

MINUTES (in Review)

PAPANUI HIGH SCHOOL BOARD



Name:	Papanui High School
Date:	Thursday, 9 March 2023
Time:	5:30 pm to 8:23 pm (NZDT)
Location:	Upstairs Board Room , Papanui High School
Board Members:	Lana McCarroll (Chair), Elisabeth Cox, Husein Bahrainwala, Alison Arrow, Jeff Smith , Michelle Dalley, Shane Watson, Vikanda Bagrie
Attendees:	Gaye Parlane, Stacey Fry, Yolanda Busson

1. Karakia to open meeting

1.1 Karakia

KARAKIA TIMATANGA | OPENING KARAKIA

Kia hora te marino

Kia whakapapa pounamu te moana

Hei huarahi mā tātou I te rangi nei

Aroha atu, aroha mai tātou I a tātou katoa

Haumi ē, Hui ē, Tāiki ē

May peace be widespread

May the sea be as smooth as greenstone

As a pathway for us all on this day

Let us show respect for each other

We are ready to progress

2. Public Excluded Papanui High School Board meeting 9th March 2023

2.1 Approve minutes from previous meeting held 08 December 2022



Approval of Public Excluded Minutes

That the minutes of the previous Publicly Excluded meeting held on 09.02.2023 are accepted as a true and accurate record.

Decision Date: 9 Mar 2023

Mover: Vikanda Bagrie

Seconder: Elisabeth Cox

Outcome: Approved

Jeff left the In-Committee meeting at 6:28pm prior to the Guest Speaker joining the meeting.

2.2 Guest Speaker: Neil Wilkinson

PROCESS FOR REPLACEMENT PRINCIPAL

Neil Wilkinson introduced himself to the BOT, providing his background and experience. His job is to facilitate the BOT to make the appropriate decision for Jeff's replacement.

Issued Action Plan to BOT and discussed the process/steps

- What qualities does PHS BOT want in their new Principal?
- What issues would you like the new Principal to address?

Refer to the document provided for details and timeline.

Suggested that the process be handled outside of the school administration

Neil's service / total cost approx \$1,800 - \$2,000.

Proposed Timeline for process:

August 10th Shortlisting 6:00pm -8:00pm

August 24th - Presentations 3:00pm - 5:00pm

August 25th - Interviews All day 8:30am - 5:00pm

Michelle and Stacey to liaise regarding notifying the staff about the plan/timeline.

Consultation - to include all demographics is there an opportunity to provide a different approach for our Whanau, Pasifika, etc. (Neil would also attend) regarding what the school community is looking for in their new Principal.

Neil asked if there was a member of the local iwi to sit on the process? If there is no one clear and obvious Neil would suggest that this would be best to leave, as if it was actioned without the most appropriate persons, it would cause more confusion which could delay the process.

Lana believes that we have enough representatives to meet the multi-cultural aspect, especially if a Hui is organised. Lana and Stacey will work on this with the HODs.

School Council could be used too. Elisabeth suggests form time collaboration for ideas to feed back to BOT.

Lana, Michelle and Elisabeth will liaise with Neil. Lana and Stacey will liaise regarding advising the school community of the changes and process.

Neil left the meeting at 7:12pm. The Public BOT Committee meeting resumed at 7:15pm with Jeff and Gaye in attendance.

The Public Excluded BOT Meeting resumed at 8:23pm with Jeff in attendance.

2.3 Health and Safety Report from Stacey Fry

No new Health and Safety issues.

2.4 Pastoral Report

Stacey advised that student stand downs and suspensions are starting to clock up, referred BOT to the Staff and Student Issues document that was provided at the meeting.

Stacey thanked Lana, Vikanda, Alison and Yolanda for their attendance at the confronting BOT discipline meeting on Monday 6th March. Stacey advised in the last 3 weeks we have had 8 incidents of quite violent assaults in the school. Stacey voiced her concerns about the amount of violence in the school and the impact of these events on both students and staff.

Action plan required, requested but not provided to date. BOT to ask for Talk IP to get them to do a review against the Fusion contract to identify changes of scope or inefficiencies of work required. Jeff to drive this with BOT support.

One was a bad assault on school grounds. One was in the Warehouse Chemist carpark. Students were in school uniform and it happened right after 2:30/school day. Police are involved, but have indicated that PHS will deal with it.

Discussed what notice, if any, should be given to the school community about this violence.

- Vikanda suggested that MOE should be helping us with the community message and how to word it. Coral-Anne - contact her directly, asking for what support we can have for this National issue on our local front.
- Alison - have we got something in place that we can do to address this issue
- Stacey - the MOE strategy is for the school to have supported behaviour learning for these students, but at the moment we have too many issues for the system to cope with
- Stacey - last year we had Safety / Youth Officers at the Mall which was useful, Rachel McConnel met with the mall and the Youth Officers, the mall is happy for this arrangement to go ahead. If we could have this support around lunchtime, period 5 & 6 and after school this could help reduce the chances of incidents.
- Lana, would support this extra level of security and supervision/support. Lana will arrange a zoom meeting with Jeff and Coral-Anne to discuss the issues.
- Shane suggested that, instead of contacting Coral-Anne, contact the Principals of the local High Schools. In principle ask MOE for strategies, but SLT needs to provide some planning and ideas around this.
- Stacey/Rachel - will put in place a temporary plan / measures and will report to BOT at the next meeting. Finding the person-power is the biggest challenge at the moment.
- Shane, we are in favour of the school to resource what they can implement to combat the problems.
- Discipline committee meetings - three meetings are required for the next week.

PPTA letter regarding concerns regarding the second hand uniform sales.

Lana will write a reply to the PPTA on behalf of the BOT stating; The BOT is appreciative of the work being put in, and the funds this work has provided the school. We acknowledge the issues and challenges the PPTA are facing, management will look at solutions offered and see what can be done.

IT service issues

Vikanda - thanked Michelle for collating the Staff feedback.

Jeff (on high level response) Louisa and Jeff met with Fusion, and explained what the challenges were, asked for a better system so staff can understand what is happening and what is being done.

Action points were given, we need the response from Fusion.

Fusion needs to come up with methodology and processes that work and provide staff with greater understanding and transparency.

2.5 Personnel

Lana read out Jeff's resignation letter.

Discussed the process going forward, and that we will be using an independent contractor to assist the BOT to navigate through the process.

Lana read the BOT letter of notification (to the school community) about Jeff's resignation for BOT approval (which was given).

Staff behaviour issues discussed as per documentation provided by Stacey;

- Varied contracts for 7 Teachers, made them permanent, this has been worked through but could be potentially overstaffed.
- New teacher started this year, sighting stress, given a weeks discretionary leave but have taken a role at another school during this time
- Concerns about Polyfest practice - student health and safety concerns (low level) see document provided. As a consequence any practices over the weekend, now require additional teacher staff for decision safety
- Teacher Aid, raised concern about a Teacher bullying Teacher Aide, again low level concern, reminding staff about appropriate behaviour and culture

Michelle - advised that the situation might not be transparent to the staff for them to realise the scale of issues and what is happening (e.g. assaults) without losing confidentiality, how could staff be made aware of the needs at the moment to support SLT.

Jeff, staff being professional with staff (not sharing conversations), being available and consistent in class (not letting students out early). We are working through the PRIDE expectations with staff, but have not had a good run of it.

Staff should be encouraged; if you feel like having a walk at lunchtime with a friend, put on a hi viz jacket and engage positively with students.

- recommendation - staff feedback, in future it should go to in-committee, not open meeting.
- we need to be very clear about the rationale for the information/feedback we are seeking/why we are seeking it from staff feedback.

Employment

- Mark Soltero's resignation has been received (Jeff will talk about this tomorrow, and his own resignation at the staff briefing). A letter from BOT re: Jeff's resignation to be sent out as a singular email to the community.
- Jane Herman has secured a permanent role at Shirley Boys' and has resigned.

2.6 Staff Updates

2.7 Close of meeting / Next meeting



Close of meeting

The meeting officially closed at 9:28 pm

Decision Date: 9 Mar 2023
Mover: Lana McCarroll
Outcome: Approved



Move to Public Session

Motion: That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board at 7:15 pm.

Moved Chairperson Carried

Decision Date: 9 Mar 2023
Mover: Lana McCarroll
Outcome: Approved

3. Papanui High School Board Public Meeting 9th March 2023

3.1 Attendees and Apologies

1. Present: Lana McCarroll, Alison Arrow, Vikanda Bagrie, Husein Bahrainwala, Michelle Dalley, Elisbeth Cox, Jeff Smith

In Attendance: Stacey Fry, Gaye Parlane, Yolanda Busson

2. Apologies none.

3.2 Conflicts of Interest

Conflicts of Interest none.

3.3 Approve Minutes from previous meeting held on 9th March 2023



Motion to accept previous minutes

Motion: That the minutes of the Papanui High School Board of Trustees meeting held on 09.02.2023 be accepted as a true and accurate record.

Moved: Alison Arrow Seconded: Husein Bahrainwala Carried

Decision Date:	9 Mar 2023
Mover:	Alison Arrow
Seconded:	Husein Bahrainwala
Outcome:	Approved

4. Actions from Previous Meetings

4.1 Matters Arising / Action List from previous minutes

Ablutions - Jeff walked the school amenities and believes that Gayle is receptive to PHS needs, has asked them to come back with timelines for gender neutral facilities, what can be done and how quickly? have to make the assumption that Gayle is making the right decisions to move this forward. Nothing at the moment to suspect that she isn't working in our best interests. The manner and dialogue that is happening currently is stopping the detrimental input that was previously slowing processes down. Privacy needs to be wall to ceiling - single entity. Jeff is more comfortable with the conversation, much stronger than previously, just need to see how much progress will be made.

Gaye wants to put heat pumps in rooms adjoining the current sites - then will have some money to add heat pumps to places like P Block. Gaye has already sent in quotes for heat pumps.

Jeff & Gaye met with Hawkins, a new fire system is now in, testing will be done over the holiday break in April.

Staffroom - Gayle has come back with a submission for a potential way forward. An indicative statement that there will be forward movement to find a solution, and this is a conversation starter.

Lana asked if Jeff/Gaye were confident with the working relationship with Gayle? Jeff agreed this was the case.

Golden shovel/sod turning ceremony (MOE) - PHS has been asked to host this. Jeff is reluctant to do this for West Hub. Lana agreed, it is too late. Jeff to talk with Te Haere Sterling, and see what

he thinks would be most appropriate. Ideally we want to do this before the end of term, could be done for East Hub. Maybe keep it low key, and local. Jeff will do some follow up and report back.

East Hub moving on quickly, once we have some movement then can look at other areas.

Clear strategy plan from MOE on how the school will manage the leaky roof issues - part of the problem is the aged skylights.

Lana - asked for feedback on the mold in PBlock - How long should we wait for this to be resolved? Jeff advised that it's not currently a health and safety issue, looking at where the leak is coming from (extensive back work to be done to find the source of the problem first).

Deed of Delegation

Jeff spoke to the SPANZ document: reviewing school closure and delay of getting hold of Board Chair, in the case of emergency/safety concerns. The request for delegation of authority goes to the Principal in these instances, with consultation with the BOT as quickly as practicable. Jeff recommended that "Authority of Principal to close the School" - be adopted and add this to the School Procedure / School Docs. Amendment will be made, Gaye will sign it.

BOT unanimously moved: The Board of Trustees approved the Principal with Delegation of Authority to close the school in the interim that this information is updated to the Deed of Delegation.

Jeff and Gaye left the meeting at 6:28pm - meeting moved to In Committee/Public Excluded
Public meeting re-started at 7:15pm with Jeff Smith, Gaye Parlane in attendance.



Deed of Delegation Decision

The Board unanimously moved: The Board of Trustees approved the Principal with Delegation of Authority to close the school in the interim that this information is updated to the Deed of Delegation.

Decision Date: 9 Mar 2023

Outcome: Approved



Deed of Delegation

"Authority of Principal to close the school" be adopted and added to the School Procedure/School Docs.

Amendment to be made, Gaye will sign it.

Due Date: 31 May 2023

Owner: Gaye Parlane



Golden shovel/sod turning ceremony (MOE)

Jeff to talk with Te Haere Sterling, to see what he thinks would be most appropriate regarding this request from MOE, and will report back to the Board.

Due Date: 30 Apr 2023

Owner: Jeff Smith

5. Management Reports

5.1 Finance Report

Financials

Gaye spoke to the Financial documents that have been provided to the BOT.

Discussed Term Deposits and cash flow - look at maximising some of the current ones out to make the most of the current interest rates.

Jeff's visa is balanced.

Gaye discussed the sign off for the School Annual Accrual Certification - Jeff and Lana to sign this for the upcoming audit.

Gaye spoke to the issue of the Gateway/STAR Car

Current car has passed a warrant - but will cost approx \$2k to fix it. The Board are happy for Gaye/Jeff to work through sourcing a replacement with a maximum spend of \$15k with the performance specifications of: a 7 seater vehicle with a 5 star rating (all seats), under 55,000kms and see what is available in this range. To give a starting point regarding what value we are getting for the functionality and longevity we require.



The Board accepts the Property and Finance Report for March 2023

Motion: That the Board receives the Property and Finance report for March 2023.

Moved: Alison Arrow

Seconded: Michelle Dalley

Carried

Decision Date:	9 Mar 2023
Mover:	Alison Arrow
Seconded:	Michelle Dalley
Outcome:	Approved



Term Deposits

Gaye to look at maximising some of the current term deposits out, to make the most of the current interest rates.

Due Date:	27 Apr 2023
Owner:	Gaye Parlane



Gateway / STAR car replacement

The Board approved for Gaye and Jeff to work through sourcing a replacement vehicle. with a maximum spend of \$15k with the performance specifications of: a 7 seater vehicle with a 5 star rating (all seats), under 55,000kms to see what is available in this range and give a starting point for purchase considerations.

Due Date:	18 May 2023
Owner:	Gaye Parlane

5.2 Operations Report

BOT events sign up review:

- Changed AC day due to staff absences to Monday 20 March
- BOT meeting dates in calendar (lose 8th June meeting)
- Compliance review - looking at privacy officer (Head of Student Support), historical role
- legislation wise this is more likely to sit with a role such as Stacey's.
- compliance meeting required 29th March has been selected for this meeting.
- Covid 2-3 teachers a week, also going through students, really impacts teachers with children that get Covid.

5.3 Health & Safety Review

5.4 Principal / Strategic Report

Principal Report

School Plan Reporting due to be implemented this year - will transfer our whole process onto this platform in 2023.

NZSTA - slides available for BOT to view. PHS is not a financial member, but a member.

Pastoral PL - slides available for BOT - Lana asked if Rachel McConnell could come to the next meeting to present.

International ERO Report to be finalised - Jeff has asked for the report to have two amendments - a student number update from 33 to 35. Reworded on sentence to; The school is well placed now and in the future. Once these have been amended Jeff will sign off on the report.

Auditor General Office - performance audit - Jeff met with the representatives and answered their questions in good faith. Discussions around equity, property, increasing of migrants and maintaining funding supports, movement within zone, multiple pathway education, etc.

Co-ed schools reducing out of zone intake discussion - does it still hold, is it valuable? MOU - moral obligation to meet into this space. Jeff will follow up.

BOT Strategic Progress - Board can view processes and progress in actual time. Lana reminded that Board needs to ensure that this work is meeting requirements, not to micro manage the staff/process



Accept Principal's Report

Motion: That the Board receives the Principal's Report.

CARRIED

Decision Date: 9 Mar 2023

Mover: Shane Watson

Seconder: Michelle Dalley

Outcome: Approved

6. Other Business

6.1 New Agenda Item

None.

6.2 Correspondence

None

6.3 Next Meeting



Move to Public Excluded Session at 8:22pm

Motion: That the meeting move into a Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons at 8:22pm

Decision Date: 9 Mar 2023
Mover: Lana McCarroll
Outcome: Approved

Next meeting Thursday 9th April, 2023 at 5:30 pm.

6.4 Karakia to close meeting

KARAKIA TO CLOSE

Ka whakairia te tapu

Kia watea ai te ara

Kia tūruki whakataha ai

Kia tūruki whakataha ai

Hui ē, Tāiki ē

Restrictions are moved aside

So the pathway is clear

To return to everyday activities

To return to everyday activities

Enriched, unified and blesses

7. Close Meeting

7.1 Close the meeting

Next meeting: Papanui High School Board - 27 Apr 2023, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
4.1	Deed of Delegation Due Date: 31 May 2023	Gaye Parlane
4.1	Golden shovel/sod turning ceremony (MOE) Due Date: 30 Apr 2023	Jeff Smith
5.1	Term Deposits Due Date: 27 Apr 2023	Gaye Parlane
5.1	Gateway / STAR car replacement Due Date: 18 May 2023	Gaye Parlane

Signature: _____

Date: _____