

# MINUTES (in Review)

## PAPANUI HIGH SCHOOL BOARD MEETING



<b>Name:</b>	Papanui High School
<b>Date:</b>	Tuesday, 29 October 2024
<b>Time:</b>	6:00 pm to 8:47 pm (NZDT)
<b>Location:</b>	Upstairs Board Room , Papanui High School
<b>Board Members:</b>	Alison Arrow (Chair), Amelia Painter, Vikanda Bagrie, Ashton Fairley, Lucas Roan, James Stewart, Paul Brouwers, Robert Gilbert, Russell Wordsworth
<b>Attendees:</b>	Gaye Parlane, Stacey Fry, Steph Wood
<b>Apologies:</b>	Husein Bahrainwala, Rod Partington

### 1. Opening Meeting

#### 1.1 Karakia to open meeting

Alison led the karakia to open the meeting.

Alison extended a warm welcome to the new student representative, Lucas Roan.

#### 1.2 Attendees and Apologies

Rod and Husein send their apologies.

Shane Watson has tendered his resignation as co-opted board member. Alison presented Shane with a gift at the opening of parua.

#### 1.3 Interests Register

#### 1.4 Confirm Previous Minutes

**Papanui High School Board Meeting 19 Sept 2024**, the minutes were confirmed as presented.



#### Previous Minutes - 19 September 2024

That the board approve that the minutes of the previous meeting held on 19 September 2024 are true and accurate record.

<b>Decision Date:</b>	29 Oct 2024
<b>Mover:</b>	Alison Arrow
<b>Seconder:</b>	Paul Brouwers
<b>Outcome:</b>	Approved

#### 1.5 Action List

Due Date	Action Title	Owner(s)
19 Sept 2024	Associate Principal Delegations	Robert Gilbert
	<b>Status:</b> Completed on 5 Dec 2024	

Due Date	Action Title	Owner(s)
29 Oct 2024	Sewer Pump <b>Status:</b> Completed on 5 Dec 2024	Gaye Parlane
29 Oct 2024	Risk Register Advice <b>Status:</b> Not Started	Paul Brouwers
29 Oct 2024	Finance Sub-Committee <b>Status:</b> Completed on 5 Dec 2024	Alison Arrow

The actions are discussed in sections of the meeting agenda.

## 1.6 Correspondence

Alison spoke to the correspondence.



### Correspondence

Redact names from the correspondence inwards.

**Due Date:** 5 Dec 2024  
**Owner:** Alison Arrow



### Correspondence

That the board accept the inwards correspondence and endorse the outward correspondence.

**Decision Date:** 29 Oct 2024  
**Mover:** Vikanda Bagrie  
**Seconder:** James Stewart  
**Outcome:** Approved

## 2. Board membership

### 2.1 By-election for 2025

Vikanda Bagrie has tendered her resignation. Vikanda will finish up after the last board meeting for 2024..

This resignation creates a casual board vacancy. Alison spoke to what this means for the board. The options for the board are to leave the space vacant until the 2025 election in September, or hold a by-election.

The board discussed these options.



### Board Vacancy

That the board approve leaving the current casual board vacancy empty until the 2025 elections.

**Decision Date:** 29 Oct 2024  
**Mover:** Alison Arrow  
**Seconder:** Robert Gilbert  
**Outcome:** Approved



### Co-Opt Ashton Fairley

The board approves co-opting Ashton Fairley onto the board for the remainder of 2025 to support the student representative transition.

**Decision Date:** 29 Oct 2024  
**Mover:** Alison Arrow  
**Seconder:** Amelia Painter

**Outcome:** Approved

### 3. Management Reports

#### 3.1 Finance and Property Report

The Finance and Property is taken as read.

- September produced another deficit. The departments have stopped spending now. The relief spend will also stop once the seniors have left. \$48,000 was claimed back from the M.O.E in relief teaching.
- 72% of the school's budget school contribution has been received. There will be another reminder sent out before the end of the year.
- Asset purchases will be slowing for the year. The budget is currently \$21,000 over budget for furniture. Library books will still be purchased.
- Arrangements for the 31 December 2024 audit are under way. The school is currently waiting on a letter from De Loittes.
- The 2025 draft budget is being worked on and will be presented at the December meeting.



#### Board Pro Access

That the board approve read only access to Board Pro and Xero for the auditor.

**Decision Date:** 29 Oct 2024  
**Mover:** Paul Brouwers  
**Seconded:** Russell Wordsworth  
**Outcome:** Approved

#### Property

- A barrier needs to be installed on the fire escape in Parua. Gaye spoke to options for this. The M.O.E will fund mesh to be installed for \$14,000.
- Rob and Gaye had a meeting with the M.O.E regarding property repairs. Gaye highlighted the areas in the gym that are needing repairs that are not included in the M.O.E plan. The school is waiting for prices to come through as a variance to the contract. These costs should be covered under the 5YA, but at this point the starting point is the school is required to pay.
- The Plimsoll building need to made water tight. As soon as the gym is completed the Plimsoll will be completed. The office in the Plimsoll building will also be removed.
- The Parua path under the stairwell needs to be shut off as a thoroughfare as it poses a health and safety risk. The board discussed how to rectify this.
- The three classrooms at the back of the hall are currently used for storage given their small size. There is SIP's funding available to the school to look at converting these.



#### SIP's Funding

That the board approve to the allocation of the SIP's fundings to hall work.

**Decision Date:** 29 Oct 2024  
**Mover:** Vikanda Bagrie  
**Seconded:** James Stewart  
**Outcome:** Approved

- The school has received \$30,000 from the DIA and \$60,000 from the Rata Foundation for the Pou. The school will need to fund \$10,000 to get this project finished. Gaye will apply for further funding in 2025 to finish the last project.

- The JB Johns Trust has contacted the school regarding the donations and requesting plans for 2025. Accountability and targeted spending is now required with these funds. Gaye has requested \$100,000 for 2025. The long term outlook on these funds is not great as there are upcoming changes with the mall.



### Finance and Property Report

That the finance and property report is accepted.

**Decision Date:** 29 Oct 2024  
**Mover:** Paul Brouwers  
**Seconders:** Alison Arrow  
**Outcome:** Approved

## 3.2 Principal's Report

The Principal's Report is taken as read.

Rob spoke to his report.

- The survey results regarding the proposed changes to the school were highlighted for the board. Rob recommended to the board that the school move forward with the proposed changes. Wide consultation was undertaken with staff, students and parents.
- The marketing trip to China was very successful. Rob gave a debrief on the trip. There is an opportunity for the school to look for long term students. The school was also offered 60 short stay students, but finding homestays is challenging so this offer was turned down for 2024/2025.



### Principal's Report

That the Principal's Report is accepted.

**Decision Date:** 29 Oct 2024  
**Mover:** Alison Arrow  
**Seconders:** James Stewart  
**Outcome:** Approved

## 3.3 International/ACE Reports



### International Report

That the International Report is accepted.

**Decision Date:** 29 Oct 2024  
**Mover:** Alison Arrow  
**Seconders:** Paul Brouwers  
**Outcome:** Approved

## 3.4 Board sub-committees/Information

Tim spoke to the allocation of each board member to a tira house.

Vikanda tabled draft terms of reference for each sub-committee to operate by. The intent of the sub-committees is to take pressure off the presiding member, Rob and Gaye. The formation of the finance and risk/compliance sub-committee will wait until the start of 2025. The discipline committee is already in operation when needed. Rob suggested removing the dinner before the meeting.



### Sub-committee Documents

Gaye will load documents from other schools for the board to review.

**Due Date:** 5 Dec 2024  
**Owner:** Gaye Parlane

Rob updated the board on the progress made by the uniform committee. So far the students like the uniform, but would like the option of adding a blazer. The year thirteen decision has not yet been made but it will not effect 2025. The board discussed the uniform matter in depth. Lucas is now on the uniform committee and will represent the board.

## 4. Public Exluded

### 4.1 Into Public excluded meeting



#### Public Excluded

That the board meeting move into a public excluded session at 7.35pm.

**Decision Date:** 29 Oct 2024  
**Mover:** Alison Arrow  
**Outcome:** Approved



#### Public Excluded

That the board meeting moves out of public excluded at 8.46pm.

**Decision Date:** 29 Oct 2024  
**Mover:** Alison Arrow  
**Outcome:** Approved

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** Papanui High School Board Meeting - 5 Dec 2024, 6:00 pm

### New Actions raised in this meeting

Item	Action Title	Owner(s)
1.6	Correspondence <b>Due Date:</b> 5 Dec 2024	Alison Arrow
3.4	Sub-committee Documents <b>Due Date:</b> 5 Dec 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:**\_\_\_\_\_