

MINUTES (in Review)

PAPANUI HIGH SCHOOL BOARD



Name:	Papanui High School
Date:	Thursday, 7 December 2023
Time:	5:00 pm to 6:43 pm (NZDT)
Location:	Upstairs Board Room , Papanui High School
Board Members:	Lana McCarroll (Chair), Alison Arrow, Elisabeth Cox, Husein Bahrainwala, Jeff Smith , Shane Watson, Vikanda Bagrie, Ashton Fairley
Attendees:	Gaye Parlane, Stacey Fry
Apologies:	Michelle Dalley

1. Opening Meeting

1.1 Karakia to open meeting

Lana led the opening karakia, and welcomed everyone to the last meeting of 2023.

1.2 Attendees and Apologies

Michelle sends her apologies.

1.3 Conflicts of Interest

Nil.

1.4 Confirm Previous Minutes

Papanui High School Board 15 Nov 2023, the minutes were confirmed as presented.



Previous Minutes

That the board approves the minutes from the meeting on 15th November 2023 as a true and accurate record.

Decision Date:	7 Dec 2023
Mover:	Lana McCarroll
Outcome:	Approved

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner
22 Jun 2023	Reporting Schedule Status: On Hold	Lana McCarroll

Due Date	Action Title	Owner
22 Jun 2023	M.O.E staffing payments Status: In Progress	Jeff Smith
19 Oct 2023	Phone Boxes Status: Completed on 6 Dec 2023	Gaye Parlane
31 Oct 2023	Nurture Space Proposal Status: Completed on 25 Nov 2023	Lana McCarroll
15 Nov 2023	Transformer wall Status: Completed on 25 Nov 2023	Gaye Parlane
15 Nov 2023	International Education Strategic Plan Status: In Progress	Jeff Smith
22 Nov 2023	Board Frustrations Status: Not Started	Lana McCarroll
22 Nov 2023	Board Christmas Dinner Status: Not Started	Lana McCarroll
22 Nov 2023	PTA Catering Status: Not Started	Lana McCarroll
22 Nov 2023	Staff Contribution Status: Not Started	Lana McCarroll
22 Nov 2023	Gifting Policy Status: Not Started	Stacey Fry
7 Dec 2023	Graham Condon Agreement Status: Completed on 26 Nov 2023	Gaye Parlane
1 Mar 2024	IT Follow up Status: In Progress	Jeff Smith

3. Management Reports

3.1 Finance and Property Report

Finance Report taken as read.

- The accounts look good for November and are tracking for a surplus at year end.
- The budget is looking good. There is not much left to spend on between now and the end of the year.
- The Principal's Wellbeing Fund remains unspent and will go back into the operating cash for 2024.
- Working capital is higher than the M.O.E guidelines. The school has been saving for the costs of the new buildings.
- The M.O.E still need to be repaid for the solar panel variations of \$300,000.

Property Report taken as read.

- The Graham Condon lease is now all signed off.
- The Graham Condon pools will close from 7th Jan 2024 and expect to re-open in May 2024. Swimming arrangements for the school has been made. It is expected that the pool will not need the school boiler from this point on.
- The minutes from the PSG meeting were tabled. Gaye spoke to these minutes. The gym is needing a new roof. The board discussed their frustrations over this process and lack of transparency.



Finance and Property Report

That the finance and property reports are accepted.

Decision Date: 7 Dec 2023

Mover: Lana McCarroll
Outcome: Approved

3.2 2024 Draft Operating Budget, Capital Budget and Working Capital

The 2024 draft budget is completed. Gaye is very happy with the budget. The budget is forecasting a deficit of \$218,000 including a \$50,000 contingency fund.



Draft Budget 2024

That the board has received and approved the Draft Budget for 2024, contingent on no more than 25% of the budget being spent in the first term of 2024, until the board approves the finalised budget in 2024.

Decision Date: 7 Dec 2023
Mover: Lana McCarroll
Outcome: Approved

3.3 International/Ace Reports

Barbara Roper - the A.C.E coordinator is retiring. The position has been advertised. Barbara will work through until April to support the new coordinator.

Homestay fees have been increased for 2025. Jeff discussed this with the board. Papanui High School sits in the middle of the pricing bang for homestays.



ACE and International Reports.

That the A.C.E Report and the International Report are accepted.

Decision Date: 7 Dec 2023
Mover: Lana McCarroll
Outcome: Approved

3.4 Principal's Report and Health and Safety Report

Stacey

- Stacey spoke to the 2023/2024 calendar.
- The school is working through the remaining teachers to complete the physical restraint training.
- Stacey spoke to the staff vacancies, leave and appointments.
- The next board meeting is set for 16th January 2024.



Board Meeting Dates

Follow up with board on available dates and confirm January board meeting.

Due Date: 3 Jan 2024
Owner: Lana McCarroll

Health and Safety

- There have been two compliance meetings since the last board meeting.

Jeff

- Jeff spoke to his Principal's Report.
- Michelle from NZSTA is going on maternity leave. Michelle has been a great support to the board and it would be nice for the board to acknowledge this.



Flowers for Michelle

Gaye and Lana to sort a letter and flowers for Michelle's support.

Due Date: 14 Dec 2023
Owner: Gaye Parlane

- A digital copy of the MoU for has been received and ready for signing.
- Jeff updated the board on the progress to date on the international marketing plan.
- The board discussed the handover with Rob and Jeff in the new year.
- The PPTA has sent a document for signing. This document is a pledge, not a legal contract, to uphold the standards for new teachers. The board are happy for this to be signed.
- Jeff updated the board on the new M.O.E system for directed students. Papanui High School has got one directed student that will go through this new programme.
- Jeff sincerely thanks the board for his farewell day. Jeff would like to donate a trophy to the school in the physical education space and will look to donate a sculpture for the school.



Principal's Report

That the Principal's Report is accepted.

Decision Date: 7 Dec 2023
Mover: Lana McCarroll
Outcome: Approved

3.5 Update on IT issues

No updates.

4. Public Excluded

4.1 Into Public excluded meeting



Public Excluded

That the meeting moves into Public Excluded at 6.12pm.

Decision Date: 7 Dec 2023
Mover: Lana McCarroll
Outcome: Approved

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	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
Complaints		

	information under s9(2)(a) of the Official Information Act 1982 ("OIA").	which good reason for withholding exists under the OIA.
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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 at 6.41pm.

Decision Date: 7 Dec 2023
Mover: Lana McCarroll
Outcome: Approved

5. Close Meeting

5.1 Close the meeting

Next meeting: PE - Papanui High School - 7 Dec 2023, 6:12 pm
Closing Karakia

He Karakia Whakakpaki
Ka whakaairie te tapu
Kai wātea ai te ara
Kai Tūruki whakataha ai
Kai tūruki whakataha ai
Hui ē! Taiki ē!

Restrictions are moved aside, so the pathway is clear.
To return to everyday activities, to return to everyday activities.
Enriched, unified and blessed.

Signature: _____

Date: _____