

MINUTES (in Review)

PAPANUI HIGH SCHOOL BOARD MEETING



Name:	Papanui High School
Date:	Thursday, 30 January 2025
Time:	6:00 pm to 8:30 pm (NZDT)
Location:	Upstairs Board Room , Papanui High School
Board Members:	Alison Arrow (Chair), Husein Bahrainwala, James Stewart, Lucas Roan, Paul Brouwers, Robert Gilbert, Rod Partington, Russell Wordsworth
Attendees:	Stacey Fry, Olivia Daly
Apologies:	Gaye Parlane, Amelia Painter

1. Opening Meeting

1.1 Karakia to open meeting

Alison opened the meeting and welcomed all attendees to the first Board Meeting for 2025.

1.2 Election of Deputy Presiding Member

Alison noted that following the resignation of Vikanda Bagrie, nominations are called for a Deputy Presiding Member to hold the role until the election concludes in September.

Alison called for any nominations. Alison nominated Russell Wordsworth (Russell). There were no further nominations. There was strong support amongst the Board for Russell.



Election of Deputy Presiding Member

That Russell Wordsworth is nominated as deputy presiding member of the Papanui High School Board until the elections conclude in September 2025.

Decision Date:	30 Jan 2025
Mover:	Alison Arrow
Seconder:	Paul Brouwers
Outcome:	Approved

1.3 Attendees and Apologies

Apologies from Gaye Parlane (Gaye). There are no financials to table due to it being the start of the school year.

1.4 Interests Register

James Stewart (James) noted his conflict of interest in relation to the public excluded content regarding a disciplinary situation with a student (friends with Aunty). All agreed for James to abstain from voting in this decision.

1.5 Confirm Previous Minutes

Alison requested if there were any concerns with the minutes from the December meeting. Alison noted that a new action point needs to be added about the review of Papanui High School policies. All accepted the minutes.



Policy Review

Review to commence for Papanui High School policies.

Due Date: 30 Apr 2025

Owner: Alison Arrow



Decision: Previous Minutes

That the minutes from the previous meeting held on 5 December 2024 are accepted as a true and accurate record, subject to including an action point about review of policies.

Decision Date: 30 Jan 2025

Mover: Alison Arrow

Seconder: James Stewart

Outcome: Approved

1.6 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	Risk Register Advice Status: Completed on 27 Feb 2025	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
31 Dec 2024	Boom Lift Status: Completed on 29 Jan 2025	Gaye Parlane
31 Jan 2025	School Docs Terms of Reference Status: In Progress	Alison Arrow
30 Jun 2025	Risk Register Status: In Progress	Alison Arrow

1.7 Matters Arising

N/A

1.8 Correspondence

N/A

2. Board Business

2.1 Board sub-committees/Information

Alison noted discussion required regarding Finance, Policy Review and Compliance and Safety and Risk subcommittees.

Finance committee meeting is required prior to the next Board meeting in February. Attendees required are: Robert Gilbert (Robert), Gaye, Alison, Paul and Husein Bahrainwala (Husein). Principal noted his availability Tuesday 25 February at 9am. All agreed this time would work.

Location: downstairs board room. Action: Set up meeting in calendar for Finance subcommittee meeting.

Alison noted the Policy Review and Compliance subcommittee needs to kick off a meeting. Board representatives for this subcommittee are Russell Wordsworth (Russell), Alison, James, Stacy Fry (Stacey). The Deloitte Report was discussed. Action: Policy Review and Compliance subcommittee to meet to discuss the outcomes of the Deloitte report and plan the wider policy review.

Alison noted that the Safety and Risk subcommittee includes Lucas Roan (Lucas), James and Rod Partington (Rod). This subcommittee requires an initial meeting to discuss the plan for the coming year. Action: Safety and Risk subcommittee to meet and discuss the plan for the coming year.



Finance Subcommittee Meeting

Set up meeting in calendar for Finance subcommittee meeting.

Due Date: 7 Feb 2025
Owner: Alison Arrow



Safety and Risk subcommittee

Safety and Risk subcommittee to meet and discuss the plan for the coming year.

Due Date: 31 Mar 2025
Owners: James Stewart, Lucas Roan, Rod Partington

2.2 Schedule of Delegations 2025

Alison noted that a review is required for the Schedule of Delegations, specifically Education School Boards Regulation 2020, clause 8.

It was agreed that the document needs a final review and to be reconfirmed. There were two changes required. The reference to appraisals is incorrect wording. They are now referred to as professional growth cycles. The second change refers to the approval of overseas travel. The approval of overseas travel must be made by the Board (auditors' requirement). Robert agreed to work through the changes, alongside Alison and present the final version at the February Board Meeting. Action: Present the final Schedule of Delegation at the February Board meeting.

There was a question around the purchasing part in the document and what needs board approval and what can be approved by management. Ensure all scenarios are included and accounted for (e.g. budgeted and over \$10k, not budgeted and over \$10k).

Action: Management to review the purchasing part of the Schedule of Delegations and ensure all scenarios are accounted for in terms of approvals.



Schedule of Delegation

Present the final Schedule of Delegation at the February Board meeting.

Due Date: 28 Feb 2025
Owner: Alison Arrow



Schedule of Delegations

Management to review the purchasing part of the Schedule of Delegations and ensure all scenarios are accounted for in terms of approvals.

Due Date: 28 Feb 2025
Owners: Robert Gilbert, Stacey Fry

2.3 Code of Conduct for State School Board Members

Alison introduced the Code of Conduct for State School Board members. Alison noted that the board does not need to sign it but they need to agreed to abide by it as part of their membership. All agreed the document was satisfactory.



Code of Conduct for State School Board Members.

That the Board accept and endorse the Code of Conduct for State School Board Members.

Decision Date: 30 Jan 2025
Mover: Robert Gilbert
Seconder: Russell Wordsworth
Outcome: Approved

Husein commented that it would be helpful in terms of preparedness for board papers to be sent a couple of days prior to the board meeting, not the day of. All members agreed and noted this.

2025 Board Work Plan

Alison tabled a suggested board plan for the year. This will ensure there is a planned focus for the board for each meeting. For example, this meeting is an admin focused meeting. Next month may be a strategic focus. Alison distributed the suggested document to the board and requested all members review and come back with comments at the February meeting. **Action:** Board members to review the suggested board plan document and table ideas and comments at the February board meeting.

KPIs

All discussed KPIs and how these would be useful for the Board to review, either twice yearly, or annually. All agreed some metrics (i.e. dashboard) would be useful to see, i.e. attendance, discipline, engagement metrics. Robert noted he receives a report on attendance. **Action:** Robert to look at metrics and report back to February meeting whether there are some that can be shared with the board.

Board Assessment

Alison distributed the Board self-assessment checklist and requested all members to complete this and return to her prior to the February Board meeting. The results will then be discussed. Hopefully, the results will indicate where the gaps are and assist with the recruitment of the new board member. **Action:** All Board members to complete the Board self-assessment checklist and return to Alison prior to the February Board meeting.



Board Plan Document

Board members to review the suggested board plan document and table ideas and comments at the February board meeting.

Due Date: 28 Feb 2025
Owners: Abby Nartea, Alison Arrow, Amelia Painter, Gaye Parlane, Husein Bahrainwala, James Stewart, Julia Walmsley, Lucas Roan, Paul Brouwers, Robert Gilbert, Rod Partington, Russell Wordsworth, Stacey Fry



Metrics

Robert to look at metrics and report back to February meeting whether there are some that can be shared with the board.

Due Date: 28 Feb 2025
Owner: Robert Gilbert



Board Self-Assessment

All Board members to complete the Board self-assessment checklist and return to Alison prior to the February Board meeting.

Due Date: 28 Feb 2025

Owners: Abby Nartea, Alison Arrow, Amelia Painter, Gaye Parlane, Husein Bahrainwala, James Stewart, Julia Walmsley, Lucas Roan, Paul Brouwers, Robert Gilbert, Rod Partington, Russell Wordsworth, Stacey Fry

2.4 NZSBA Learning Events

Robert noted the upcoming NZSBA learning events (webinars) that people might be interested in attending.

2.5 Confirm Board Meeting Dates and times

Alison tabled all the dates for the 2025 Board meetings. All noted there is no meeting in April. All agreed on the dates and the later start time of 6.00pm. Robert noted all are welcome to join for kai at 5.45pm.

3. Management Reports

3.1 Principal's Report

Robert presented the principal's report.

Principal's Board Report

Robert advised that the Peer Support Training Camp to Hanmer Springs was a success and there was a great turn out. There was positive feedback from the participants, with a high level of engagement and maturity by the students.

The staff only day was held late January which set a positive and purposeful tone for the year ahead.

Robert acknowledged that he has been principal for 12 months and the morale is positive, and he is looking forward to 2025.

Role is currently around 1600 students.

Robert noted the plan for the carving restoration. Unfortunately, during restoration there are parts of the original carvings that are beyond saving. Elements of the original will be combined with reconstructed materials.

Discussion about the session with Teachers, parents and students. Overall, there were more teachers in attendance. Discussion around how to encourage more attendance at these events. All agreed there needs to be some thought around other avenues of contact.

Robert presented the NCEA results to the board and noted the highlights. Overall, some pleasing results but some areas to work on, especially for Māori and Pasifika students. James noted there is data available on school leavers and where they go for further study after high school. All agreed this would be good to review. **Action:** Share data on school leavers and where they study post school.

Robert advised that as part of their ongoing commitment to enhancing school culture and supporting the co-curricular programmes, there has been an appointment of Assistant Principal, Co-curricular – Jay Grub. This is an internal appointment and will be announced next week.

Robert acknowledged the passing of a teacher and a former student.

Robert noted there is a new appointment for the Director of International Students. Tony Perring who is highly regarded in the international community will join from the start of Term 2.

Robert outlined the three marketing trips planned for 2025 – Germany, Vietnam/Thailand and China.

Robert noted there is a detailed report about the proposed trip to Germany which requires board approval.

Stacey outlined that herself and Robert attended the Principal's Centre hosted by Harvard University around enhancing leadership, school culture and addressing challenges in modern education. There were 120 delegates from around New Zealand. Both agreed it was very good experience and will enable them both to contribute positively to the school and the growth of leadership practices.

German marketing trip

The German marketing trip is planned for March/April. Robert proposed he attends as the new Director of International Students does not start until Term 2. Robert noted that board approval is required for international travel. Robert noted the primary purpose of the trip is to attend key international student recruitment events, network and strengthen relationships with school and education partners. It is hoped this will assist with increasing post covid international student levels.

Paul questioned the budget and whether the trip is in line with what was budgeted for. The Board also noted that this is a long time for a principal to be absent and whether this was the best use of his time as a leader of the school. Also need to consider who else would be positioned to attend, if not Robert.

Robert noted it is important to increase the number of international students otherwise the school will struggle. Robert advised that Stacey would act as Principal in his absence.

Board agreed that there was no one else suitable to represent the school for this trip and in the absence of a Director of International Students, Robert is the accepted choice.

There was no other business to discuss. Alison proposed the meeting moves to public excluded.

NB: James declared again his conflict of interest. Lucas also declared his conflict of interest being the student representative on the board.



Data on School Leavers

Share data on school leavers and where Papanui High School students study post school.

Due Date: 30 Jun 2025
Owner: James Stewart



German Marketing Trip 2025

That the Board approve the international travel for Robert from 12 March to 9 April 2025.

Decision Date: 30 Jan 2025
Mover: Alison Arrow
Seconded: Russell Wordsworth
Outcome: Approved



Principal's Report

That the Board accepts the principal report.

Decision Date: 30 Jan 2025
Mover: Alison Arrow
Seconded: James Stewart
Outcome: Approved

4. Public Excluded

4.1 Into Public excluded meeting



Public Excluded

That the meeting moves in to public excluded session at 7.45pm.

Decision Date: 30 Jan 2025

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 meeting moves out of public excluded at 8.25pm.

Decision Date: 30 Jan 2025

Mover: Alison Arrow

Outcome: Approved

5. General Business

5.1 General Business

Stacey noted she will be an apology for the February 2025 meeting.

6. Close Meeting

6.1 Close the meeting

Next meeting: Papanui High School Board Meeting - 27 Feb 2025, 6:00 pm

Approved decisions made between meetings



Chinese MoU Approval

That the board approves the MoU for the Chinese International Student program to be signed by the Presiding Member on behalf of the Board.

5 Supported: Alison Arrow , Husein Bahrainwala , Lana McCarroll , Vikanda Bagrie ,

Shane Watson - Vote on your behalf as per message from Lana

0 Opposed:

3 Abstained: Elisabeth Cox , Jeff Smith , Michelle Dalley

Decision Date: 27 Jun 2023

Outcome: Approved



Solar Panel Purchase

The Papanui High School Board of Trustees agree to contribute \$500,000.00 toward solar panels for the West and East Learning Hubs currently under construction in the school.

5 Supported: Alison Arrow , Elisabeth Cox , Lana McCarroll , Shane Watson , Vikanda Bagrie

0 Opposed:

3 Abstained: Jeff Smith , Michelle Dalley , Husein Bahrainwala - Don't have enough information to make an informed decision.

Decision Date: 17 Aug 2023

Outcome: Approved



Personnel Committee Spend Approval

That the board approves that a sub-committee is formed for an employment matter consisting of Lana McCarroll and Vikanda Bagrie. The board delegates authority to the sub-committee a budget of up to \$2,000 to resolve the employment matter.

7 Supported: Alison Arrow , Elisabeth Cox , Jeff Smith , Lana McCarroll , Michelle Dalley , Shane Watson , Vikanda Bagrie

0 Opposed:

0 Abstained:

Decision Date: 5 Sept 2023

Outcome: Approved



Personnel Delegated Authority

That the board approves that a sub-committee is formed for an employment matter consisting of Lana McCarroll and Vikanda Bagrie. The board delegates authority to the sub-committee a budget of up to \$4,000 to resolve the employment matter.

6 Supported: Elisabeth Cox , Husein Bahrainwala , Jeff Smith , Michelle Dalley , Shane Watson , Vikanda Bagrie

0 Opposed:

0 Abstained:

Decision Date: 8 Sept 2023

Outcome: Approved



Senior Prize Giving Refreshments

That the board approves the total spend of up to \$1,000 for refreshments for the staff after prize giving on 25th October.

8 Supported: Alison Arrow , Elisabeth Cox , Husein Bahrainwala , Jeff Smith , Lana McCarroll , Michelle Dalley , Shane Watson , Vikanda Bagrie

0 Opposed:

0 Abstained:

Decision Date: 25 Oct 2023

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner(s)
1.5	Policy Review Due Date: 30 Apr 2025	Alison Arrow
2.1	Finance Subcommittee Meeting Due Date: 7 Feb 2025	Alison Arrow
2.1	Safety and Risk subcommittee Due Date: 31 Mar 2025	James Stewart, Lucas Roan, Rod Partington
2.2	Schedule of Delegation Due Date: 28 Feb 2025	Alison Arrow
2.2	Schedule of Delegations Due Date: 28 Feb 2025	Robert Gilbert, Stacey Fry
2.3	Board Plan Document Due Date: 28 Feb 2025	Abby Nartea, Alison Arrow, Amelia Painter, Gaye Parlane, Husein Bahrainwala, James Stewart, Julia Walmsley, Lucas Roan, Paul Brouwers, Robert Gilbert, Rod Partington, Russell Wordsworth, Stacey Fry
2.3	Metrics Due Date: 28 Feb 2025	Robert Gilbert
2.3	Board Self-Assessment Due Date: 28 Feb 2025	Abby Nartea, Alison Arrow, Amelia Painter, Gaye Parlane, Husein Bahrainwala, James Stewart, Julia Walmsley, Lucas Roan, Paul Brouwers, Robert Gilbert, Rod Partington, Russell Wordsworth, Stacey Fry
3.1	Data on School Leavers Due Date: 30 Jun 2025	James Stewart

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: _____