

CONFIRMED MINUTES

PAPANUI HIGH SCHOOL BOARD MEETING



At the **Papanui High School Board Meeting** on **27 Mar 2025** these minutes were **confirmed as presented**.

Name:	Papanui High School
Date:	Thursday, 27 February 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, Russell Wordsworth
Attendees:	Olivia Daly
Apologies:	Stacey Fry, Amelia Painter, Rod Partington

1. Opening Meeting

1.1 Karakia to open meeting

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

1.2 Attendees and Apologies

Stacey, Amelia and Rod are apologies.

1.3 Interests Register

No new interests to note.

1.4 Confirm Previous Minutes

Papanui High School Board Meeting 30 Jan 2025, the minutes were confirmed as presented.



Confirm Previous Minutes

That the minutes from the previous meeting held on 30 January 2025 are accepted as a true and accurate record.

Decision Date: 27 Feb 2025
Mover: Alison Arrow
Seconded: James Stewart
Outcome: Approved

1.5 Action List

Due Date	Action Title	Owner(s)
31 Mar 2025	School Docs Terms of Reference Status: In Progress	Alison Arrow
31 Mar 2025	Safety and Risk subcommittee Status: Not Started	James Stewart, Lucas Roan, Rod Partington
30 Apr 2025	Policy Review Status: Not Started	Alison Arrow

Alison reviewed action list, and updates were made in Boardpro.

1.6 Matters Arising

N/A

1.7 Correspondence

N/A

2. Board Business

2.1 Strategic Plan Review 2025

Robert tabled the PHS Statement of Variance which was taken as read.

Robert advised that the Board and Senior Management have created the strategic plan. The next step is how the school is going to measure itself against last year. This is currently being worked on by Senior Management.

Robert advised that Papanui High School is not quite meeting attendance target of 50%. Although, the school has had a large increase in attendance - 10.2% increase. In 2023, regular attendance was 38.2%.

Robert noted a target of importance is for 80% of the students who do not have literacy and numeracy at the start of the year, for 80% of them to achieve it in 2025. Of those who do not have it, the school will support and assist them to achieve it. Another goal is regular, ongoing attendance above 50%.

Board questioned if the goal of 80% of those not having literacy and numeracy, and 80% achieving it, is realistic. Principal noted he wants to support the ambition. Board agreed to start with an ambitious goal.

Papanui High School has communicated its goal of increasing attendance with the community and parents. There are now consequences for low attendance. If attendance is lower than 80%, a student cannot represent the school in any sport or culture. This is discretionary.

Robert noted the involvement of the local iwi Ngāi Tūāhuriri who have support workers to check on Māori students ensuring they are going to school. They assist with wrap around support i.e. scholarships, sports fees etc.

Robert noted he is happy with the achievements made in the last 12-months in terms of the strategic plan and meeting its objectives.

All agreed safety is a priority. The messaging at Papanui High School is that if you engage in violence, you will be before the Board. The community narrative is that Papanui High School does not do violence.



Statement of Variance

That the Board support the submission of the Statement of Variance, including the new goals, subject to feedback with middle leaders.

Decision Date: 27 Feb 2025
Mover: Paul Brouwers
Second: Russell Wordsworth
Outcome: Approved

2.2 Schedule of Delegations 2025

Robert tabled the Schedule of Delegations 2025 which were taken as read.

Robert tabled suggested changes from the Finance Committee who met earlier in the week.

All Board members accepted the updated Schedule of Delegations.



Schedule of Delegations 2025

Alison moves that the Board accepts the changes to the Schedule of Delegations 2025.

Decision Date: 27 Feb 2025
Mover: Paul Brouwers
Second: Russell Wordsworth
Outcome: Approved

All agreed final version to be uploaded to the Documents section under 'Governance Documents' in Boardpro.



Schedule of Delegation 2025 to be uploaded to Boardpro

Upload final version of Schedule of Delegation 2025 to Governance Documents in Boardpro. Ensure any old copies are deleted.

Due Date: 25 Apr 2025
Owner: Alison Arrow

2.3 Risk Register

There were no actions, decisions or discussion to note.

2.4 Board Self-Assessment Results

Alison tabled the Board self-assessment results and distributed the results document.

Alison acknowledged the members who returned the form.

Feedback from assessment outlines that a good induction for new Board members is missing. All agreed this needs to be developed.

Alison outlined that feedback also included a lack of professional development schedule for the Board as a whole and there is no governance manual for the Papanui High School Board. Alison noted that NZ School Boards website provides good examples.

Discussion around Board policies. All agreed it is not obvious or clear where these are in School docs. All agreed relevant board policies to be pulled out of School docs and uploaded to Boardpro.

Board member questioned whether there is any community consultation for the strategic plan. Robert noted there may be some public meetings.

The Statement of Variance illustrates Papanui High School is using the strategic plan to set goals and make decisions.

Russell questioned whether some of the positive academic results i.e. NCEA results and the strategic successes could be celebrated on the billboard outside school on Langdons Road. Robert agreed to investigate.

Board discussed diversity on the Board. It was noted that there are three UC staff as current members.

Board discussed communications from the Board to stakeholders. It was suggested there could be a section in the newsletter for Chair to have a monthly piece. Also, an update from one Board member per newsletter. This ensures connection with the community. Presiding member agreed to write a piece for the upcoming newsletter, along with photo. To be with Julia by Wednesday.

All agreed policy; Board PD and induction; and understanding the role of the board are key



Induction for new Board members

Induction for new Board members to be developed.

Due Date: 29 Aug 2025

Owner: Alison Arrow



Board policies to Boardpro

Upload relevant Board policies to the Governance Document section of Boardpro.

Due Date: 27 Jun 2025

Owner: Alison Arrow



Successes on Papanui High School Billboards

Investigate including academic results and strategic success on the billboards outside school on Langdons Road.

Due Date: 27 Jun 2025

Owners: Robert Gilbert, Stacey Fry



Chair update in Newsletter

Presiding member to write a piece for the upcoming newsletter (including photo).

Due Date: 12 Mar 2025

Owner: Alison Arrow

2.5 Board Workplan

All agreed that for the gaps identified in the Board self-assessment results, these are to be included in the Board workplan for the coming year. Each meeting will have something specific to focus on.

Alison noted that over the next month, an updated version of the workplan will be distributed.

2.6 Finance and Property Committee Report

The Finance and Property Committee Report was tabled and taken as read.

The Finance committee met on Tuesday and went through the documentation. Robert gave an overview of what was discussed in the meeting.

Robert advised that the Board approved an operating deficit of \$405k in 2024 and now it is sitting at \$68k. All agreed that this is a huge achievement. The Board acknowledged the work done by Gaye and her team and agreed a thank you letter; chocolate and flowers were appropriate given the achievement and positive outcome for the school. Alison agreed to organise and take Gaye for coffee - Paul agreed to assist.

Alison noted the vandalism on the school van and another having to be towed away for repairs due to it being unable to start. All noted damage to a certain level may need to be written off.



Thank you for Gaye

Alison to organise a thank you for Gaye.

Due Date: 28 Mar 2025

Owners: Alison Arrow, Paul Brouwers



Finance and Property Committee Report

That 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 \$481,009 and an annual cost of \$52,975 and the Board has approved this to be used in the 2024 financial statements.

Decision Date: 27 Feb 2025

Mover: Robert Gilbert

Seconder: James Stewart

Outcome: Approved



Statement of Responsibility for the 2024 Annual Accounts

That the Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2024 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

Decision Date: 27 Feb 2025

Mover: Russell Wordsworth

Seconder: Paul Brouwers

Outcome: Approved

The Board accepted the report.



Finance and Property Committee Report

That the Board accepts the Finance and Property Committee Report.

Decision Date: 27 Feb 2025

Outcome: Approved

Alison noted that if there are any further questions, Gaye is available to answer them via email.

2.7 Flu Vaccines 2025

James proposed that the Board approves the funding of staff flu vaccines at \$26 per head for 2025, to be booked for April.



Flu Vaccines 2025

That the Board approves the funding of staff flu vaccines at \$26 per head for 2025, to be booked for April.

Decision Date: 27 Feb 2025

Outcome: Approved

All agreed that this decision does not need to come to the Board as it is operational and less than \$15k.

3. Management Reports

3.1 Principal's Report

Robert presented the Principal's Report which was taken as read.

Robert noted that the report can be read alongside the Analysis of Variance report. Robert noted that there is an improved culture at school. He acknowledged the work done by staff which has had a huge impact on this.

The community engagement evening at the Subject Meet and Greet was positive. It was a chance to meet teachers and talk about course expectations.

Robert noted the sporting success for three students in the South Islands Tennis Cup. All acknowledged the positive result for the school.

Board discussed the removal of streaming in the Junior school and the number of neurodiverse students. Teachers are upskilling to understand how to best support these students with their learning. All agreed Papanui High School is working hard in this space to support students.

Robert advised there have been six students who gained scholarships. All acknowledged this excellent result.

Robert noted the upcoming midterm break which is new. This is a result of a slightly longer term one.

Robert noted he is away 12 March to 9 April for the Germany Marketing Trip. Stacey Fry will be acting Principal during this time and will present the Principal's Report at the March Board meeting. Deputy Principal, Louise Clissold will be the acting Associate Principal in Robert's absence.



Principal's Report

That the Board accepts the principal report.

Decision Date: 27 Feb 2025

Mover: Alison Arrow

Seconder: James Stewart

Outcome: Approved

There was no other business to discuss. Alison proposed the meeting moves to public excluded at 7.58pm.

4. Public Excluded

4.1 Public excluded meeting



Public Excluded Meeting

That the meeting moves in public excluded session at 8.19pm.

Decision Date: 27 Feb 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	<i>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").</i>	<i>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.</i>
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 Meeting

That the board meeting moves out of public excluded at 8.25pm.

Decision Date: 27 Feb 2025
Mover: Alison Arrow
Outcome: Approved

5. General Business

5.1 Bi-Election and General Election

Alison noted a bi-election is required and the Board needs to approve the returning officer. The bi-election is required because the Board is one member short after a Board member departed last year.



Papanui High School Bi-Election

That the date for nominations for the bi-election open 6 March and close by 27 March.

Decision Date: 27 Feb 2025
Outcome: Approved

All agreed that if Russel nominates himself and there is no one else nominated, there is no need for a bi- election. If successful, he remains on the Board.

Russell's nomination to be included in the newsletter, along with photo.



Papanui High School Bi-Election

That Schooled Limited is selected as the returning officer for the Papanui High School bi-election.

Decision Date: 27 Feb 2025

Outcome: Approved



Papanui High School Bi-Election

That the proposed date of the election is to be on or around the Thursday 1 May, to be confirmed with the returning officer.

Decision Date: 27 Feb 2025

Outcome: Approved

Robert agreed to put all information about elections in the newsletter and Board section of the school's website.

Alison voted that Papanui High School select Schooled Limited as the returning officer for the September general election.



Papanui High School General Election

That Papanui High School select Schooled Limited as the returning officer for the September election which will be held on or around 10 September.

Decision Date: 27 Feb 2025

Mover: Alison Arrow

Seconded: Paul Brouwers

Outcome: Approved

Alison closed the meeting at 8.30pm with the closing karakia.

6. Close Meeting

6.1 Close the meeting

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

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.2	Schedule of Delegation 2025 to be uploaded to Boardpro Due Date: 25 Apr 2025	Alison Arrow
2.4	Induction for new Board members Due Date: 29 Aug 2025	Alison Arrow
2.4	Board policies to Boardpro Due Date: 27 Jun 2025	Alison Arrow
2.4	Successes on Papanui High School Billboards Due Date: 27 Jun 2025	Robert Gilbert, Stacey Fry
2.4	Chair update in Newsletter Due Date: 12 Mar 2025	Alison Arrow
2.6	Thank you for Gaye Due Date: 28 Mar 2025	Alison Arrow, Paul Brouwers

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: _____