

MINUTES (in Review)

PAPANUI HIGH SCHOOL BOARD



Name:	Papanui High School
Date:	Thursday, 27 July 2023
Time:	5:30 pm to 8:20 pm (NZST)
Location:	Upstairs Board Room , Papanui High School
Board Members:	Lana McCarroll (Chair), Elisabeth Cox, Husein Bahrainwala, Jeff Smith , Michelle Dalley, Shane Watson, Vikanda Bagrie
Attendees:	Gaye Parlane, Stacey Fry, Steph Wood
Apologies:	Alison Arrow

1. Opening Meeting

1.1 Karakia to open meeting

Lana welcomed everyone to the meeting and led the karakia.

1.2 Attendees and Apologies

Alison sends her apologies.

1.3 Conflicts of Interest

Nil.

1.4 Confirm Previous Minutes

Papanui High School Board 22 Jun 2023, the minutes were confirmed with the following changes:

Spelling corrections as discussed.

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	Check with Coralann for M.O.E staffing payments. Status: In Progress	Jeff Smith

Due Date	Action Title	Owner
22 Jun 2023	P Block ventilation Status: In Progress	Gaye Parlane
22 Jun 2023	Phone Policy Status: In Progress	Stacey Fry
27 Jul 2023	Graham Condon Report Status: On Hold	Gaye Parlane
27 Jul 2023	MoU from Wendy Status: In Progress	Jeff Smith

3. Management Reports

3.1 Finance and Property Report

Finance Report taken as read.

- Gaye will talk to any departments who are over 60% of budget. Gaye will also be slowing down any spending.
- Gaye has worked on the Income and Expenditure for the 2022 ORS funding. The school underspent on this area as they did not hire a psychologist. The accountability report is ready for Lana to sign.
- Gaye confirmed that the accounts are now published on the school website.
- The board discussed the building timeline as shared by Gaye. The board would like to see some confirmations on some of the provided dates.
- Gaye has asked to meet Gayle regarding expressing frustration on the slow progress around water leak, mould etc. She would like to get an understanding of the hold ups before going back to the M.O.E.
- There is a meeting on forward planning scheduled for 2 August 2023.



Finance Report

That the Finance Report and Property Report are accepted.

Decision Date: 27 Jul 2023
Mover: Husein Bahrainwala
Seconder: Michelle Dalley
Outcome: Approved

3.2 International/Ace Reports

Reports uploaded to Board Pro.

3.3 Graham Condon Report

Gaye updated the board that Elizabeth Hoskings from the council has requested for the school to sign the report again.

Gaye explained that the report was meant to be originally signed in 2011 but was pushed back to 2017. The board are uncertain why there is a rush now for this report.

The board would like confirmation that the new report reflects exactly what the original document states. The school are happy to honour the original contract. The board are happy to meet with the council and M.O.E if required.



Graham Condon Report response

Gaye to draft a response regarding the Graham Condon report for Lana and Shane to approve before sending.

Due Date: 24 Aug 2023

Owner: Gaye Parlane

3.4 Solar Panels

Gaye is chasing up quotes for this still.

Vikanda raised concerns around the value of the project and the M.O.E requirements of receiving three separate quotes.

Getting a project manager to assist with this project was discussed.

Vikanda will keep pursuing Gayle for information for another week.



Solar Panel Information

Vikanda to keep following up Gayle for more information on the solar panels.

Due Date: 3 Aug 2023

Owner: Vikanda Bagrie

3.5 Principal's Report

Stacey

- Stacey ran through the upcoming events calendar.
- The school is putting a strong emphasis on students being at school while there is no Covid or industrial action.
- There has been a Compliance Meeting. This meeting looked at the Inclusive Education Policy, Maori Educational Success Policy and Learning Support Policy. Stacey explained the reviews held in the meeting.
- Stacey talk the board through updates to the alcohol policy and where this impacts the school and board.
- Stacey talked the board through the current vacancies in the teaching staff. Gaye updated the support staff vacancies.
- More professional learning is now occurring now that everyone is back at school.
- There is a teachers only day on 21st August which will cover Cultural Competencies.
- All industrial action has been called off with an update due on 31 July.

Jeff

- There are 35 year nine priority out of zone enrolments for 2024.
- Jeff gave the board an overview of changes that are being made by the M.O.E. A charter is no longer required, but Jeff strongly recommends that the school keeps there in place. The new requirements will now have the strategic goals on a three year cycle.



Strategy Overview

Jeff to send the slide show of the overview on the changes and requirement to strategic plans to the board.

Due Date: 27 Jul 2023

Owner: Jeff Smith



Read the Strategic overview

All board members to read the strategic slide show.

Due Date: 27 Jul 2023

Owner: BOT Whole Board Email

3.6 Health & Safety Review

The board was updated on Health and Safety.

The school had held a full evacuation practice in late June, and one real evacuation in July.

The alarms are not being heard in the gym. Gaye is working on getting this sorted.

There is a full lock down practice to be held on 6th September. Michelle requested that all staff get sent the alarm bells as there seem to be some confusion. There will be some research into holding a refresher course at the start of each term.



Alarm Sirens

Gaye to send alarm codes to all staff as a refresher.

Due Date: 24 Aug 2023

Owner: Gaye Parlane

3.7 Update on IT issues

Fraser has now left Fusion with a new person filling this role. We will wait and see if this improves with the new personnel. Jeff will continue to work in this area with Ross.



IT Report from Ross to board.

Ross to provide a report at the next board meeting regarding the change of personnel and a review of the service providers responsibilities.

Due Date: 24 Aug 2023

Owner: Jeff Smith

3.8 International Marketing Report

- The school needs to get back into its international marketing campaign. James will go on a ten day trip in term three to Seoul.

Jeff has spoken to James and his expectations align nicely with the schools travel policies.

Jeff proposed some amendments to the international policies, and outlined these to the board.

- Jeff presented the ODENZ International fees for 2024-2025 and proposed that the board adopted this fee structure.



International Fees

That the board approve the 1 July 2024 - 30 June 2025 internal fees as below:

1 Term \$7,200

2 Terms \$10,800

3 Terms \$14,400

4 Terms \$18,000

Less than a term is \$720 per week plus a one off \$500 administration fee.

Decision Date: 27 Jul 2023

Mover: Elisabeth Cox
Seconder: Husein Bahrainwala
Outcome: Approved



Principal Report

That the Principal Report is accepted.

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

4. Public Excluded

4.1 Into Public excluded meeting

Gaye left the meeting.

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 7.46pm and returned to the open meeting at 8.17pm.

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.
Student Issues		

5. Close Meeting

5.1 Close the meeting

Next meeting: Papanui High School Board - 24 Aug 2023, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
3.3	Graham Condon Report response Due Date: 24 Aug 2023	Gaye Parlane
3.4	Solar Panel Information Due Date: 3 Aug 2023	Vikanda Bagrie
3.5	Strategy Overview Due Date: 27 Jul 2023	Jeff Smith

Item	Action Title	Owner
3.5	Read the Strategic overview Due Date: 27 Jul 2023	BOT Whole Board Email
3.6	Alarm Sirens Due Date: 24 Aug 2023	Gaye Parlane
3.7	IT Report from Ross to board. Due Date: 24 Aug 2023	Jeff Smith

Signature: _____

Date: _____