

# CONFIRMED MINUTES

## PAPANUI HIGH SCHOOL BOARD MEETING



At the **Papanui High School Board Meeting** on **25 Jun 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Papanui High School
<b>Date:</b>	Thursday, 22 May 2025
<b>Time:</b>	6:00 pm to 9:00 pm (NZST)
<b>Location:</b>	Upstairs Board Room , Papanui High School
<b>Board Members:</b>	Alison Arrow (Chair), Husein Bahrainwala, Lucas Roan, Paul Brouwers, Robert Gilbert, Rod Partington, Russell Wordsworth
<b>Attendees:</b>	Stacey Fry, Olivia Daly
<b>Apologies:</b>	James Stewart, Amelia Painter

### 1. Opening Meeting

#### 1.1 Karakia to open meeting

Presiding Member opened the meeting and welcomed all Board members.

Meeting opened at 6.00pm.

#### 1.2 Attendees and Apologies

Apologies from James Stewart, Amelia Painter and Rod Partington.

#### 1.3 Interests Register

#### 1.4 Confirm Previous Minutes

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

All accepted the minutes.



#### **That the minutes from the previous meeting held on 27 March 2025 ...**

That the minutes from the previous meeting held on 27 March 2025 are accepted as a true and accurate record.

<b>Decision Date:</b>	22 May 2025
<b>Mover:</b>	Russell Wordsworth
<b>Seconder:</b>	Husein Bahrainwala
<b>Outcome:</b>	Approved

## 1.5 Action List

Due Date	Action Title	Owner(s)
30 Jun 2025	Discuss safety and risk committee plan. <b>Status:</b> In Progress	Alison Arrow
31 Jul 2025	Safety and Risk subcommittee <b>Status:</b> In Progress	Lucas Roan, Rod Partington

## 1.6 Matters Arising

The Presiding Member informed the Board that funding is being sought from the Finance Committee for the winter tournament. Executive Officer had to make adjustments, as funding could not be obtained from Grassroots, which only supports North Island organisations. Instead, an alternative funding request has been made to Pub Charity. This was noted by the Board as part of item 2.1 from the previous meeting.

## 1.7 Correspondence

N/A

## 2. Board Business

### 2.1 Finance and Property Committee Report

Presiding member outlined the Finance and Property Committee met on Tuesday.

Presiding member gave a high-level overview of the meeting.

Vandalism is higher than usual the last few months. It seems there are higher rates of vandalism on non-uniform days.

Non-uniform day discussion.

Plimsol upgrade was discussed. The roof and hallway to commence first.

Hall upgrade is being updated, double doors to increase capacity. This triggers compliance issues. This is ongoing. May be cost prohibitive.

Presiding member noted the Pou and Marae restoration is underway.

Principal noted renovations to office block is on hold. It will be costed once P block is underway.

Presiding member outlined the school is moving into a 10-year and 5-year property plan as of 2027.

Board discussed school donations.

2025 Final Budget for approval

The Final budget for approval was discussed and agreed by the Board.



### 2025 Final Budget for Approval

Move that the Board has received and approved the Final Operating Budget for 2025 with a deficit of \$335,242.20, this includes a \$50k contingency as per the Delegation of Authority.

**Decision Date:** 22 May 2025  
**Mover:** Alison Arrow  
**Seconder:** Russell Wordsworth  
**Outcome:** Approved



### **2025 Final Budget for Approval**

That the Board has received and approved the Final Capital Budget with a capital spend of \$325,379.08 for 2025.

**Decision Date:** 22 May 2025  
**Mover:** Alison Arrow  
**Seconders:** Russell Wordsworth  
**Outcome:** Approved



### **Finance & Property Committee Report**

That the Board accepts the Finance and Property Committee Report.

**Decision Date:** 22 May 2025  
**Mover:** Alison Arrow  
**Seconders:** Husein Bahrainwala  
**Outcome:** Approved

## **3. Management Reports**

### **3.1 Adult & Community Education Report**

Presiding member tabled the Adult and Community Education Report which was taken as read.

The Board acknowledged the Adult and Community Education program, recognising the participation of 350 adult community members attending night classes at the school.



### **Adult Community Education Report**

That the Board accepts the Adult and Community Education Report.

**Decision Date:** 22 May 2025  
**Mover:** Alison Arrow  
**Seconders:** Russell Wordsworth  
**Outcome:** Approved

### **3.2 Principal's Report**

Principal tabled the Principal's Report which was taken as read.

Chris Lynch Media featured Papanui High School in an article titled "Papanui High School quietly thriving with national success in academics, arts and sport. All acknowledged this positive media piece.

Principal noted the 2025 school production, "Shrek the Musical", is opening 11 June.

Significant progress has been made with the restoration of the Pou and Maihi. An unveiling ceremony is being organised for 27 June. Time to be confirmed.

#### ***2024 Annual Department Reports***

The departments have now completed their 2024 Annual Reports. These show student achievement data, curriculum delivery, equity and engagement outcomes, co-curricular contributions, and goals for future improvement.

Principal noted they are valuable as they provide information about the strengths and challenges across learning areas and assist with strategic planning and strategic priorities.

The Board acknowledged that 15 reports cover various departments and requested time with the Heads of Department to present their findings. All agreed to do this next term – Term 3. Dates to be agreed at the next board meeting. Action: Arrange dates for the Board to meet with Heads of Department to review and discuss their findings from the Department reports.

Presiding member agreed to distribute the Reports/Subjects to Board members. It was noted that science is split in two and is one of the larger departments.

The Board discussed global marking, and the different protocols applied across subjects. Some subjects follow a bottom-up approach, others use a top-up method, while some implement global marking. It was noted that if a student submits a resubmission, their maximum attainable grade is 'Achieved.' Teachers ensure students understand these grading protocols.

### *Staffing*

Principal noted the key staffing movements for the term.

### *Staff study and Leave*

Principal presented two staff applications for upcoming professional development and recommended the Board approve and provide formal letters of support for both.

The first staff application is for a Ministry of Education Study Award for the staff member to continue postgraduate study in neurodiversity and the second application is for PPTA Long Service Sabbatical.

Board approved both requests.



### **Staff Study and Leave**

That the Board accepts the two staff applications, one for upcoming professional development and the other, PPTA Long Service Sabbatical.

**Decision Date:** 22 May 2025  
**Mover:** Husein Bahrainwala  
**Seconder:** Russell Wordsworth  
**Outcome:** Approved



### **Letters to be drafted to Staff for leave and study request**

Robert and Alison to draft letters to staff members who requested professional development and PPTA Long Service Sabbatical.

**Due Date:** 6 Jun 2025  
**Owners:** Alison Arrow, Robert Gilbert

### *Enrolments*

Principal presented out of zone enrolments for discussion. It was noted that as required by the Ministry of Education, all schools with enrolment schemes must publicly notify the number of out of zone (OOZ) Year 9 students they intend to accept each year. This is coordinated by the Canterbury West Coast Principals' Association (CWPA).

Principal noted the numbers of year 9 out of zone enrolments at Papanui High School from 2017 to 2025.

Principal advised that in 2025, Papanui high School set the maximum number of Year 9 out of Zone enrolments at 35. Principal recommended that this number is maintained for 2026 on the basis that the figure aligns with current trends, ensures in zone enrolments are prioritised and still allows for a manageable number of students to be welcomed from outside the zone.

Board discussed the number and whether it should be more than 35. The Board agreed, to increase the maximum number of Year 9 out of zone enrolments to 40.



### **Out of Zone Enrolments**

The Board agreed, to increase the maximum number of Year 9 out of zone enrolments to 40.

**Decision Date:** 22 May 2025

**Mover:** Russell Wordsworth  
**Seconded:** Paul Brouwers  
**Outcome:** Approved

### *Term dates*

Principal sought the Board's approval to designate Monday 14 July 2025 as a Staff Only Day.  
Principal noted the rationale and emphasised that it fits within the Ministry's standards.  
Board agreed.



### **Term Dates**

That the Board approve Monday 14 July 2025 as a Staff Only Day, in alignment with Ministry of Education guidelines, to allow for the Unveiling Ceremony of Whakairo Taonga and the Mihi Whakatau for the new Head of Māori.

**Decision Date:** 22 May 2025  
**Mover:** Alison Arrow  
**Seconded:** Paul Brouwers  
**Outcome:** Approved

Principal noted that a six-week notice period will be provided to the school community in line with Ministry expectations.

### *Invitation to Education Forum in Shijiazhuang, China*

Principal advised they were formally invited (expenses paid) by the Shijiazhuang Education Bureau to speak at the 2025 Session of the Youth Education Development Forum on Building the Belt and Road, to be held at Hebei Zhengding High School in China. The visit will take place from 12–18 June 2025. Director of International Students, Tony Perring, will join.

The topic of the presentation will be "Effective Strategies and Practices of Youth Science Education".

There will be 36 principals from around the world in attendance, with one representing New Zealand

### *International travel*

Principal requested Board approval for international travel.

The Board approved the international travel, noting that it incurs no cost to the school.



### **International Travel to China**

That the Board approve the Principal and Director of International Students attending the 2025 Session of the Youth Education Development Forum on Building the Belt and Road, to be held at Hebei Zhengding High School in China. The visit will take place from 12–18 June 2025

**Decision Date:** 22 May 2025  
**Mover:** Alison Arrow  
**Seconded:** Paul Brouwers  
**Outcome:** Approved

The Board requested Director of International Students to attend a Board meeting and present.



### **Director International Students - Attend Board Meeting**

Director of International Students to attend Board meeting later in the year when settled into role.

**Due Date:** 30 Sept 2025  
**Owner:** Robert Gilbert



## Principal's Report

that the Board accepts the Principal's report.

**Decision Date:** 22 May 2025  
**Mover:** Alison Arrow  
**Seconded:** Lucas Roan  
**Outcome:** Approved

## 3.3 International Report

Principal advised there are 5 initial international enrolments and 2 more received today.



## International Report

That the Board accepts the international report.

**Decision Date:** 22 May 2025  
**Mover:** Alison Arrow  
**Seconded:** Lucas Roan  
**Outcome:** Approved

## 4. Public Excluded

### 4.1 Public excluded meeting



## Moves into Public Excluded

That the meeting moves into Public Excluded at 7.48pm.

**Decision Date:** 22 May 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.

<b>General Subject</b>	<b>Reason for passing this resolution</b>	<b>Ground(s) under s48(1) for the passing of this resolution</b>
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.



### Moves out of Public Excluded

That the Board meeting moves out of public excluded at 8.56pm.

**Decision Date:** 22 May 2025

**Mover:** Alison Arrow

**Outcome:** Approved

## 5. General Business

### 5.1 General Business

#### *Shrek, the Musical*

Principal noted Board members are invited to the opening night of "Shrek the Musical". Requested Board speak to him if interested in tickets.

#### *Request to use Papanui High School Facilities*

Papanui High School's Arts Coordinator is seeking the Board's approval to host two quiz events at the school over the course of one weekend. One would be a private function, and the other a school fundraiser to support the Jazz Band's participation in the Southern Jam festival.

The teacher intends to apply for a special licence to sell alcohol at both events.

Principal noted this requires board approval as using the facilities as a private function and the presence of alcohol.

Board agreed more information is needed to make an informed decision. Also need to further clarification regarding private functions and hall rental.

The Board discussed approving alcohol applications for events, particularly given student presence and obligations as a responsible host.

Board agreed more information is needed and they delegate further enquiry and decision making to the Principal to assess whether specific private functions are appropriate.



### Request to use Papanui High School Facilities

That the Board delegate further enquiry and decision making to the Principal re the request for hosting two quiz nights at Papanui High School.

**Decision Date:** 22 May 2025

**Outcome:** Approved

#### *Kāhui Ako*

Principal advised the Budget confirmed today that Kāhui Ako will no longer be funded from January 2026. This will be addressed with the school tomorrow.

Board discussed this and the uncertainty. More clarity next meeting.

#### *Uniform*

Principal outlined plans for a refresh of the Papanui High School uniform. Additionally, an announcement will be made this Friday regarding the requirement for Year 13 students to wear uniforms. While the Board acknowledged that this decision may be unpopular, it was agreed upon due to health and safety considerations. Ensuring all students wear a uniform promotes greater equity and enhances overall safety

Alison closed the meeting with the closing Karakia.

Meeting closed 9.00pm.

Next meeting: 26 June 2025

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** Papanui High School Board Meeting - 25 Jun 2025, 6:00 pm

#### New Actions raised in this meeting

Item	Action Title	Owner(s)
3.2	Letters to be drafted to Staff for leave and study request <b>Due Date:</b> 6 Jun 2025	Alison Arrow, Robert Gilbert
3.2	Director International Students - Attend Board Meeting <b>Due Date:</b> 30 Sept 2025	Robert Gilbert

#### 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:**\_\_\_\_\_