

CONFIRMED MINUTES

PAPANUI HIGH SCHOOL BOARD MEETING



At the **Papanui High School Board Meeting** on **31 Jul 2025** these minutes were **confirmed as presented**.

| | |
|-----------------------|--|
| Name: | Papanui High School |
| Date: | Wednesday, 25 June 2025 |
| Time: | 6:00 pm to 8:15 pm (NZST) |
| Location: | Upstairs Board Room , Papanui High School |
| Board Members: | Alison Arrow (Chair), Amelia Painter, James Stewart, Lucas Roan, Paul Brouwers, Robert Gilbert, Rod Partington, Russell Wordsworth |
| Attendees: | Olivia Daly, Tony Perring |
| Apologies: | Stacey Fry, Husein Bahrainwala |

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

International Director – Tony Perring in attendance.
Apologies from Stacey Fry and Husein Bahrainwala

1.3 Interests Register

1.4 Confirm Previous Minutes

Papanui High School Board Meeting 22 May 2025, the minutes were confirmed as presented.

All accepted the minutes.



Minutes: 22 May 2025

That the minutes from the previous meeting held on 22 May 2025 are accepted as a true and accurate record.

Decision Date: 25 Jun 2025
Mover: Russell Wordsworth
Second: Paul Brouwers

Outcome: Approved

1.5 Action List

1.6 Matters Arising

N/A

1.7 Correspondence

N/A

2. Board Business

2.1 Finance and Property Committee Report

Presiding Member gave a summary of the Finance and Property Committee meeting held on Tuesday.

School donations are lower than usual. Team keeping track of this.

The school is running a large deficit, mainly due to releasing expenses and money spent on capital projects.

The most recent power bill was high at \$47,000, compared to \$27,000 last year.

The audit report has been signed off. Board acknowledged this.



Audit Report

That the Board approves the use of the balance sheet, statement of cashflows, and budget documents in the 2025 report.

Decision Date: 25 Jun 2025

Mover: Alison Arrow

Seconder: Paul Brouwers

Outcome: Approved

Property

The Board was updated on upcoming property projects. Major works include upgrades to the Plimsol block, staffroom, and canteen. These will go out for tender in Term 3. Work is planned for Term 4 and the summer holidays, though there are concerns about starting during the exam period. Consider scheduling most of the work over summer and into Term 1.

Presiding Member confirmed the roof of the Plimsol block will be replaced. F Block will remain in use for another year to help with rooms during the works. A mould check was completed at Plimsol, with levels found to be within normal range. Ongoing improvement to airflow in the building was suggested.

There was discussion about classroom use for adult ESOL classes. Principal noted that student learning spaces take priority.

The Pou burial and restoration ceremony will take place on Friday at 8:30am.

The Board discussed a planned trip to China involving the International Director and a member of his support staff. The support staff member's attendance is subject to agreement to a variation in their employment contract.



China Trip

That the Board approves the International Director and support staff trip to China, subject to support staff member agreeing to variation to contract.

Decision Date: 25 Jun 2025
Mover: Alison Arrow
Seconder: Russell Wordsworth
Outcome: Approved



Finance and Property Committee Report

That the Board accepts the Finance and Property Committee Report

Decision Date: 25 Jun 2025
Mover: Alison Arrow
Seconder: Paul Brouwers
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 and Community Education Report

That the Board accepts the Adult and Community Education Report

Decision Date: 25 Jun 2025
Mover: Alison Arrow
Seconder: Robert Gilbert
Outcome: Approved

3.2 Principal's Report

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

Principal noted the improvements in attendance and the Board acknowledged the ongoing efforts being made to support and improve it.

Principal shared recent community engagement initiatives, including visits to the new Court Theatre, a connection with the Chinese Consulate General, student participation in The Big Sing, and three home basketball games.

CAA exams are currently underway. Principal highlighted that NCEA results so far are encouraging, with a noticeable increase in the number of Excellences among Year 13 students.

Principal noted the distinction between gaining credits and deep learning, and the need to remind students that while not all learning is assessed, it still plays a vital role in their development and future opportunities.

The Board agreed to hold a meet-and-greet with the Heads of Department (HODs) on Tuesday, 29 July, which falls early in the term. Principal will confirm the date with HODs. Action: Principal to confirm dates with HODs for meet-and-greet with Board.

Board requested an update on current attendance initiatives and the role of the subcontractor supporting this work. It was noted that while the school is aiming for 80% of students to achieve 90% attendance, this is a challenging goal, particularly given national attendance figures are currently sitting around 50%.

Principal outlined that early discussions have begun regarding the development of the school's next three-year Strategic Plan (2026–2028). The process has started with leaders of learning, and a survey will go out next term to staff, students, and parents to gather input. A working group will be formed to help shape the direction of the new plan based on this feedback and alignment with school priorities.



Meet and Greet with HODs/Board

Principal to confirm dates with HODs for meet-and-greet with Board.

Due Date: 31 Jul 2025
Owner: Robert Gilbert



Principa's Report

That the Board accepts the principal report.

Decision Date: 25 Jun 2025
Mover: Alison Arrow
Seconder: Russell Wordsworth
Outcome: Approved

3.3 International Report

International Director, Tony Perring, presented the International Report

International Director outlined information about the SIEBA conference and noted UK, US, Canda and Australia are shifting away from hosting international students.

International Director noted there has been an increase in schools offering international curriculum including IB, Cambridge (UK), AP (US), and Canada. These are options outside of NCEA.

International Director noted there is interest (from agents and students) from Vietnam and Thailand to attend PHS.

International Director outlined the fire incident at a homestay. PHS is working through the issue with the family, student and speaking with the student's agent. International Director will speak to SIEBA to gain clarification around any requirements for contents insurance and insurance in general going forward. Update provided at July Board meeting. **Action:** Clarification required around insurance requirements for home stay arrangements. International Director to investigate and report back findings to the Board.

International Director outlined he will be working on long term and short-term strategic planning.

Principal gave an overview of his trip to China with International Director as guests of the Shijiazhuang Education Bureau. Principal noted this trip was a valuable opportunity to strengthen existing partnerships and promote PHS.

Board acknowledged the International Report and International Director's contributions to date.

International Director left the meeting 6.34pm.



Insurance Requirements Homestays

Clarification required around insurance requirements for home stay arrangements. International Director to investigate and report back findings to the Board.

Due Date: 31 Aug 2025
Owner: Robert Gilbert



International Fees and Homestay

That the Board of Trustees approves the fee schedule for the 2026 academic year, with tuition set at \$18,000 per annum and homestay fees at \$360 per week

Decision Date: 25 Jun 2025
Mover: Alison Arrow
Seconder: James Stewart
Outcome: Approved



International Report

That the Board accepts the international report.

Decision Date: 25 Jun 2025
Mover: Alison Arrow
Seconder: Robert Gilbert
Outcome: Approved

4. Public Excluded

4.1 Public excluded meeting



Moves into Public Excluded

That the meeting moves in public excluded session at 7.37pm

Decision Date: 25 Jun 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.



Moves out of Public Excluded

That the meeting moves in public excluded session at 8.08pm.

Decision Date: 25 Jun 2025
Mover: Alison Arrow
Outcome: Approved

5. General Business

5.1 General Business

N/A

5.2 Uniform changes

Uniform

Board noted the correspondence regarding the school uniform and agreed it falls under operational decision making, with the Principal.

Points to note:

- The Board can respond formally via letter, acknowledging the perspective and year 13 privileges.
- Check whether the summary of feedback was included in the newsletter.
- Consider whether the health and safety rationale for the uniform has been clearly communicated to students.
- Principal to speak with students as part of ongoing communication efforts.
- The new uniform approach will be phased in: white shirt and tie for Year 13s, with the blazer remaining optional.

Presiding Member closed the meeting with the closing Karakia.

Meeting closed 8.15pm.

Next meeting: 31 July 2025.

6. Close Meeting

6.1 Close the meeting

Next meeting: Papanui High School Board Meeting - 31 Jul 2025, 6:00 pm

New Actions raised in this meeting

| Item | Action Title | Owner(s) |
|------|--|----------------|
| 3.2 | Meet and Greet with HODs/Board Due Date: 31 Jul 2025 | Robert Gilbert |
| 3.3 | Insurance Requirements Homestays Due Date: 31 Aug 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: _____