

CONFIRMED MINUTES

PAPANUI HIGH SCHOOL BOARD MEETING



At the **Papanui High School Board Meeting** on **9 Oct 2025** these minutes were **confirmed as presented**.

Name:	Papanui High School
Date:	Wednesday, 3 September 2025
Time:	6:00 pm to 9:00 pm (NZST)
Location:	Upstairs Board Room , Papanui High School
Board Members:	Alison Arrow (Chair), Amelia Painter, Husein Bahrainwala, James Stewart, Lucas Roan, Paul Brouwers, Robert Gilbert, Rod Partington, Russell Wordsworth
Attendees:	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

No new interests to note.

1.4 Confirm Previous Minutes

Papanui High School Board Meeting 31 Jul 2025, the minutes were confirmed as presented.



Minutes: 31 July 2025

That the minutes from the previous meeting held on 31 July 2025 are accepted as a true and accurate record.

Decision Date:	3 Sept 2025
Mover:	Alison Arrow
Seconder:	Russell Wordsworth
Outcome:	Approved

1.5 Action List

1.6 Matters Arising

N/A

1.7 Correspondence

Emma Kelson presented her email 6.00pm.

The Board discussed the proposed uniform changes and survey feedback with Emma.

Concerns were raised from Emma about identification, communication with parents, and school pride.

Principal advised the change will affect Year 9 students from next year, with a full transition by 2028. Focus groups, including neurodiverse and rainbow students, have contributed to the process.

The Board acknowledged Emma's contribution and agreed to consider her feedback and improve communication.

Presiding Member and Principal agreed to prepare a letter to parents next term outlining the proposed uniform changes, including a timeline and rationale. Action: Letter to parents in Term 4 regarding uniform updates.

Emma and Wendy left the meeting 6.44pm.

Pike River Movie Premiere

The Board agreed to reschedule the October meeting to 9 October to allow attendance at the Pike River movie premiere.

The invitation was extended by Sonya Rockhouse, a key advocate in the Pike River campaign.

The Board supported covering ticket costs for staff as a gesture of thanks and solidarity.

Presiding member noted voting for elections closes in 8 days.



Correspondence

The Board accepts the Correspondence.

Decision Date: 3 Sept 2025
Mover: Alison Arrow
Seconder: Paul Brouwers
Outcome: Approved

2. Board Business

2.1 Board Business

No items.

3. Management Reports

3.1 Finance and Property Committee Report

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

Questions were raised about the minutes, with a suggestion to simplify the wording.

It was noted that power costs are the largest area of increase. If usage exceeds the allocated amount, a claim can be made to the Ministry.

October is the final month for teacher-related spending within the current budget cycle.



Finance and Property Committee Report

That the Board accepts the Finance and Property Committee Report.

Decision Date: 3 Sept 2025
Mover: Alison Arrow
Seconder: Lucas Roan
Outcome: Approved

3.2 Principal's Report

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

A small number of parents have raised concerns about the uniform.

The winter tournament was a highlight, with students achieving regional champion status in badminton and equestrian. There was discussion around the Principal's travel to sporting events, with some Board members noting the value of visibility and another questioning the need to attend every location.

School Curriculum

Principal outlined, there are 320 Year 11 students enrolled in NCEA Level 1, with most tracking toward the 80-credit requirement.

Literacy outcomes are expected to be stronger than numeracy, and progress has been made in students achieving Common Assessment Activities (CAA).

Year 12 and 13 students are increasingly motivated to gain their qualifications.

In 2023, the Level 1 pass rate was just above 50 percent. Approximately one-third of Year 13 students gain University Entrance, while 1/3 did not achieve Level 3 NCEA. Staff have responded well to these challenges

Principal advised improving school culture remains a top strategic goal.

Staff absences over the past four weeks have led to combined classes.

Industrial action continues to be a concern, with potential rolling strikes in the final week of term and possible support staff action next term. Communication with parents is ongoing.

The Board discussed the potential distribution of Gideon Bibles outside the school gates. The Presiding Member and Principal agreed to write to the religious group requesting that they refrain from distributing materials to students on or near school grounds.

A survey will be sent to students, staff, and parents in the next newsletter to gather feedback on the current strategic plan, which concludes this year. A planning session will be held on Friday 3 October at 12.30pm to review survey data and inform the 2025-2026 plan. The following Board members agreed to attend: Alison, Paul and Lucas.



Letter - Gideon Bibles

Presiding Member and Principal to write to the religious group regarding their intention to distribute Gideon Bibles outside the school at an undisclosed date.

Due Date: 9 Oct 2025
Owners: Alison Arrow, Robert Gilbert



Principa's Report

That the Board accepts the Principal Report.

Decision Date: 3 Sept 2025

Mover: Alison Arrow
Seconder: James Stewart
Outcome: Approved

3.3 International Report

Principal tabled the International Report which was taken as read.

The Board noted the comprehensive report.



International Report

That the Board accepts the international report.

Decision Date: 3 Sept 2025
Mover: Alison Arrow
Seconder: Paul Brouwers
Outcome: Approved

3.4 Adult & Community Education Report

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



Adult and Community Education Report

That the Board accepts the Adult and Community Education Report.

Decision Date: 3 Sept 2025
Mover: Alison Arrow
Seconder: James Stewart
Outcome: Approved

3.5 Policy Assurances

The Board agreed to defer discussion of Policy Assurances to the next Board meeting agenda.



Policy Assurances

Defer discussion of Policy Assurances to the next Board meeting (October 2025).

Due Date: 9 Oct 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 7.58pm.

Decision Date: 3 Sept 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 out of public excluded session at 8.55pm

Decision Date: 3 Sept 2025
Mover: Alison Arrow
Outcome: Approved

5. General Business

5.1 General Business

Japan Trip

Presiding Member presented the Letter from HOD Languages/TIC Japanese requesting possibility of taking a Papanui High School Japanese Cultural Trip to Japan in 2027, potentially in collaboration with a marketing trip led by the International Department.

The Board discussed the timing of the trip and recommended encouraging staff member to consider organising it for 2026, noting that a later date may result in some students missing the opportunity.

It was also noted that International Director is scheduled to travel to Japan for marketing purposes next year, which may support coordination.

The Board agreed in principle to support a student trip to Japan, without confirming a specific date. Consideration was given to students who have studied Japanese for several years without access to such a trip.



Japan Trip

That the Board supports a student trip to Japan in principle.

Decision Date: 3 Sept 2025
Mover: Alison Arrow
Seconded: Russell Wordsworth
Outcome: Approved



Japan Trip Discussion

Principal to speak to staff member regarding Japan trip in 2026.

Due Date: 9 Oct 2025

Owner: Robert Gilbert

Next meeting – 9 October with a new Board.

Presiding Member acknowledged and thanked the Board members who are not seeking re-election for their commitment and contributions over the past three years. Their service to the school community was sincerely appreciated.

6. Close Meeting

6.1 Close the meeting

Next meeting: No date for the next meeting has been set.

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.2	Letter - Gideon Bibles Due Date: 9 Oct 2025	Alison Arrow, Robert Gilbert
3.5	Policy Assurances Due Date: 9 Oct 2025	Stacey Fry
5.1	Japan Trip Discussion Due Date: 9 Oct 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: _____