



# PAPANUI HIGH SCHOOL

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## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES AT 6:00 PM ON THURSDAY 9th February 2023 IN THE BOARDROOM

### KARAKIA TIMATANGA | OPENING KARAKIA

Kia hora te marino	May peace be widespread
Kia whakapapa pounamu te moana	May the sea be as smooth as greenstone
Hei huarahi mā tātou I te rangi nei	As a pathway for us all on this day
Aroha atu, aroha mai tātou I a tātou katoa	Let us show respect for each other
Haumi ē, Hui ē, Tāiki ē	We are ready to progress

### 1. Formalities

- 1.1. Jeff called for nominations for the Board's Presiding Member/Chair. Lana McCarroll was the sole nomination, nominated by Vikanda Bagrie, seconded by Alison Arrow - Carried.
- 1.2. Deputy Chair - Lana McCarroll nominated Alison Arrow, seconded Vikanda - Carried.
- 1.3. **Present:** Lana McCarroll, Vikanda Bagrie, Alison Arrow, Jeff Smith, Michelle Dalley (Staff Representative), Elisabeth Cox (Student Representative).  
**In Attendance:** Stacey Fry (Associate Principal), Gaye Parlane, Shane Watson, Yolanda Busson (minutes).
- 1.4. For purposes of this meeting Lana moved that Shane Watson had speaking rights, Carried.
- 1.5. Apologies: Husein Bahrainwala
- 1.6. Conflicts of Interest - None.

### 2. Confirmation of Minutes

- 2.1. Minutes of previous meeting

**Motion:** That the minutes of the Papanui High School Board of Trustees meeting held on 08.12.2022 be accepted as a true and accurate record.

**Moved:** Lana McCarroll **Seconded:** Vikanda Bagrie **Carried**

### 3. Matters arising/action points

On behalf of the staff, Stacey thanked the Board for the Christmas hampers they received at the end of the 2022 school year.

### 4. Principals Reports and Discussion

#### 4.1. Finances & Resources

Interim 31st December Accounts were discussed. Gaye advised that the accounts are near completion to the interim stage, and don't need to go till May. Funding allowance of \$50k for two staff entitled to retirement leave (Gaye Parlane and Julia Walsmley) has been put into the annual accounts.

Working capital and relief spend included. We weren't allowed to claim for the first half of the year. The Ministry of Education asked schools to spend the full operational entitlement before they would provide further claim money. We claimed \$128K.

Painting money was carried over in the cyclical maintenance - Auditors will allow us to take this over providing we have a plan, which Gaye received, to allow for this money to be included in this year's accounts. D1 will be done, for practical reasons this will be done after the trees have been cut back from near the building.

Minor capital spending right up to budget, capital spending is much higher this year.

Gateway / Star car (worth \$2/3K) - suspect a head gasket has blown, may be more frugal to replace the car instead of repairing. Avon City Ford are not interested in any form of sponsorship going forward for the Gateway / Star car.

Gateway \$10K funding is unspent and will be returned to the fund provider. Star funding \$25K unspent.

The Gateway/Careers teams believe a replacement car will cost \$25 - \$35K (7 Seater would be more practical) as the current car and replacement is also used for the Senior Leadership Team, for occasional transportation of students.

Gaye could try to connect and engage with the community and employers to see if sponsorship/funding is possible. Should we reach out to the community for an interim vehicle?

Gateway/Careers Teams to come back to the Board with a submission for the type car required, different options available, costs and comparisons for the Board to consider. Gaye will ask the teams to provide a submission.

Term investments \$88K back in interest last year, higher than expected.

#### **Grant applications update**

Trillion Trust \$24,082.00 Chrome books - granted.

Kiwi Gaming Foundation \$13,057.50 - sports uniforms - declined.

Aotearoa Gaming Trust - \$13,936.52 - volleyball champs costs. The Trust has asked for more documentation, so we are still awaiting their final decision.

Gaye to ask what recognition is preferred for the successful funding application providers.

Jeff's visa bills (December 2022 and January 2021) were signed for approval by the Presiding Member.

**Motion:** That the Board receives the Property and Interim Finance report for 31.12.2022.

**Moved:** Lana McCarroll **Seconded:** Michelle Dalley **Carried**

#### **4.2. Operations**

Jeff spoke to Coral-Anne, the Board is not looking to make a public fuss about what is going on, but is finding the constraints around getting answers is leading them to ask how they are able to get their message across about the process. Jeff, relayed that he has asked the Board to be more patient than they should be. Jeff met with her again on the 22nd/23rd January, after the original delivery manager had been replaced. At this stage Gail is by far their most experienced, track-proven record around meeting deadlines. Jeff met with Gail, discussed the school, a grace period of two weeks to understand what needs to happen and why and has already cleared out some of the blocks on projects moving forward. Jeff has advised that PHS will not attend any future meetings that are not moving the projects forward. An exact answer is required, if that can't be brought then we know that topic is not on the table for discussion. e.g. Staff room - will the Ministry support the development or redevelopment of a new staffroom, what supports will be put in place to support the staff in the interim. Gail was in tune with this resolution. If we are still in this space by the next board meeting

Coral-Ann has offered an opportunity for Jeff to go back and say it isn't working. Believe Gail will have more authority to deliver than anyone else in the system, this has been proven already. Jeff believes this is the best working relationship that we will get, hopefully we won't have to go to the national office.

Jeff talked about the toilet block - it hasn't worked out as we expected. The visibility of seeing people washing hands vs washing hands in a private area has been addressed with windows being frosted at this point. Gail and Coral-Anne agree that the framework around exit/entry has been resolved around privacy in the toilet area. We want to investigate the single-cell entity for toilets and Gail is on board with this.

F15/16 have been refurbished.

School hall - Shane and Jeff had a look tonight before the meeting. Suggestion is to look at the retractable seating/fixed height to see what depth will give us / amount of seats, also need to look at the retractable staging at the same time. Increasing acoustics, ventilation, lighting should also be investigated - what options do we have at front and back and try to work within the framework of the existing building to reach maximum potential (teaching space needs to be retained)?

Possibility of used form-seating from St Andrews College - we would need to collect, move to site and install - at an approximate cost of \$25k - we need to be able to compare both options and the specific seats and area before a decision is made.

Vikanda advised that the substrate needs to be considered - re: load of seating, may need engineering. Gaye and Vikanda to discuss both options and how to go forward to get information.

Delegation of Authority to be viewed before the next meeting.

#### **4.3. Health and Safety**

Stacey spoke to the staff induction on policies (assurance that information is shared and understood). Management assured the BOT (and can provide evidence if/when required) that this induction is compliant.

Currently in the process of backfilling the website portal with information, and updating the hazard information as well. Also updating staff to add their qualifications (first aid, etc).

We still have a school pandemic plan in place, Stacey spoke to the latest MOH reporting and isolation periods, disregarded sick leave and household contact protocols. Students with Covid - parents are required to report this to the office, the same as any other illness (Office staff are collecting information / household contact protocols (siblings)).

Shane asked about the staff's wellbeing and mindset. Stacey spoke to this and believes that, overall, Staff are happy to be here, and that Term 1 has had more of a steady start. We will still need to keep a watch brief, as tiredness may have an impact - as staff are working full weeks with full classes. New relievers are on board. A lot of new, young staff, which add to the dynamic.

#### 4.4. Principal Reports

Stacey spoke to School dates: We now have an extra staff only day at the beginning at Term 2, and will advise of another one later on in the year. These are not call back days - they are funded days and no additional days required.

The school formal will be held at the beginning of Term 3.

Julia will monitor the list and dates and correspond with BOT members regarding tickets/requirements for events (Lana asked email go to all BOT, so if the original person can't make it, someone else could attend).

Time and structure of School day has changed, with Form time at the start of the day every day before period 1.

#### International Report (verbal)

Yolanda advised

- Melissa Heyrick (Director) has on-boarded early January
- Confirmed placement for a new Homestay Coordinator - Julia McGregor, due to start on 20/02/2023, bringing the team back to full staff.
- Currently 30 International students attending - 13 long term (1 year min) and 27 short term
- Hieizan group due to arrive 16.03.23 (13 students) for two weeks
- Homestay provider numbers are still an issue - focus is on rebuilding provider numbers, especially emergency/short term providers
- Have had a number of student re-hosting issues, more than 'normal'
- The approach to rebuilding the International Programme is 'steady' - we need to ensure that our infrastructure and community is strong and capable as we go forward. Re-energising the Homestay community, and re-connecting to our stakeholders are our focus.

Jeff mentioned: ODENZ meeting 23rd February to discuss fees for 2024 / 2025.

Marketing travel will need to be discussed with the International Director.

#### Strategic Planning

Jeff spoke to; Draft of Strategic Plan based on previous framework - additionally we need to understand the wider context of our strategic focus and who we are as a school. Delivery of both academic and social development.

Discussions/ Considerations:

- Is Level 1 a qualification that we want to follow - would we be better to focus on Level 2 as a two-year programme?
- Where do foundation years end, when do qualifications start?
- Do we need BOT involvement with this, as it is part of strategic planning? Jeff advised It needs to be cross-referenced and viewed as a Draft, so we can shape and improve practicality.

- Shane - from a strategy point of view, looking at how we incorporate change into the strategy, Jeff is part of the process and will come into the process over the coming months. Moving to put forward a 3 year charter that the BOT becomes responsible for..
- Monday staff will be presented with the Draft for input / feedback.
- Year 9, allocated 12 classes, under that but growing daily.
- NCEA results 2022 discussed.

## IT

Fusion is up and running but needs to be more proactive and listen to staff and what is needed in the school environment. Jeff and Gaye have been pushing the expectation that Fusion isn't currently meeting delivery standards. Systems are not quite connecting, so we have asked for strategies to improve this. The situation is frustrating but we will get there.

### Discussion:

LC Portfolios; where BOT is involved but keeping it from a strategic perspective, to help to spread the load e.g. property compliance, HR, curriculum, school culture/community engagement and pastoral, etc. Board meetings need to be strategic meetings with a schedule - e.g. next month should be on strategic planning, not so much time on financials, etc, April - the focus will be pastoral, how it's working in advance. Invite presentations from staff.

Jeff stated that by reinstating a schedule it will reduce us over-verbalising things, and make the meetings more productive. Shane agreed, as going through an operational and financial report, should be taken as read and opened for questions/review if required. More of an overview of impact to school and address that.

Vikanda - asked how best the BOT could support Jeff to achieve this change? Would changing the structure of delivery (Board Pro) help? It would need to evolve quickly, to decide on a system and get it operational. Structure out annuals and key points for meetings, getting past delivery of information and focus on questions raised (preferable before meetings). There is a need for some clear space from delivery around us, so we can focus on operational steps taken place.

Jeff confirmed the best help from the BOT would be to streamline from overview - not to micro manage but to support instead. Jeff suggests one strategy would be of some use - early on to have one or two members to sit along to go through some aspects (timeframing) get some collateral from the Board, others will be more about attending and progressively working with. We need to be able to balance out that some will need to be done upfront. Where does the time and effort need to come from and who is in the best position to help.

### Action Points:

Look into the delivery model - Board Pro and a second alternative programme, to improve structure and function.

**Motion:** That the Board receive the Principal's Report.

**Moved:** Jeff Smith **Seconded:** Vikanda Bagrie **Carried**

## 5. IN COMMITTEE/PUBLICLY EXCLUDED SESSION

5.1. Under Section 48(1) of the Local Government Official Information and Meetings Act 1987

**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 8:15 pm.

**Moved Chairperson**

**Carried**

**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 8:49 pm.

**Moved Chairperson**

**Carried**

## 6. Board Administration

6.1. Other Business

6.2. Correspondence

6.3. Confirm Action Points from this meeting

### 6.4. NEXT MEETINGS

Thursday 6th March 2023, Thursday 6th April, 2023.

### 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

The meeting closed at 9:15 pm with a [Karakia](#) by the Board.

Signed: Lana McCarroll  
[Lana McCarroll \(May 15, 2023 15:42 GMT+12\)](#)

Date: \_\_\_\_\_

**CHAIRPERSON**

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**ACTION POINTS FROM THE  
PAPANUI HIGH SCHOOL BOARD OF TRUSTEES MEETING  
HELD ON 09.02.2023**

No.	Action	Who	When	Actioned or Carried Over
1	Provide BOT with a proposal for the replacement of their Department car	Gateway/Career Teams	March BOT meeting	
2	Investigate funding for Gateway/STAR replacement car and if a temporary vehicle is possible from Community	Gaye	March BOT meeting	
3	Contact Fund providers from successful funding applications to ask what appropriate recognition PHS can show	Gaye	TBA	
4	Hall seating upgrade options	Shane / Jeff	TBA	
5	Investigate delivery models (2 alternatives) for BOT meetings/overview - something that is more user-friendly and productive	Gaye	TBA	







# PHS - BOT -Public Minutes for Lana to sign 2023.02

Final Audit Report

2023-05-15

Created:	2023-05-15
By:	Gaye Parlane (prg@papanui.school.nz)
Status:	Signed
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## "PHS - BOT -Public Minutes for Lana to sign 2023.02" History

-  Document created by Gaye Parlane (prg@papanui.school.nz)  
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-  Document emailed to lana.mccarroll@papanui.school.nz for signature  
2023-05-15 - 1:38:12 AM GMT
-  Email viewed by lana.mccarroll@papanui.school.nz  
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-  Signer lana.mccarroll@papanui.school.nz entered name at signing as Lana McCarroll  
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