

# MINUTES (in Review)

## PAPANUI HIGH SCHOOL BOARD MEETING



<b>Name:</b>	Papanui High School
<b>Date:</b>	Thursday, 25 July 2024
<b>Time:</b>	6:00 pm to 9:10 pm (NZST)
<b>Location:</b>	Upstairs Board Room , Papanui High School
<b>Board Members:</b>	Lana McCarroll (Chair), Alison Arrow, Ashton Fairley, Husein Bahrainwala, Michelle Dalley, Robert Gilbert, Shane Watson, James Stewart
<b>Attendees:</b>	Gaye Parlane, Stacey Fry, Steph Wood
<b>Apologies:</b>	Vikanda Bagrie

### 1. Opening Meeting

#### 1.1 Karakia to open meeting

Alison chaired the meeting as Lana attended the meeting via Zoom.

Alison led the opening karakia.

Alison welcomed James to the board as the new staff representative.

#### 1.2 Attendees and Apologies

Vikanda sends her apologies.

#### 1.3 Conflicts of Interest

Nil.

#### 1.4 Confirm Previous Minutes

**Papanui High School Board Meeting 17 Jun 2024**, the minutes were confirmed as presented.



#### Previous Minutes - 17th June 2024

That the board approve the previous minutes from the meeting held on 17th June 2024 as a true and accurate record.

<b>Decision Date:</b>	25 Jul 2024
<b>Mover:</b>	Shane Watson
<b>Seconder:</b>	Alison Arrow
<b>Outcome:</b>	Approved

## 1.5 Action List

Due Date	Action Title	Owner
17 Jun 2024	Card Access Doors <b>Status:</b> Completed on 30 Jul 2024	Gaye Parlane
25 Jul 2024	Staff Elections <b>Status:</b> Completed on 23 Jul 2024	Robert Gilbert
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
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

The board decided that it this register will be parked until the new members are welcomed on to the board.

## 2. Board membership

### 2.1 Staff Representative Vacancy

The staff elections have been held and James Stewart is the new staff representative on the board.

### 2.2 Parent Representative Vacancies - Appointments.

Lana has submitted her resignation from the PHS Board.



#### Board Resignation

That the board accept Lana McCarroll's resignation from the board.

**Decision Date:** 25 Jul 2024  
**Mover:** Alison Arrow  
**Seconder:** Shane Watson  
**Outcome:** Approved

Alison thanked Lana for her involvement and contribution to the board.

Rob spoke to the parent representative positions available on the board and the requirements and conditions of these positions.

There are currently four potential board applicants that are eligible.

The board discussed these applicants. All four applicants can be confirmed as full board members.



#### Board Appointment - Amelia Painter

That the board approves the appointment of Amelia Painter as a selected board member until the next board election.

**Decision Date:** 25 Jul 2024  
**Mover:** Shane Watson  
**Seconder:** Husein Bahrainwala  
**Outcome:** Approved



### **Board Appointment - Paul Brouwers**

That the board approves the appointment of Paul Brouwers as a selected board member until the next board election.

**Decision Date:** 25 Jul 2024  
**Mover:** Shane Watson  
**Seconder:** Husein Bahrainwala  
**Outcome:** Approved



### **Board Appointment - Rod Partington**

That the board approves the appointment of Rod Partington as a co-opted board member for his health and safety skills, until the next board election.

**Decision Date:** 25 Jul 2024  
**Mover:** Shane Watson  
**Seconder:** Husein Bahrainwala  
**Outcome:** Approved



### **Board Appointment - Russell Wordsworth**

That the board approves the appointment of Russell Wordsworth as a co-opted board member for his academic and governance skills, until the next board election.

**Decision Date:** 25 Jul 2024  
**Mover:** Shane Watson  
**Seconder:** Husein Bahrainwala  
**Outcome:** Approved



### **Invite new board members**

Alison to formerly invite the new parent representatives to the board.

**Due Date:** 31 Jul 2024  
**Owner:** Alison Arrow



### **Board appointments**

Gaye to draft a formal letter of invitation to the board, add new members to Board Pro and send out board induction pack to the new board members.

**Due Date:** 31 Jul 2024  
**Owner:** Gaye Parlane

An election for the presiding member and the deputy presiding member will be held in the next board meeting.

## **2.3 Iwi Board Representation**

This will be parked until the new board is consolidated for discussion.

## **2.4 Student Elections**

Rob recommended September 19th 2024 for the student election date.

The board appointed Julia Walmsley to be the returning officer.



### Returning Officer - Student Elections

That the board appoint Julia Walmsley to be the returning officer for the student elections for 2024.

**Decision Date:** 25 Jul 2024  
**Mover:** Robert Gilbert  
**Seconded:** James Stewart  
**Outcome:** Approved

## 3. Management Reports

### 3.1 Finance and Property Report

The Finance and Property Report are taken as read.

- Gaye tabled the financial reports to 30 June 2024. This period resulted in a \$11,000 deficit. This reduces the expected year end deficit to \$206,000 against the \$405,000 budgeted.
- The sponsorship funds from BDL have been received. Gaye outlined other income that has been received to date.
- The expected and unexpected building costs were discussed in depth.
- The board discussed the department budgets, raising concern for significant overspend and underspend in some departments. Rob confirmed that all departments are adequately resourced to deliver the curriculum.
- The relief spend is still incredibly high.
- Difficulties with visibility within the accounts around fixed costs to run the school and additional discretionary spending was noted.
- The school is currently hamstrung by the lack of the 5YA funding. The school will receive this funding again in 2027.
- Rob acknowledged Gaye's work in this area and assured the board that schools accounts are managed very well.
- The notice of auditor for 2025-2027 has been received from the M.OE. Deloitte has been assigned to the school again. There is no appetite from management to request a change of auditor.
- The POU project is well underway. Gaye outlined the funding contributions expected for this. At this point the school will need to contribute to the project. The board expressed their desire to see this project completed and are happy to contribute. These funds will come out of reserves and will not effect the deficit budgeted.



### Restoration funding x 3 projects

The Board agree to contribute up to a maximum of \$35k for the restoration projects including 2 x POU, exterior of the Wharenuui, and the gateway Waharoa.

Papanui High School will apply to the Rata Foundation for funding under the Building Projects Programme over \$100k. The school is requesting \$80k in funding, and further to this we are requesting \$30k from the Lotteries Commission.

**Decision Date:** 25 Jul 2024  
**Mover:** Shane Watson  
**Seconded:** Lana McCarroll

**Outcome:** Approved



### Letter of Recommendation

Rob to write a letter of recommendation to support the restoration project.

**Due Date:** 31 Jul 2024

**Owner:** Robert Gilbert

- Gaye tabled a quote from Cobalt to complete the door upgrades in the school. This upgrade will include upgrades to all external doors to the main buildings. It will mean that all doors are on the same swipe access system. The doors can also be locked remotely. It will add extra security to the night school. The board discussed this quote and would like to move ahead with this. The funds for this project will come out of reserves and not effect the budgeted deficit.



### Door Upgrade

That the board approve the access door mag key upgrades throughout the school up to the value of \$75,000 as an unplanned expenditure.

**Decision Date:** 25 Jul 2024

**Mover:** Alison Arrow

**Seconded:** Shane Watson

**Outcome:** Approved

- Rob and Gaye are attending a meeting with the council next Monday regarding the upcoming disruption on Langdon's Road. There will be a safety plan created for students and a large amount of communications to be distributed.



### Finance and Property Report

That the board accept the Finance and Property Report.

**Decision Date:** 25 Jul 2024

**Mover:** Robert Gilbert

**Seconded:** Alison Arrow

**Outcome:** Approved

## 3.2 International/ACE Reports

The International and ACE Reports are taken as read.

The board queried the school's high international fees. Rob spoke to this matter. PHS is the only school in Christchurch that is an ODEANZ member, and therefore our fees are high to align with this. A review of value for money of being a member of ODEANZ is recommended in the the future.



### International and ACE Reports

That the board accepts the International and ACE Reports.

**Decision Date:** 25 Jul 2024

**Mover:** Robert Gilbert

**Seconded:** Michelle Dalley

**Outcome:** Approved

## 3.3 Principal's Report

The Principal's Report is taken as read.

- Rob updated the board on the landscaping plans for M Block.

- Rob is currently working on the staff room issue. A business case for the staff room has been sent to Wellington for review. Rob outlined the preferred option to the board.
- The dates for the blessing of Purai is on 20th August. The opening of this building will be on the first Tuesday of term four.
- Rob highlighted some student achievements.
- Out of zone enrolments will be going to a ballot for 2025. We have received approximately 60 out of zone enrolments.
- Rob will be visiting Otago University teacher graduates. He will be keeping an eye out for potential. Tim Kirby will be visiting University of Canterbury teacher graduates.
- Rob and Stacey are working on relationship buildings with Ngai Tuahuriri.
- On the 30th July there is a meeting of the Kahui Ako principals.
- Rob tabled the annual plan for the board. This is the method of how the school will achieve the school's strategy plan. The strategy plan is now also presented around the school.
- A survey on uniforms has been completed. A sub-committee will be formed to address any changes made to the uniform. It would be good to have a board member on this sub-committee. The next step is to go to market to secure a supplier at a good price and with a stable supply chain. A proposal will be presented to the SLT. The current uniform and how it is being worn is unmanageable for teachers.



### Principal's Report

That the board accepts the Principal's Report.

<b>Decision Date:</b>	25 Jul 2024
<b>Mover:</b>	Alison Arrow
<b>Seconded:</b>	Husein Bahrainwala
<b>Outcome:</b>	Approved

## 3.4 Operational

Stacey spoke to the board events calendar.

The health and Safety Committee are to meet next week. The Accident Report was tabled within Gaye's report.

A compliance meeting will be scheduled soon to review the required policies.

The government has not changed the Phones Policy for schools. The school is still enforcing these rules. There are some issues with headphones still being worn in class.



### Operations Report

That the board accepts the Operations Report.

<b>Decision Date:</b>	25 Jul 2024
<b>Mover:</b>	Alison Arrow
<b>Seconded:</b>	Husein Bahrainwala
<b>Outcome:</b>	Approved

## 3.5 Critical Risk Register

On hold until the August meeting.

## 3.6 Board Assurances

On hold until the August meeting.

### 3.7 Tōtaranui Kāhui Ako invitation

To be discussed at the next meeting.

### 3.8 NZSBA Board Workshops

Rob informed the board that there is a workshop on the Board's Role in Concerns and Complaints Workshop that board members can attend. This can be completed in person or online.

### 3.9 Farewell

The board farewelled Michelle from the board. Alison acknowledged and thanked Michelle for her involvement and contribution the board.

## 4. Public Excluded

### 4.1 Into Public excluded meeting



#### Public Excluded

That the board moves the meeting into a public excluded session at 7.56pm.

**Decision Date:** 25 Jul 2024  
**Mover:** Alison Arrow  
**Seconder:** Shane Watson  
**Outcome:** Approved



#### Public Excluded

That the board moves the meeting out of a public excluded session at 8.32pm.

**Decision Date:** 25 Jul 2024  
**Mover:** Alison Arrow  
**Seconder:** Shane Watson  
**Outcome:** Approved

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** Papanui High School Board Meeting - 22 Aug 2024, 6:00 pm

### New Actions raised in this meeting

Item	Action Title	Owner
2.2	Invite new baord members <b>Due Date:</b> 31 Jul 2024	Alison Arrow
2.2	Board appointments <b>Due Date:</b> 31 Jul 2024	Gaye Parlane
3.1	Letter of Recommendation <b>Due Date:</b> 31 Jul 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:** \_\_\_\_\_