

MINUTES (in Review)

PAPANUI HIGH SCHOOL BOARD



Name:	Papanui High School
Date:	Thursday, 27 April 2023
Time:	6:00 pm to 9:10 pm (NZST)
Location:	Upstairs Board Room , Papanui High School
Board Members:	Jeff Smith , Lana McCarroll (Chair), Elisabeth Cox, Michelle Dalley, Husein Bahrainwala, Alison Arrow
Attendees:	Gaye Parlane, Yolanda Busson , Stacey Fry, Rachel McConnel
Apologies:	Shane Watson, Vikanda Bagrie

1. Opening Meeting

1.1 Presentation - Pastoral Care at Papanui High

Rachel covered PHS Pastoral approach, staff and student relationships, school support networks (internal and external), school community relationships. Explained the system we have for extreme student behaviour and provided an overview of behaviour trends at PHS.

Discussed the reasoning behind Form time moving to first thing in the morning (check and connect opportunity).

Etu Tangata - being introduced predominantly in Junior School. Reintroducing and refreshing the restorative practice within the school.

Earthquakes / Lockdowns / Covid - these have all been big issues for some of our young people especially regarding the effect on their social abilities and behaviour.

Trauma informed practices.

Current Challenges:

Digital harm, student hardship - our decile rating reduces our ability to access many supports.

Refugee and Immigrants require more assistance, overall general hardship across school community families. Violent family harm incidents have increased in NZ by 60%.

Transferring students coming with their own challenges.

1.2 Attendees and Apologies

Attending: Lana McCarroll, Husein B, Alison Arrow, Elisabeth Cox, Michelle Dalley, Jeff Smith.

Stacey Fry, Gaye Parlane, Yolanda Busson (minutes)

Apologies: Vikanda Bagrie, Shane Watson

Guest: Rachel McConnel

1.3 Conflicts of Interest

No active interests or conflicts of interest were presented at the meeting.

1.4 Confirm Previous Minutes

Papanui High School Board 9 Mar 2023, the minutes were confirmed as presented.



Move that the previous minutes from March are accepted.

The Minutes from the previous meeting, held on March 9th, 2023 were accepted as a true and accurate record.

Decision Date: 27 Apr 2023
Mover: Lana McCarroll
Seconded: Elisabeth Cox
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
30 Apr 2023	Golden shovel/sod turning ceremony (MOE) Status: Completed on 12 Jun 2023	Jeff Smith
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



Board Pro - platform for Board Minutes / Process

Gaye has initiated a trial plan for the Board Pro platform. and work has begun to get this usable within the next cycle.

Yolanda to assist Gaye with this action

Due Date: 30 Jun 2023
Owner: Gaye Parlane



Acknowledge approved funding received from funding applications

Gaye to make contact with the funding providers who have supported PHS through funding applications, to find out what type / level of acknowledgement they would like PHS to provide (e.g. notice of acknowledgement in Papanews).

Gaye will look at this in June 2023.

Due Date: 30 Jun 2023
Owner: Gaye Parlane

2.2 Property Update

Board Pro - we hope to be able to invite BOT members to this new format next month.

Gaye Spoke to her report

Concerned about spending for relief - reasons for the increased spending are out of our control, but Gaye believes the Board need to be mindful of these costs.

Jeff's March/April Visa's to be approved for payment.

PHS Financial Audit is currently underway.



Funding Resolution : NZCT

Resolution: Apply to NZCT (Tavern Harewood Bar & Grill) for a grant toward the cost of purchasing anew piano for the school's Music Department \$4,319.10

Decision Date: 27 Apr 2023
Mover: Husein Bahrainwala
Secunder: Alison Arrow
Outcome: Approved



Resolution - Grants for Good

Resolution: Apply to Grants for Good for funding for 2023 Winter Tournament, \$41020.00

Grants for Good will apply to Trillian NZ and Pub charity

Decision Date: 27 Apr 2023
Mover: Husein Bahrainwala
Secunder: Alison Arrow
Outcome: Approved



Sod turning ceremony 25th May

This has been pushed back and should happen before the next board meeting.

Due Date: 23 Jun 2023
Owner: Jeff Smith

Building works in West and East hubs progressing.

Relationship and communications with Gayle Baldwin are going well.

Bell system - music format is currently being trialed. Some issues of volume peaks and troughs in certain areas yet to be ironed out.

Gaye is working closely with Fusion and associates.

Lana queried Solution and Services report pg 7

Line 174 Continuing Education - \$71.00 (needs to be corrected)

Line 200 - \$982 not correct

Gaye to review and correct.

Deed of Delegation - authority for Principal to close school discussed.

Board are happy with the wording changes to the document, Gaye to send it to Lana for signing.



Property Report received

Gayes report was approved as received

Decision Date: 27 Apr 2023
Mover: Lana McCarroll
Outcome: Approved

2.3 Hall Update



Seating upgrade - due date postponed

Deadline date for this action has been extended to the end of May 2023.

Jeff Smith and Shane Watson are responsible for this action.

Research is on going.

Due Date: 22 Jun 2023

Owner: Jeff Smith

2.4 Strategic Plan / Charter / Annual Plan (main theme)

work in progress

2.5 Reporting Schedule

Lana requested that this item be roll over to the next meeting.

All Agreed.



Reporting Schedule

Lana requested that this item be added to the June meeting agenda, for discussion/review.

Due Date: 22 Jun 2023

Owner: Lana McCarroll

2.6 Update on IT issues

Jeff - contacted Ross Dawe from Talk IP.

Meeting was set up with management from Fusion. They agreed there are still some challenges and agreed that they hadn't come back to us with a real outline of the post review plan.

Technical issues - we have some hardware that requires upgrading and fitting in place - the cost for this was discussed at 22 hrs/wk x 3 months @ \$15K

Michael (Fusion's Christchurch Manager) to meet with Jeff, Gaye, Louisa for discussion (date to be confirmed).

Ross advised Fusion that we will meet in four weeks time, to follow up on progress.

Gaye voiced concern regarding the need to make sure the hours of IT service are tied down (staff available within school hours).

Jeff to report back once Ross has reviewed the plan, to work through the contract and ensure that the processes are taking place and are managed appropriately.

3. Management Reports

3.1 Principal's Report

Staff Placement: Outdoor Education

Support Staff Required: Hard Materials Technician, International Director, Homestay Coordinator

MOU - Ooz: Jeff spoke to this, the Board has the right to review this at any point. Suggest a watching brief during the enrolment process.

External PL: discussed in general

Stacey and Jeff travel to Sydney as part of the Wider Canterbury Principals' Association PD (funded by the Principal's Association) next week.

NCEA / Curriculum: changes have been delayed.

International: Director leaving for role in SIEBA, Homestay Coordinator still needs to be found. Director role to be advertised/interviews to be held - Jeff to oversee.

China Discussions (in conjunction with ODENZ co-director).

This has been dormant for a while due to COVID/Border restrictions. We have now received a contract outlining that the School in China now want to now proceed. The agreement is set up with funding from China (Govt), to have English-based classes (45 students each/class) having a NZ school as an outpost, to get the Chinese Govt funding for their school to implement the programme. The expectation is that host school (PHS) would deliver 1 online ESOL class a week and that the Chinese school would send students to study at PHS under the International programme (fee-paying).

Jeff asked if the BOT would be prepared to sign a contract under the current framework? If the BOT can't make the decision at this stage he will reply to co-director to advise that more time is required.



Minute the updates to the Physical Restraint policy on School Docs website

noting that they comply with requirements set out by the Education and Training Act 2020.

Due Date: 27 Apr 2023

Owner: Stacey Fry



Letter from the BOT advising support staff cleared for Physical Restraint use

Names from Stacey for staff in Kimi Ora unit that have completed this training and are cleared to use Physical Restraint use as a last resort, BOT to provide a letter to each individual that they are able to use this training.

Due Date: 5 May 2023

Owner: Stacey Fry



China MOU for International Students

Jeff informed the board that the school is waiting on an updated MoU. The school is not in a position to sign but would like to continue to engage with the Chinese party and explore options.

Jeff will come back to the board for approval before signing any contracts.

Due Date: 22 Jun 2023

Owner: Jeff Smith

3.2 Move to receive Principals report



Move to accept Principal's Report

Report received

Decision Date: 27 Apr 2023

Outcome: Approved

3.3 Finance Report

Gaye spoke to the Financial Report.

3.4 Move to receive the Finance Report



Moved to accept the Financial Report

Financial Report accepted.

Decision Date: 27 Apr 2023
Mover: Lana McCarroll
Seconder: Husein Bahrainwala
Outcome: Approved

3.5 Health & Safety Review

Stacey spoke to this report, updating the BOT

Health & Safety:

Meeting 27/4/23 was held

3.6 Operations

Term 2 Diary:

Canterbury School strike day 9th May has moved Parent teacher evening to 11th May.
Co-curricular and Production aren't impacted by the strike day or rolling strikes.
New dates for BOT meetings provided - next meeting 25th May

Canterbury Strike Day / PPTA Rostered home plan: Stacey and Jeff spoke to this. Stacey will check on what this means for students learning in multi-level classes. The Senior Parent evening = Call back day (1/2 day).

3.7 Move to receive Operations and Health and Safety Report



Move that the Operations and Health and Safety report be accepted

Operations and Health and Safety report received and accepted

Decision Date: 27 Apr 2023
Mover: Lana McCarroll
Seconder: Michelle Dalley
Outcome: Approved

3.8 International Department - Board Approval of Fee changes

ODENZ - AGM coming up 22 June - there are some challenges coming up with ODENZ (one director has changed schools, not an ODENZ school anymore), the chairperson would like to retire from ODENZ. The whole director group could go if others don't step up to fill the gaps.

A potential risk to the school business



acceptance of proposed non-tuition fees schedule as outlined for 2024

accepted

Decision Date: 27 Apr 2023
Mover: Lana McCarroll

4. Board Administration

4.1 Other Business

4.2 Correspondence

4.3 Confirm Action points for next meeting

4.4 Into Public excluded meeting

In committee at 8:23pm

5. Close Meeting

5.1 Close the meeting

Next meeting: Papanui High School Board - 25 May 2023, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.1	Board Pro - platform for Board Minutes / Process Due Date: 30 Jun 2023	Gaye Parlane
2.1	Acknowledge approved funding received from funding applications Due Date: 30 Jun 2023	Gaye Parlane
2.2	Sod turning ceremony 25th May Due Date: 23 Jun 2023	Jeff Smith
2.3	Seating upgrade - due date postponed Due Date: 22 Jun 2023	Jeff Smith
2.5	Reporting Schedule Due Date: 22 Jun 2023	Lana McCarroll
3.1	Minute the updates to the Physical Restraint policy on School Docs website Due Date: 27 Apr 2023	Stacey Fry
3.1	Letter from the BOT advising support staff cleared for Physical Restraint use Due Date: 5 May 2023	Stacey Fry
3.1	China MOU for International Students Due Date: 22 Jun 2023	Jeff Smith

Signature: _____

Date: _____