conversations.
- Jeff and Gaye are having to be very diligent at the moment with scope changes being sent through. These are not being highlighted to the school and are not approved.



Finance Report

That the finance and property report is accepted.

Decision Date: 24 Aug 2023
Mover: Lana McCarroll
Seconder: Alison Arrow
Outcome: Approved

3.2 International/Ace Reports

International/ACE Report is taken as read.



International/ACE Report

International/ACE Report is accepted.

Decision Date: 24 Aug 2023
Mover: Lana McCarroll
Outcome: Approved

3.3 Graham Condon Update

Gaye informed the board that she replied with the boards agreed response. The council are still wanting the school to sign the new contract.

The board discussed this matter and agree that the best path forward is that both parties update the agreement to reflect current agreed practice including accessibility to the pools.



Request both parties to update Graham Condon agreement

Draft a request to review the document to align it with current practice including accessibility to the pools and send the draft to Shane and Lana.

Due Date: 31 Aug 2023

Owner: Gaye Parlane

3.4 Solar Panels

The solar panel application has been submitted. It is agreed by all parties that the school needs to move quickly on this project.



Solar Panel Options

Send the solar panel options to Vikanda and Shane for review.

Due Date: 31 Aug 2023

Owner: Gaye Parlane



Solar Panel Flying Minute

That the flying minute conducted through board pro is ratified as true and correct.

Decision Date: 24 Aug 2023

Mover: Shane Watson

Seconder: Alison Arrow

Outcome: Approved

3.5 Principal's Report

Stacey

- Stacey informed the board of the policies to be reviewed by the compliance committee this term.
- The staff have been addressed around the alcohol policy. Peers was explained to the board. The board discussed this and a have agreed on the that this okay to proceed.



Peers Group

That the board approve that the Peers group can operate as planned moving forward.

Decision Date: 24 Aug 2023

Mover: Shane Watson

Seconder: Michelle Dalley

Outcome: Approved



Alcohol at School Policy

That the board adopt the Alcohol at School Policy including the authorisation of the principal team have to approve preplanned staff drinks.

Decision Date: 24 Aug 2023
Mover: Lana McCarroll
Seconder: Shane Watson
Outcome: Approved

- 2024 staff planning is underway. There are many long service staff retiring at the end of this year.
- Stacey has been working on the no phone policy with research and consultation. This research will be presented at the next board meeting with a trial proposed for next term.
- Student elections are coming up. A new student rep will have been elected by the next board meeting.

Jeff

- The school has received 35 out of zone enrolments. 26 of these have accepted. Year nine will have approximately 270 students in 2024.
- There is an enrolments MoU that the school was part of. This is ready to be resigned. Jeff explained to the board what this MoU aims to achieve. The board agree with signing this in principal.
- Jeff spoke briefly to the new remuneration package for teachers.
- The EAP System for employees has been extended to the end of 2023.
- The school has received a OIA from the M.O.E regarding disclosure of any projects valued over \$10 million.
- The original contract for the Chinese agreement has now been sent to China and MoU's are underway.
- A building plan has been produced highlighting all of the work that is still required. This is in discussion with the M.O.E and the board will be updated with any progress.



Principal's and Health and Safety Report

Principal's and Health and Safety Report are accepted.

Decision Date: 24 Aug 2023
Mover: Lana McCarroll
Seconder: Alison Arrow
Outcome: Approved

3.6 Health & Safety Review

There have been some false alarms and actual alarms since the last meeting.

Some appliances have been identified as the cause of these. All appliances are now being audited to determine which are school appliances and which belong to staff. Kitchenettes have popped up around the school.

The school is looking it implementing a policy around this which Stacey is working through.

3.7 Board Pro Access



Board Pro Administrator access

The board approves that Gaye Parlane is the school in house administrator on board pro, which includes all access to all documents and minutes.

Decision Date: 24 Aug 2023
Mover: Lana McCarroll

Seconder: Alison Arrow
Outcome: Approved



Board Pro - Audit Access

That the board approves that the auditors are given temporary access to review the board minutes.

Decision Date: 24 Aug 2023
Mover: Lana McCarroll
Seconder: Alison Arrow
Outcome: Approved

4. Public Excluded

4.1 Into Public excluded meeting



Public Excluded

That the meeting move in to Public Excluded session at 7.14pm.

Decision Date: 24 Aug 2023
Mover: Lana McCarroll
Outcome: Approved

Gaye left the meeting.

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.



Public Excluded

That the meeting moves out of Public Excluded and returns to the general meeting at 7.23pm.

Decision Date: 24 Aug 2023
Mover: Lana McCarroll

Outcome: Approved

5. General Buisness

5.1 Retiring Staff

Jeff brought it to the boards attention that there are many long service staff members that are retiring at the end of this year. These farewells are pencilled in for 1st December and 8th December.

Lana requested that the board all try and share the load of attending all of the end of year events to ensure no one gets over loaded. Alison and Shane have confirmed that they can attend these farewells.

6. Close Meeting

6.1 Close the meeting

Next meeting: Papanui High School Board - 21 Sept 2023, 6:15 pm

The November meeting has been changed from Thursday 16th November to Wednesday 15th November.

Signature: _____

Date: _____