

# CONFIRMED MINUTES

## PAPANUI HIGH SCHOOL BOARD MEETING



At the **Papanui High School Board Meeting** on **20 Nov 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Papanui High School
<b>Date:</b>	Thursday, 9 October 2025
<b>Time:</b>	6:00 pm to 8:37 pm (NZDT)
<b>Location:</b>	Upstairs Board Room , Papanui High School
<b>Board Members:</b>	Alison Arrow (Chair), Amelia Painter, Husein Bahrainwala, James Stewart, Lucas Roan, Riley Goodall, Paul Brouwers, Robert Gilbert, Russell Wordsworth, Graeme Eastwood
<b>Attendees:</b>	Stacey Fry, Olivia Daly

### 1. Opening Meeting

#### 1.1 Karakia to open meeting

#### 1.2 Welcome

Presiding Member welcomed the new Board Members - Graeme Eastwood (parent rep) and Riley Goodall (student rep). Presiding member noted Lucas Roan will stay on until the end of 2025.

All Board members introduced themselves.

Presiding Member thanked the previous Board members who are not returning for their service and contributions (Husein Bahrainwala and Rod Partington).

#### 1.3 Election of Chair and Deputy Chair

Principal thanked the Board for their service of the last period.

Principal called for nominations for the Presiding Member and Deputy Presiding Member of the Papanui High School Board.

Alison Arrow was nominated as Presiding Member.

Russell Wordsworth was nominated as Deputy Presiding Member.



#### Presiding Member

*That the Board accept the unopposed nomination of Alison Arrow as Presiding Member of the Papanui High School Board.*

<b>Decision Date:</b>	9 Oct 2025
<b>Mover:</b>	Robert Gilbert
<b>Seconder:</b>	Russell Wordsworth
<b>Outcome:</b>	Approved



## Deputy Presiding Member

*That the Board accept the unopposed nomination of Russell Wordsworth as Deputy Presiding Member of the Papanui High School Board.*

**Decision Date:** 9 Oct 2025  
**Mover:** Robert Gilbert  
**Seconder:** Lucas Roan  
**Outcome:** Approved

## 1.4 Attendees and Apologies

All Board members were in attendance.

## 1.5 Interests Register

Presiding Member noted the importance of keeping the interests register up to date and requested the new Board members to update their interests.



### Update Interest Register

New Board members to update Interests Register.

**Due Date:** 27 Nov 2025  
**Owners:** Graeme Eastwood, Riley Goodall

## 1.6 Confirm Previous Minutes

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



### Minutes:

*That the minutes from the previous meeting held on 3 September 2025 are accepted as a true and accurate record, subject to minor amendment to wording in the Principal's Report part of the minutes.*

**Decision Date:** 9 Oct 2025  
**Mover:** Alison Arrow  
**Seconder:** Amelia Painter  
**Outcome:** Approved

## 1.7 Action List

Due Date	Action Title	Owner(s)
9 Oct 2025	Policy Assurances <b>Status:</b> Not Started	Stacey Fry

## 1.8 Matters Arising

N/A

## 1.9 Correspondence



### Correspondence

*That the Board accepts the correspondence received from the Office of the Ombudsman.*

**Decision Date:** 9 Oct 2025  
**Mover:** Russell Wordsworth  
**Seconder:** Riley Goodall  
**Outcome:** Approved

## 2. Board Business

### 2.1 Board Business

Presiding Member noted the Board currently has four committees: Compliance, Finance, Disciplinary, and Safety & Risk.

These committees will continue operating as usual.

Board will review their structure and membership in February 2026.

Board agreed to add Graeme to the Safety & Risk Committee.



#### Safety and Risk Committee

*That Graeme Eastwood is added to the Safety and Risk Committee.*

**Decision Date:** 9 Oct 2025  
**Mover:** Alison Arrow  
**Seconder:** James Stewart  
**Outcome:** Approved

## 3. Management Reports

### 3.1 Finance and Property Committee Report

Presiding Member advised there was no formal report from the Finance and Property Committee this meeting, as the committee is scheduled to meet next week. The timing of this Board meeting was considered too early in the month for a full update.

Two major expenses were noted: electricity and relief staffing. Electricity costs remain high despite the use of solar, and the Board agreed to consider increasing the budget to accommodate this. Gaye has shared a document outlining these costs, which will be included in the next committee report.

Board discussed the ongoing cost of operating new buildings, noting that while construction is complete, running costs remain high.

Sponsorship arrangements and broader finance matters were also discussed.

Board member requested minutes from the Finance Subcommittee be sent to the Board after the meeting.



#### Finance Committee

Presiding Member to circulate Finance committee meeting minutes to the Board after the meeting.

**Due Date:** 27 Nov 2025  
**Owner:** Alison Arrow

### 3.2 Principal's Report

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

Principal noted attendance for the term was 41%, mainly due to illness. Regular attendance is considered to be over 90%.

Board discussed the impact of sickness on attendance.

Board noted regular attendance has improved over the past three years: 33% in 2023, 49.25% last year, and currently at 50% this term. The Board noted that progress is being made.

Principal advised Board will be updated regularly regarding attendance.

Principal gave an update regarding the staffroom and associated capital works.

Board acknowledged the school's strong community spirit, reflected in extracurricular activities, arts and culture, and sporting successes. Principal noted the exceptional results and overall success, and also acknowledged the staff, coaches, and volunteers who make it all possible.

Principal outlined the need for an activity centre, noting there are currently no places available in alternative education. A budget has been drafted and shared with Gaye, with an estimated Board contribution of \$50 to 60K. The proposal is intended as an additional support for students, with a focus on behaviour and engagement.

Board discussed the viability of the centre, including staffing implications, financial modelling over five years, and the potential impact on working capital. The centre would cater to 10 to 15 students and may be staffed by a teacher or a community youth worker. If Ministry of Education (MOE) funding is not secured, the Board would need to consider increasing its funded staffing from two to three FTEs.

The Board acknowledged the broader staffing context, including the current two Board-funded teachers, the sports coordinator role, and leadership positions such as Numeracy and Boys Learning Leaders. The possibility of replacing the sports coordinator with a fixed-term teaching role was discussed, with a potential net saving of \$65K.

The Board agreed that the activity centre would be a one-year trial, subject to review and dependent on funding.

Further financial modelling and staffing review will be presented at the next Board meeting. An extra meeting may be required to finalise the budget and staffing decisions.



### Activity Centre

*That the Activity Centre is approved, as a one-year trial, dependent on funding.*

**Decision Date:** 9 Oct 2025  
**Mover:** Alison Arrow  
**Seconded:** Russell Wordsworth  
**Outcome:** Approved



### Board funded teachers

*That the Board fund two teachers (2 FTE) for next year.*

**Decision Date:** 9 Oct 2025  
**Mover:** Graeme Eastwood  
**Seconded:** Paul Brouwers  
**Outcome:** Approved



### Teacher - Sport

*That a trial is approved for a teacher in charge of sport, with two management units attached to the role.*

**Decision Date:** 9 Oct 2025  
**Mover:** Paul Brouwers  
**Seconded:** Amelia Painter  
**Outcome:** Approved

### *Tira Leaders*

Board discussed the importance of recognising the contribution of Tira leaders to school culture. They are actively involved in co-curricular activities and are immersed in the life of the school. Board agreed to support it with a middle management allowance.

### *Numeracy Leader*

Board noted that a literacy leader is already in place with a time allowance. To ensure balanced support across curriculum areas, Board agreed to establish a numeracy leader role with equivalent recognition. This aligns with the school's strategic goals and supports teaching leadership in foundational learning areas.

### *Boys' Learning Leader*

Board acknowledged the work already underway to improve outcomes for boys, following ERO's 2023 direction. The staff member leading this initiative has shown strong motivation and has previously led professional learning in this space. The Board agreed to fund a boys' learning leader position to continue this support and maintain and improve engagement and achievement for boys.



### **Tira Leaders**

*That the Board fund the Tira leaders with a middle management allowance for 2026.*

*NB: James Stewart abstained from voting.*

**Decision Date:** 9 Oct 2025  
**Mover:** Robert Gilbert  
**Seconder:** Paul Brouwers  
**Outcome:** Approved



### **Numeracy Leader**

*That the Board establish a numeracy leader position, matched to the existing literacy leader role.*

**Decision Date:** 9 Oct 2025  
**Mover:** Robert Gilbert  
**Seconder:** Graeme Eastwood  
**Outcome:** Approved



### **Boys' Learning Leader**

*That the Board fund a boys' learning leader position for 2026.*

**Decision Date:** 9 Oct 2025  
**Mover:** Paul Brouwers  
**Seconder:** Robert Gilbert  
**Outcome:** Approved

### *Industrial Action*

Board noted the upcoming strike action scheduled from Tuesday to Friday. A letter will be sent to the school community on Saturday morning. Discussion was held around the implications of the industrial action.

### *Strategic Planning Day*

Board acknowledged the success of the recent strategic planning day. Katie is currently drafting the 2026–2028 Strategic Plan, including a review of the school values. A draft will be presented at the next Board meeting.

## 2026 Board Calendar

Board reviewed proposed meeting dates for 2026.



### 2026 Board Meeting Dates

*That the 2026 Board meeting dates be accepted.*

**Decision Date:** 9 Oct 2025  
**Mover:** Alison Arrow  
**Second:** Russell Wordsworth  
**Outcome:** Approved



### 2026 Board Meeting Dates

Olivia to add in all 2026 Board meeting dates into Boardpro.

**Due Date:** 27 Nov 2025  
**Owner:** Olivia Daly



### Principal's Report

*That the Principals Report for October 2025 is accepted.*

**Decision Date:** 9 Oct 2025  
**Mover:** Alison Arrow  
**Second:** Graeme Eastwood  
**Outcome:** Approved

## 3.3 International Report

Principal tabled the International Report, which was taken as read.

International student numbers are up this year, with Japan remaining the school's largest market.

The overall market is nearing pre-COVID levels, which was noted as a significant development.

Europe remains a destination every second year.



### International Report

*That the International Report for October 2025 is approved.*

**Decision Date:** 9 Oct 2025  
**Mover:** Alison Arrow  
**Second:** Husein Bahrainwala  
**Outcome:** Approved

## 3.4 Adult & Community Education Report

N/A - No Adult & Community Report for October.

## 3.5 Policy Assurances

N/A

## 3.6 Health & Safety

Stacey gave an update regarding Health and Safety.

Board discussed key findings from the recent health and safety audit.

Areas of focus included risk management in hard materials, machine maintenance, and the need for printed safety instructions due to phone restrictions.

Concerns were raised around lone working policies, particularly for SLT after hours, and the psychosocial wellbeing of staff.

Board noted the importance of clear procedures, signage, training, and access to support services (e.g. EAP).

The impact of the upcoming build on admin staff was also raised.

Jaime will present a full report at the next Board meeting.

## 4. Public Excluded

### 4.1 Public excluded meeting



#### Decision: Moves into Public Excluded

That the meeting moves into public excluded session at 8.00pm

**Decision Date:** 9 Oct 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>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>
<i>Complaints</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.



#### Decision: Moves out of Public Excluded

That the meeting moves out of public excluded session at 8.29pm

**Decision Date:** 9 Oct 2025  
**Mover:** Alison Arrow  
**Outcome:** Approved

## 5. General Business

### 5.1 General Business

#### *End of Year Function*

The teacher in charge of the end of year function submitted a request for funding. The \$7,000 cost is already included in the approved budget, so no further financial approval is required. The function will be held on site, and the Board discussed the need to formally grant permission for alcohol to be served. Alcohol will be low-level, moderate, and monitored, consistent with the culture of a couple of drinks after school on a Friday.



#### **PHS End of Year Function**

*That the Board approve the end of year function as planned, including permission for moderate alcohol consumption on site.*

**Decision Date:** 9 Oct 2025  
**Mover:** Paul Brouwers  
**Seconder:** Amelia Painter  
**Outcome:** Approved

#### *Board Communications*

Presiding Member will share a doc with Board and requested all members to include their personal contact details (mobile and email).

#### *Acknowledgements*

Presiding Member formally thanked Husein and Lucas for their service to the Board. The Board also acknowledged Lucas as student rep for his contributions throughout the year, particularly in representing student voice.

#### *Meetings*

Presiding member noted the next meeting is 20 November 2025. May also need an additional meeting at beginning of December. Presiding member will confirm at a later date.

The farewell for Gaye has been rescheduled to 2 December at 3:00pm. This will be one of four planned farewells.

Due to strike action, the Sports Awards event will be moved to a new date. Stacey will share the updated details via email.

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** Papanui High School Board Meeting - 20 Nov 2025, 6:00 pm

#### New Actions raised in this meeting

Item	Action Title	Owner(s)
1.5	Update Interest Register <b>Due Date:</b> 27 Nov 2025	Graeme Eastwood, Riley Goodall
3.1	Finance Committee <b>Due Date:</b> 27 Nov 2025	Alison Arrow

<b>Item</b>	<b>Action Title</b>	<b>Owner(s)</b>
3.2	2026 Board Meeting Dates <b>Due Date:</b> 27 Nov 2025	Olivia Daly

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