

MINUTES (in Review)

PAPANUI HIGH SCHOOL BOARD



Name:	Papanui High School
Date:	Thursday, 25 May 2023
Time:	6:00 pm to 8:50 pm (NZST)
Location:	Upstairs Board Room , Papanui High School
Board Members:	Jeff Smith , Shane Watson, Lana McCarroll (Chair), Michelle Dalley, Alison Arrow
Attendees:	Gaye Parlane, Stacey Fry, Steph Wood
Apologies:	Vikanda Bagrie, Husein Bahrainwala, Elisabeth Cox

1. Opening Meeting

1.1 Karakia to open meeting

Lana led the board in the Karakia.

1.2 Attendees and Apologies

Lana welcomed everyone to the board meeting. Lana introduced Stephanie Wood from C.E.S who will be taking the board and discipline minutes moving forward.

1.3 Conflicts of Interest

Nil.

1.4 Confirm Previous Minutes

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



Previous Minutes

That the board accepts the minutes from the meeting held on 27th April 2023.

Decision Date:	25 May 2023
Mover:	Lana McCarroll
Outcome:	Approved

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner
22 Jun 2023	Seating upgrade - due date postponed Status: On Hold	Jeff Smith

Due Date	Action Title	Owner
22 Jun 2023	Reporting Schedule Status: On Hold	Lana McCarroll
22 Jun 2023	China MOU for International Students Status: In Progress	Jeff Smith
22 Jun 2023	Sod turning ceremony 25th May Status: In Progress	Jeff Smith



Actions List

That the actions list is accepted.

Decision Date: 25 May 2023
Mover: Lana McCarroll
Outcome: Approved

2.2 Update on IT issues

Jeff has gone back to Ross Dawe with the received IT Plan.

Ross is going to contact the IT company to further discuss this plan and advocate for the school.



IT Follow up

Follow up with Ross Dawe on IT expectations and report to the board. Get a progress update from Gaye and Louisa from the previous IT meetings.

Due Date: 22 Jun 2023
Owner: Jeff Smith

2.3 Finance Report

Report taken as read.

- Gaye informed the board that there are no concerns financially, and the school is tracking nicely with everyone sticking to budgets resulting in a surplus in April.

The school has spent a lot in assets, mainly in IT.

- The draft budget will be presented at the next board meeting.
- The annual accounts are in the final stages and are due for submission on 31/05/2023. So far, the school is showing a surplus.
- Relief staffing is high this year to date. The school is getting close to the M.O.E relief funding. 2023 is significantly higher than previous years.

Jeff informed the board that the school is currently funded for approximately 100 students more than the current role. Staffing appointments will need to be looked at carefully until the board knows what the 2024 year nine cohort is going to look like.



Relief Funding

Contact the M.O.E and confirm relief funding.

Due Date: 22 Jun 2023
Owner: Gaye Parlane



Check with Coralann for M.O.E staffing payments.

Check with Coralann for M.O.E staffing payments.
Due Date: 22 Jun 2023

Owner: Jeff Smith

2.4 Property Update

- The board discussed if the new school buildings should be just prepped for solar panels or if solar panels being installed.

The infrastructure for solar panels has been confirmed, and the board would like to see some pricing on the installations of solar panels.

Orien has indicated that the school electricity bill next year will be substantially higher.

- The west learning hub will be ready for term two, this is a term early which is great.
- M Block now has a stand alone alarm system, and not part of the schools' main system. Jeff is working to get intruder and lock down alarms working around the clock.
- P Block is very damp and has high levels of condensation in the mornings. Ventilation is required in this area. The school is putting pressure on the M.O.E to fix the roof on this building also.
- There is another meeting on the 14 June to assess the schools concerns and decide if these will be fixed collectively or one by one. Jeff confirmed that the school will have actions and check points ready for the next board meeting around this.



Solar Panel Pricing

Gather some solar panel quotes to present to the board.

Due Date: 22 Jun 2023
Owner: Gaye Parlane



M Block Compliance

Request clarification if M Block meets building compliance by being on a stand alone alarm system.

Due Date: 22 Jun 2023
Owner: Gaye Parlane



P Block ventilation

Liaise with teacher rep to sort ventilation options for P Block condensation.

Due Date: 22 Jun 2023
Owner: Gaye Parlane

2.5 Hall Update

SIP funding of \$396,000 is available for the hall upgrade, invoices just need to be submitted to the M.O.E.

The sound, lighting, communications and the ceiling have all been upgraded.

The school is also going to look at getting a lift for the hall included in this funding.



Finance and Property Report

That the finance and property report is accepted.

Decision Date: 25 May 2023
Mover: Alison Arrow
Seconder: Shane Watson
Outcome: Approved

2.6 Reporting Schedule

Moved to the June meeting to review and discuss.

3. Management Reports

3.1 Principal's Report

- The school touch team is keen to go to the Gold Coast, Australia. The school is holding significant fundraising amounts, but the time frame for the tournament is short and costs are escalating quickly.



Touch Tournament

That in principle that board approve the Co-Cirricular Committee review and monitor the viability of the school trip, and to give approval, if appropriate, for the trip in August 2023 to the Gold Coast, Australia for a touch rugby tournament.

Decision Date: 25 May 2023
Mover: Shane Watson
Seconder: Alison Arrow
Outcome: Approved

- The Japan trip has been cancelled.
- The PTA meeting dates have changed. The board discussed how they would like the communication between the two groups to improve as they feel board representation at these meetings is important.
- There is a memorial for Matua Larry at 10am on June 2nd. The school will look to have an extended break so that teachers can attend if they wish. The board have been invited to this memorial.
- The production is on the 13th-16th June. The board have been invited to attend.
- Policy - there is a policy meeting on 7th June.

The EOTC policy is up for review this term. This is templated document and is ready for the compliance committee to sign off on.

There are seven policies involving the international travel area. The board need to be confident and agree on these matters. The templated documents now need the schools touch. This will be done at the compliance meeting.

- The auditors have requested an Equal Employment Opportunity document be completed and submitted. Jeff talk the board through the document.



Equal Employment Opportunity Document

That the board are happy for Lana to approve the final Equal Employment Opportunity document for submission to the auditor.

Decision Date: 25 May 2023
Mover: Shane Watson
Seconder: Alison Arrow
Outcome: Approved

- Analysis of Variance Report

Jeff summarised the report for the board which is required for the auditors every year. The board had a robust discussion about the report.



Analysis of Variance Report

That the board approve the Analysis of Variance Report for submission to the auditors.

Decision Date: 25 May 2023
Mover: Shane Watson
Seconder: Lana McCarroll
Outcome: Approved

- Department reports were provided for the board. These report held a large amount of information around literacy, behaviour and school entry issues. There were a lot of common comments from teachers throughout the school. The board discusses these matters.
- Pastoral Care - there is a plan in place to help with behaviour issues in the school. This should start showing through soon as the plan progresses.

Gaye left the meeting 8.03pm.

3.2 Health & Safety Review

- The board discussed correct procedures and decision making processes were in place regarding camps and trips, and confirmed that this is also in the EOTC policy review. Jeff will report back to the board on this in the next meeting.

Trip planner is a new system that the school is using, which is great for teachers and parents. This program was explained to the board. It was confirmed that there is an access level controls in place for this app to protect confidentiality.

- There are some teaching vacancies:
 - International Teacher - at the references and referee stage
 - Library Assistant - interviews to be held next week
 - Hard Materials Teacher - interviews to be held next week
- Industrial action has been ceased until 30 May 2023 while negotiations are under way.



Principals Report

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

Decision Date: 25 May 2023
Mover: Lana McCarroll

4. Other Business

4.1 Board Members

The board discussed the need for additional board members and coding an election through CES for this.



Board elections

Contact Wayne at CES and enquire to the elections process and costs.

Due Date: 22 Jun 2023
Owner: Gaye Parlane

5. Board Administration

5.1 Into Public excluded meeting



Public Excluded Meeting

That the meeting moves into Public Excluded session.

Decision Date: 25 May 2023
Mover: Lana McCarroll
Outcome: Approved



Public Excluded Session

That the Public Excluded session is closed and the meeting returns to the public meeting.

Decision Date: 25 May 2023
Mover: Lana McCarroll
Outcome: Approved

6. Close Meeting

6.1 Close the meeting

Next meeting: Papanui High School Board Public Excluded - 22 Jun 2023, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.2	IT Follow up Due Date: 22 Jun 2023	Jeff Smith
2.3	Relief Funding Due Date: 22 Jun 2023	Gaye Parlane
2.3	Check with Coralann for M.O.E staffing payments. Due Date: 22 Jun 2023	Jeff Smith
2.4	Solar Panel Pricing Due Date: 22 Jun 2023	Gaye Parlane
2.4	M Block Compliance Due Date: 22 Jun 2023	Gaye Parlane
2.4	P Block ventilation Due Date: 22 Jun 2023	Gaye Parlane
4.1	Board elections Due Date: 22 Jun 2023	Gaye Parlane

Signature: _____

Date: _____