

MINUTES (in Review)

PAPANUI HIGH SCHOOL BOARD MEETING



Name:	Papanui High School
Date:	Thursday, 19 September 2024
Time:	6:00 pm to 9:07 pm (NZST)
Location:	Upstairs Board Room , Papanui High School
Board Members:	Alison Arrow (Chair), Amelia Painter, Ashton Fairley, Husein Bahrainwala, James Stewart, Paul Brouwers, Rod Partington, Russell Wordsworth, Vikanda Bagrie
Attendees:	Gaye Parlane, Stacey Fry, Steph Wood
Apologies:	Robert Gilbert, Shane Watson

1. Opening Meeting

1.1 Karakia to open meeting

The board had a walk around visit of the new building prior to the meeting.
Alison led the opening Karakia once the board was back in the board room.

1.2 Attendees and Apologies

Rob and Shane send their apologies.

1.3 Interests Register

There are no conflicts of interest with tonight's agenda.
The board discussed the interest register and this will be ratified at the next meeting.

1.4 Confirm Previous Minutes

Papanui High School Board Meeting 22 Aug 2024, the minutes were confirmed with the following changes:

pending spelling correction.



Previous minutes - 22 August 2024

That the board approve the previous minutes from the meeting held on 22 August 2024 as a true and accurate record, pending a spelling correction.

Decision Date: 19 Sept 2024
Mover: Husein Bahrainwala
Second: Russell Wordsworth

1.5 Action List

Due Date	Action Title	Owner
19 Sept 2024	Associate Principal Delegations Status: Not Started	Robert Gilbert
19 Sept 2024	Interest Register Status: In Progress	Steph Wood

2. Board membership

2.1 Student Elections

The student elections were held today and the results are still to come in.

Ashton did a fantastic job of promoting this position, and the election had eleven candidates.

The new student representative will be in attendance at the next board meeting.

The board thanked and commended Ashton on his efforts this year.

3. Management Reports

3.1 Finance and Property Report

The Finance Report is taken as read.

- There was a deficit last month, but the spending is now slowing down for the year.
- The relief budget is much higher than what was budgeted for. \$40,000 has been claimed back from the M.O.E. The board discussed staff leave and relief.
- 68% of the student contribution budget has been collected.
- Gaye spoke to the asset spend to date. This is under budget but there is still some assets to purchase for the new building. Gaye expects the asset spend to come under budget.
- The 2025 budget is going out to staff tomorrow. This budget will be presented to the board in the December meeting.
- The school is needing calculators. A grant will be applied for to cover these.



Calculator Grant

That the school board meeting was held on the 19th September and it was resolved to seek funding for calculators for students in mathematics. The board authorises Elizabeth Young (Grants for Good) to seek the funding of \$9,156.

Decision Date: 19 Sept 2024
Mover: James Stewart
Seconder: Rod Partington
Outcome: Approved

- The PTA has given the school a donation which enabled the school to purchase gazebos. These gazebos went away to winter tournament and looked great.
- The staff lunch is booked for December. The price per head is \$46 with 150 staff to attend.



Staff Christmas Lunch

That the board approve the staff function to be held at Muy Muy, Welles Street up to the value of \$7,000.

Decision Date: 19 Sept 2024

Mover: Russell Wordsworth
Seconder: Paul Brouwers
Outcome: Approved

- Graham Halls is retiring at the end of the year. Graham has been with the school for 42 years. A special farewell will be organised for him.



Finance Report

That the Finance Report is accepted.

Decision Date: 19 Sept 2024
Mover: Husein Bahrainwala
Seconder: Paul Brouwers
Outcome: Approved

Property Report is taken as read.

- \$30,000 has been received for the Poe. The decision from the Rata Foundation is expected soon.
- Gaye spoke to the approvals received from the M.O.E on property projects including gym roof repairs, ablutions relocation, canteen relocation, plimsoll repairs and the staff room project.
- The vandalism report showed that the sewer pump had been turned off by students. The board discussed concerns on this matter.



Sewer Pump

Gaye to research methods to secure the sewer pump switch from access.

Due Date: 29 Oct 2024
Owner: Gaye Parlane

- Gaye spoke to some hall modifications that the school are wanting. Currently a whole school assembly can not be held as the building's maximum capacity is too low. Ideas and funding options for this was discussed.
- The school is looking at a installing a neurodiverse room into J-Block. M.O.E funds may be available to assist with this.



Property Report

That the Property Report is accepted.

Decision Date: 19 Sept 2024
Mover: Alison Arrow
Seconder: Russell Wordsworth
Outcome: Approved

3.2 Principal's Report

The Principal's Report is taken as read.

Stacey spoke to Rob's report.

- Designs for the sports uniforms with house logos has been completed by Ngai Tahu for \$5,000. These uniforms will be rolled out starting with year nine. The board discussed the designs and their concerns about extra costs for families.



Tira Allocation

James will allocate each board member to a Tira House.

Due Date: 29 Oct 2024
Owner: James Stewart

- The derived grade exams have been sat and the results are due back in January. The school does not get any feedback on these exams which creates challenges. There is also no extra funding for the CAA exams which adds pressure onto schools. The board discussed the matter.
- Rob has surveyed the staff on the proposed changes to the school timetable. Student and parent consultation is to follow. Stacey spoke to the feedback received from staff. The board would like to see a digital feedback format included in the consultation.
- Rob did not appoint an International Director from the interview process. Yolanda is acting international director, and Rob will travel to China to cover this role.



Delegated Authority

That the board approve delegated authority to Stacey Fry as acting principal from 14 October 2024 to 25 October 2024.

Decision Date: 19 Sept 2024
Mover: Alison Arrow
Seconded: Amelia Painter
Outcome: Approved

- Provisional staffing is looking good for 2025. The prediction is that we will have more staff in 2025 than in 2024.
- Stacey spoke to changes coming into effect in 2025 for staffing and release time. There are now 23 positions advertised internally due to these changes.
- Course selection is under way for year eight. This affects the staffing for 2025. The board discussed the information night coming up in October and course selection.



Principal's Report

That the Principal's Report is accepted.

Decision Date: 19 Sept 2024
Mover: Alison Arrow
Seconded: Husein Bahrainwala
Outcome: Approved

3.3 International/ACE Reports

The International Report and ACE Report is taken as read.



International Report and ACE Report

That the International Report and ACE Reports are accepted.

Decision Date: 19 Sept 2024
Mover: Alison Arrow
Seconded: Russell Wordsworth
Outcome: Approved

3.4 Critical Risk Register

James spoke to the historical staff risk assessments.

Vikanda addressed the next steps to take on this project. The board will consider if this can be completed internally or if funds are invested in an external provider.

The board agree that the draft risk register looks like a good place to start off from. In depth discussion on how deep this register needs to go was held.

The board would like to see if they can access some external advice on progressing this project. A sub-committee will be set up for this risk register.



Risk Register Advice

Paul to query into guidance from NZSBA whether they had resources to assist with implementation and maturing of risks within a school environment.

Due Date: 29 Oct 2024
Owner: Paul Brouwers

3.5 NZSBA Board Workshops

The board noted the dates for board training.

3.6 Board sub-committees

The board discussed the creation of the below sub-committees:

- Finance Sub-Committee - the purpose of this committee would be to meet with Gaye before the board meetings and work through the finance report. The finance sub-committee could then report back to the board. The board discussed the terms of reference of this sub-committee in depth.



Finance Sub-Committee

Alison will establish the terms of reference for the Finance Sub-Committee before they convene.

Due Date: 29 Oct 2024
Owner: Alison Arrow



Finance Sub-Committee

Gaye will speak to other schools to find out how they operate their finance committees.

Due Date: 29 Oct 2024
Owner: Gaye Parlane



Finance Sub-Committee

That the board approve the creation of the Finance Sub-Committee comprised of Rob Gilbert, Husein Bahrainwala, Paul Brouwers, and Vikanda Bagrie. Two members need to be present to form a quorum.

Decision Date: 19 Sept 2024
Mover: Husein Bahrainwala
Seconded: Russell Wordsworth
Outcome: Approved

- Policy and Compliance Sub-Committee - the purpose of this sub-committee is to review policy changes through School Docs. Stacey spoke to the review process. This sub-committee will comprise of Stacey Fry, Tim Kirby, Alison Arrow and Russell Wordsworth.
- Health & Safety and Risk Sub-Committee - this will be a small committee to start as the risk register is progressed. James Stewart and Vikanda Bagrie will form this sub-committee.

- Student Discipline - the board discussed that this should not be a set sub-committee, and instead share the work load around as it arises. The board will aim for three board members in discipline meetings, but two board members will make a quorum.

4. Public Excluded

4.1 Into Public excluded meeting



Public Excluded

That the board moves into a public excluded meeting at 8.21pm.

Decision Date: 19 Sept 2024

Mover: Alison Arrow

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 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.
Complaints		

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 board moves out of the public excluded session at 9.06pm.

Decision Date: 19 Sept 2024

Mover: Alison Arrow

Outcome: Approved

5. Close Meeting

5.1 Close the meeting

Next meeting: Papanui High School Board Meeting - 29 Oct 2024, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
3.1	Sewer Pump Due Date: 29 Oct 2024	Gaye Parlane

Item	Action Title	Owner
3.2	Tira Allocation Due Date: 29 Oct 2024	James Stewart
3.4	Risk Register Advice Due Date: 29 Oct 2024	Paul Brouwers
3.6	Finance Sub-Committee Due Date: 29 Oct 2024	Alison Arrow
3.6	Finance Sub-Committee Due Date: 29 Oct 2024	Gaye Parlane

Alison led the closing karakia.

Closing Karakia

Kia whakaairia te tapu

Kia wātea ai te ara

Kia turuki whakataha ai

Kia turuki whakataha ai

Haumi e. Hui e. Tāiki e!

*Restrictions are moved aside
So the pathways is clear
To return to everyday activities*

Enriched and unified.

Signature: _____

Date: _____