

MINUTES (in Review)

PAPANUI HIGH SCHOOL BOARD MEETING



Name:	Papanui High School
Date:	Thursday, 5 December 2024
Time:	6:00 pm to 9:05 pm (NZDT)
Location:	Upstairs Board Room , Papanui High School
Board Members:	Alison Arrow (Chair), Amelia Painter, Robert Gilbert, Husein Bahrainwala, James Stewart, Paul Brouwers, Rod Partington, Lucas Roan, Russell Wordsworth
Attendees:	Gaye Parlane, Stacey Fry, Steph Wood

1. Opening Meeting

1.1 Karakia to open meeting

Alison opened the meeting and led the karakia.

1.2 Attendees and Apologies

Nil.

1.3 Interests Register

Rob has added an interest to the interest register.

1.4 Confirm Previous Minutes

Papanui High School Board Meeting 29 Oct 2024, the minutes were confirmed as presented.



Previous Minutes

That the minutes from the previous meeting held on 29 October 2024 are accepted as a true and accurate record.

Decision Date:	5 Dec 2024
Mover:	Alison Arrow
Seconder:	Vikanda Bagrie
Outcome:	Approved

1.5 Action List

Due Date	Action Title	Owner(s)
19 Sept 2024	Associate Principal Delegations Status: Completed on 5 Dec 2024	Robert Gilbert
29 Oct 2024	Sewer Pump Status: Completed on 5 Dec 2024	Gaye Parlane

Due Date	Action Title	Owner(s)
29 Oct 2024	Risk Register Advice Status: Not Started	Paul Brouwers
29 Oct 2024	Finance Sub-Committee Status: Completed on 5 Dec 2024	Alison Arrow
5 Dec 2024	Correspondence Status: Completed on 5 Dec 2024	Alison Arrow
5 Dec 2024	Sub-committee Documents Status: Completed on 5 Dec 2024	Gaye Parlane

1.6 Matters Arising

Alison updated the board on the board vacancy discussed in the last meeting. NZSTA have clarified that a by election is required to fill this vacancy. This by election will be held at the start of 2025.

1.7 Correspondence

Alison spoke to the correspondence inwards.



Correspondence

That the board accept the inwards and endorse the outwards correspondence since the last board meeting.

Decision Date: 5 Dec 2024
Mover: Alison Arrow
Seconded: James Stewart
Outcome: Approved

2. Management Reports

2.1 Finance and Property Report

The Finance and Property Report is taken as read. Gaye spoke to the October accounts.

- October was a good month and resulted in a surplus.
- Rob spoke to some requested budget lines for 2024 and gave an update on this spending.
- The spending for 2024 is now slowing down and the relief spend has now stopped.
- There are no updates on the solar savings yet.
- The 2024 accounts are predicting a deficit year, but the deficit amount is not yet clear.
- Two new servers have been leased for three years as the old one is now out of warranty.
- The school audit procedures have been received and are tabled for the board to review. The school visit from the auditors is now complete.
- The 2025 Draft Budget is tabled for the board. The budget is currently running at a \$295,518 deficit. This budget will be finalised in March. Solutions and Services have reviewed the budget to date. The depreciation rates will be reviewed in 2025 as this is a major expense line. The board discussed the 2025 draft budget in Depth.



2025 Draft Budget

That the board has received and approved the draft Operating Budget for 2025, contingent on no more than 25% of the budget being spent in the first term of 2025, until the board approves the finalised budget in 2025.

Decision Date: 5 Dec 2024

Mover: Russell Wordsworth
Seconded: Paul Brouwers
Outcome: Approved

- The 2025 Draft Capital Budget was tabled for the board. Gaye spoke to this budget and allocated expenditure. The budget is conservative.



2025 Draft Capital Budget

That the board has received and approved the draft Capital Budget for 2025, contingent on no more than 25% of the budget being spent in the first term of 2025, until the board approves the finalised budget in 2025

Decision Date: 5 Dec 2024
Mover: Paul Brouwers
Seconded: Husein Bahrainwala
Outcome: Approved



2023 Accounts

Now that the 2023 audit has been finalised Solutions & Services have provided a full budgeted statement of financial position & statement of cash flows extracted from the Board approved operating & capital budgets for use in the 2024 annual accounts. We acknowledge that these reports are prepared post 2023 audit finalisation to ensure accuracy and usefulness in the 2024 annual accounts. On this basis the Board approves the use of these documents in the 2024 annual reports

Decision Date: 5 Dec 2024
Mover: Alison Arrow
Seconded: James Stewart
Outcome: Approved



Principal's Wellbeing Fund

The Board approves the expenditure of the Principals Professional Coaching and Wellbeing Support for the 2024 school year.

Decision Date: 5 Dec 2024
Mover: Alison Arrow
Seconded: Amelia Painter
Outcome: Approved

- Gaye spoke to the 2025 working capital budget. The budget sits above the M.O.E recommended working capital level. The board discussed deficit budgets and the school's capacity to accommodate these.
- Rob and Gaye updated the board on the hall repairs and upgrades. This is planned to be completed in February 2025. The board discussed this project.
- There is no update on the staffroom or canteen upgrades.



Boom Lift

Query the boom lift usage and charges for the hall repairs.

Due Date: 31 Dec 2024
Owner: Gaye Parlane

- Gaye spoke to the cyclical maintenance for 2024/2025 including extensive painting.



Cyclical Maintenance

The Board has reviewed the updated cyclical maintenance plan and considers that this plan represents an up to date and reliable estimate of the Boards obligations at 31/12/2024 to the MOE for cyclical maintenance. The plan records total costs of \$445,273 and an annual cost of \$51,188 and the Board has approved this to be used in the 2024 financial statements.

Decision Date: 5 Dec 2024
Mover: Paul Brouwers
Seconded: Alison Arrow
Outcome: Approved

- Health and Safety concerns have been raised with the M.O.E around the mesh barrier. The board discussed these risks in depth.
- Rob acknowledged Gaye and her team for their hard work this year.



Finance and Property Report - December

That the board accept the Finance and Property Report.

Decision Date: 5 Dec 2024
Mover: Alison Arrow
Seconded: Amelia Painter
Outcome: Approved

2.2 Principal's Report

The principal's report is taken as read.

- Rob shared student success stories with the board.
- Ashton and Vie have been appointed head students for 2025.
- Rob has been attending community events on behalf of the school.
- The change to vertical form classes is well under way for 2025.
- The following context classes are being set up for 2025 - general, accelerant, low sensory, supported learning and Kapa Te Reo. The all-boys class did not get enough interest to proceed with.
- Rob spoke to the school's year to date achievement progress. Currently the school is behind the 2023 literacy results and ahead of the 2023 numeracy results. These results will still increase for 2024 as the final data comes in.
- NCEA level one will be reviewed by the school in 2025. Rob spoke to the challenges and alternatives of this. The board had a robust discussion on this matter.
- Lynette Archer has submitted her resignation. This role will be absorbed into general staffing. The school is advertising internally for an assistant principal for 2025.
- Rob is in discussions with Alison and the SLT about restructuring the SLT to align with the school's strategic plan.
- Rob updated the board on frustrations shared with other schools about the space available for students in alternative education. A charter school has been set up called the Christchurch Education Trust. Rob spoke to the purpose and details of this charter school. Rob is on the governing body of the trust but not involved with the actual school.
- The board discussed the prizegiving and would love to see better quality certificates used moving forward.



Principal's Report - December

That the Principal's Report is accepted.

Decision Date: 5 Dec 2024
Mover: Alison Arrow
Outcome: Approved

2.3 International/ACE Reports

The acting director of international is on indefinite sick leave. The board discussed this matter. An international dean has been appointed from the start of 2025.



Internatinal/ACE Report

That the board accept the ACE report and the verbal international report.

Decision Date: 5 Dec 2024
Mover: Alison Arrow
Seconder: Russell Wordsworth
Outcome: Approved

2.4 Board sub-committees/Information

Vikanda spoke to the Terms of Reference drafted for the three sub-committees. The next step is for the sub-committees to review the terms of reference.



Sub-Committee terms of Refence

That the board accept the terms of reference to go to the sub-committee for review.

Decision Date: 5 Dec 2024
Mover: Robert Gilbert
Seconder: Russell Wordsworth
Outcome: Approved

- The first finance sub-committee will be on the 27th of January 2025. The committee will meet the Friday before the board meeting. Rob, Gaye, Paul, Alison and Husein will attend this meeting.
- All of the board will be on the discipline sub-committee, excluding the student representative. Alison will chair this sub-committee.
- The Risk and Safety committee will meet bi-monthly. James, Lucas, Andrew Guy and Rod will form this committee.
- The compliance sub-committee will include Stacey, Alison and Russell.



School Docs Terms of Reference

Review the School Docs terms of reference for the compliance sub-committee.

Due Date: 31 Jan 2025
Owner: Alison Arrow



Risk Register

Add the Risk Register to the board agenda as a permanent agenda item.

Due Date: 31 Jan 2025
Owner: Alison Arrow

- The board set the 2025 meeting dates:

- 30 January 2025
- 27 February 2025
- 27 March 2025
- 22 May 2025
- 26 June 2025
- 31 July 2025
- 28 August 2025
- 16 October 2025
- 20 November 2025
- 9 December 2025



Board Dates

That the 2025 board meeting dates are approved.

Decision Date: 5 Dec 2024
Mover: Alison Arrow
Outcome: Approved

3. Public Excluded

3.1 Into Public excluded meeting



Public Excluded

That the meeting moves into a public excluded session at 8.14pm.

Decision Date: 5 Dec 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 public excluded session of closed at 9.03pm

Decision Date: 5 Dec 2024
Mover: Alison Arrow
Outcome: Approved

4. Close Meeting

4.1 Close the meeting

Next meeting: No date for the next meeting has been set.

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.1	Boom Lift Due Date: 31 Dec 2024	Gaye Parlane
2.4	School Docs Terms of Reference Due Date: 31 Jan 2025	Alison Arrow
2.4	Risk Register Due Date: 31 Jan 2025	Alison Arrow

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:_____