

# CONFIRMED MINUTES

## PAPANUI HIGH SCHOOL BOARD MEETING



At the **Papanui High School Board Meeting** on **3 Sept 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Papanui High School
<b>Date:</b>	Thursday, 31 July 2025
<b>Time:</b>	6:00 pm to 8:15 pm (NZST)
<b>Location:</b>	Upstairs Board Room , Papanui High School
<b>Board Members:</b>	Alison Arrow (Chair), Amelia Painter, Husein Bahrainwala, James Stewart, Lucas Roan, Paul Brouwers, Robert Gilbert, Rod Partington, Russell Wordsworth
<b>Attendees:</b>	Stacey Fry, Olivia Daly

### 1. Opening Meeting

#### 1.1 Karakia to open meeting

#### 1.2 Attendees and Apologies

All Board members were in attendance.

#### 1.3 Interests Register

#### 1.4 Confirm Previous Minutes

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

All accepted the minutes.



#### **Minutes: 25 June 2025**

That the minutes from the previous meeting held on 25 June 2025 are accepted as a true and accurate record.

<b>Decision Date:</b>	31 Jul 2025
<b>Mover:</b>	Alison Arrow
<b>Seconder:</b>	Robert Gilbert
<b>Outcome:</b>	Approved

## 1.5 Action List

Due Date	Action Title	Owner(s)
30 May 2025	School Docs Terms of Reference <b>Status:</b> Completed on 25 Jun 2025	Alison Arrow
31 Jul 2025	Safety and Risk subcommittee <b>Status:</b> Completed on 29 Jul 2025	Lucas Roan, Rod Partington
31 Jul 2025	Meet and Greet with HODs/Board <b>Status:</b> Completed on 24 Jul 2025	Robert Gilbert
31 Aug 2025	Insurance Requirements Homestays <b>Status:</b> Completed on 24 Jul 2025	Robert Gilbert

## 1.6 Matters Arising

N/A

## 1.7 Correspondence

N/A

## 2. Board Business

### 2.1 Finance and Property Committee Report

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

Electricity costs were discussed, with a noted 70% increase compared to the previous year. This was attributed to it being the first full year powering the two large buildings

The committee also discussed the school production and its financial implications. While the budget was considered ambitious, ticket sales helped offset the costs. A small financial loss was deemed acceptable given the value the production provides to students. It was noted that this year's production achieved the highest number of tickets sold in the school's history.



#### Finance and Property Committee Report

That the Board accepts the Finance and Property Committee Report.

**Decision Date:** 31 Jul 2025  
**Mover:** Alison Arrow  
**Seconder:** Paul Brouwers  
**Outcome:** Approved

#### *Health and Safety Proposal*

The Board discussed a proposal from Harrison Tew to support health and safety systems. Assistant Principal noted that the school already pays a subscription to Harrison Tew for lockdown procedures, and the new proposal offers additional services. These include independent audits, staff engagement, and support with documentation and templates. Assistant Principal explained that this would provide a strong starting point for the Safety and Risk Committee.

Board agreed will be a good starting point and approved the proposal.



#### Health and Safety Proposal

That the Board accepts the Health and Safety Property from Harrison Tew.

**Decision Date:** 31 Jul 2025  
**Mover:** Alison Arrow

**Seconded:** James Stewart  
**Outcome:** Approved

### 3. Management Reports

#### 3.1 Principal's Report

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

Principal outlined the final figures for Term 2 regarding attendance, along with the school's carbon footprint summary.

The Whakairo unveiling was noted as a successful event.

Updates were provided on the CAA assessments for Year 10 students, including reading results.

The Principal raised concerns regarding the alignment of NCEA levels. It was noted that Level 1 does not adequately prepare students for Level 2 and Level 3, and students are expressing a lack of readiness. An overview of the challenges associated with NCEA was shared, with acknowledgment of a difficult transition period ahead.

A request was received from the Assistant Principal regarding a proposed biennial trip to Australia with the senior touch team. The proposal sought the Board's permission in principle to proceed, allowing the school to begin pricing airfares and exploring viability. The Board agreed to support the proposal in principle.



#### **Papanui High School Senior Touch Tour to Australia in 2026 or 2027**

That the Board grants permission in principle for the planning of the Papanui High School Senior Touch Tour to Australia in 2026 or 2027, with a further report to be provided once budget and team viability are confirmed.

**Decision Date:** 31 Jul 2025  
**Mover:** Russell Wordsworth  
**Seconded:** Rod Partington  
**Outcome:** Approved

The Principal noted the appointment of new staff and the resignation of Gaye Parlane. All acknowledged the tremendous work from Gaye since she commenced employment with the school in 1996.

An update was provided on the enrolment scheme.

The cap on out-of-zone enrolments has been lifted, and the ballot was held today.



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

That the Board accepts the Principal Report.

**Decision Date:** 31 Jul 2025  
**Mover:** Alison Arrow  
**Seconded:** Russell Wordsworth  
**Outcome:** Approved

#### 3.2 International Report

Principal tabled the International Report which was taken as read.

Principal advised there are 22 new international students who commenced with PHS on day one of the third term.

There are five new students commencing from Kun-ei Gakuen High School Japan, on Monday, and a further three Japanese students arriving during the term.



### International Report

That the Board accepts the International Report.

**Decision Date:** 31 Jul 2025  
**Mover:** Alison Arrow  
**Seconder:** Rod Partington  
**Outcome:** Approved

## 3.3 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. Board should feel proud of this. Acknowledged the community engagement and service.



### Adult and Community Education Report

That the Board accepts the Adult and Community Education Report.

**Decision Date:** 31 Jul 2025  
**Mover:** Alison Arrow  
**Seconder:** James Stewart  
**Outcome:** Approved

## 3.4 Policy Assurances

This was not discussed. Board agreed to defer to the August Board meeting.



### Policy Assurances

Defer Policy Assurances this to the next Board meeting agenda (3 September 2025).

**Due Date:** 3 Sept 2025  
**Owner:** Stacey Fry

## 4. Public Excluded

### 4.1 Public excluded meeting



#### Moves into Public Excluded

That the meeting moves into public excluded session at 6.38pm.

**Decision Date:** 31 Jul 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>
<i>Personnel Issues</i> <i>Complaints</i>	<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>

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 out of public excluded session at 8.08pm.

**Decision Date:** 31 Jul 2025  
**Mover:** Alison Arrow  
**Outcome:** Approved

## **5. General Business**

### **5.1 General Business**

#### *Board Elections Reminder*

Nominations for the upcoming Board elections close on 6 August. A reminder email has been sent, including a link to the nomination form.

At present, three nominations have been received, two of which are from individuals not currently serving on the Board. There are five vacancies, each with a three-year term.

It was noted that, in line with NZSPA guidance, all schools should have called for nominations from staff and parents. The same process is required for student representation. Follow-up action will be taken. Reminder for student nominations for upcoming Board elections.

#### *School Formal – Reminder*

The school formal will be held tomorrow evening, with doors opening at 7:00pm and closing at 7:30pm. Board members are invited to join the line-up at the entrance to greet attendees and shake hands as they arrive.

#### *Next Board meeting*

The next scheduled Board meeting on 28 August conflicts with tournament week. All agreed for the meeting to be rescheduled to Wednesday, 3 September. This change will be updated in the board calendar.

The meeting originally set for 16 October remains tentative at this stage.

Confirmed: Next Board meeting – Wednesday, 3 September

## **6. Close Meeting**

### **6.1 Close the meeting**

**Next meeting:** Papanui High School Board Meeting - 3 Sept 2025, 6:00 pm

## New Actions raised in this meeting

Item	Action Title	Owner(s)
3.4	Policy Assurances <b>Due Date:</b> 3 Sept 2025	Stacey Fry

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