

# CONFIRMED MINUTES

## PAPANUI HIGH SCHOOL BOARD MEETING



At the **Papanui High School Board Meeting** on **19 Feb 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Papanui High School
<b>Date:</b>	Thursday, 20 November 2025
<b>Time:</b>	6:00 pm to 9:00 pm (NZDT)
<b>Location:</b>	Upstairs Board Room , Papanui High School
<b>Board Members:</b>	Alison Arrow (Chair), Russell Wordsworth, Robert Gilbert, Amelia Painter, James Stewart, Riley Goodall, Paul Brouwers, Graeme Eastwood
<b>Attendees:</b>	Stacey Fry, Olivia Daly

### 1. Opening Meeting

#### 1.1 Karakia to open meeting

#### 1.2 Welcome

Presiding member welcomed everyone to the November Board meeting.

Presiding member noted Lucas Roan, previous Board member, attending the meeting as a guest.

#### 1.3 Attendees and Apologies

No apologies.

#### 1.4 Interests Register

No new interests to note.

#### 1.5 Confirm Previous Minutes

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

All accepted the minutes.



#### Minutes - October 2025

*That the minutes from the previous meeting held on 9 October 2025 are accepted as a true and accurate record.*

**Decision Date:** 20 Nov 2025  
**Mover:** Alison Arrow  
**Seconded:** Paul Brouwers

**Outcome:** Approved

## 1.6 Action List

Due Date	Action Title	Owner(s)
9 Oct 2025	Policy Assurances <b>Status:</b> Not Started	Stacey Fry
27 Nov 2025	Update Interest Register <b>Status:</b> Completed on 28 Oct 2025	Graeme Eastwood, Riley Goodall
27 Nov 2025	Finance Committee <b>Status:</b> Completed on 8 Dec 2025	Alison Arrow
27 Nov 2025	2026 Board Meeting Dates <b>Status:</b> Completed on 25 Nov 2025	Olivia Daly
28 Nov 2025	Policy Assurances <b>Status:</b> Not Started	Stacey Fry

## 1.7 Matters Arising

N/A

## 1.8 Correspondence



### Correspondence

*That the Board accepts the correspondence.*

**Decision Date:** 20 Nov 2025  
**Mover:** Alison Arrow  
**Seconder:** Paul Brouwers  
**Outcome:** Approved

## 2. Board Business

### 2.1 Board Business

Presiding Member noted the email regarding upcoming legislative changes on the continued support for Te Tiriti o Waitangi as part of school governance.

Two questions were raised: whether the Board continues to support Te Tiriti as part of governance, and whether this support should be expressed publicly or in a less public way. PHS expressed strong support for retaining Te Tiriti in governance, and staff gave resounding applause at the recent staff-only day.

Board agreed to publicly continue support for Te Tiriti o Waitangi through strategy as part of governance. The motion was carried unanimously.

Board agreed for position to be included in the upcoming newsletter. It was agreed to keep the message simple, with Principal to lead the communication going forward.



### Te Tiriti o Waitangi

*That the Board publicly continue support for Te Tiriti o Waitangi through strategy as part of governance.*

**Decision Date:** 20 Nov 2025  
**Mover:** Alison Arrow  
**Seconder:** Riley Goodall  
**Outcome:** Approved

### 3. Management Reports

#### 3.1 Finance and Property Committee Report

Presiding Member provided a summary of the Committee meeting held on Tuesday.

Most of the meeting was spent reviewing the draft 2026 budget. The deficit position has reduced and is tracking under budget, with further improvement likely.

A maintenance top-up has been received, which will roll over but sit in the current year's accounts.

Presiding Member distributed copies of the operating and capital budget lines. Curriculum areas remain tightly controlled, with increases for outdoor education and Māori to reflect actual expenditure.

Property is the largest operating expense, including a \$100,000 increase in electricity. An MOE review has been requested to adjust the operating grant. Other items noted included EAP support (withdrawn by MOE, with proposals for alternative funding under consideration), increased support for learners, exam volunteers, maintenance contracts for new buildings, and staffroom construction costs.

Capital budget items were discussed. A replacement minivan is planned before the current vehicle fails, with interim use by the activity centre.

The activity centre location is being considered, with Papanui Rugby League Club preferred.

Questions were raised around depreciation, government grants, and student roll projections. Action was noted to seek clarification from Gaye on depreciation. **Action:** follow up with Gaye re depreciation question.

The Committee confirmed good reserves and is developing a five-year projection to monitor working capital and manage potential drops.

Board approved the draft operating budget in principle, contingent on no more than 25% expenditure while in draft, with final approval due in 2026. The draft capital budget was also approved in principle, pending finalisation in 2026.



#### Depreciation

Follow up with Gaye re depreciation question.

**Due Date:** 11 Dec 2025

**Owner:** Alison Arrow



#### Draft Operating Budget 2026

*That the draft operating budget (deficit of \$462,477.66) is approved in principle, contingent on no more than 25% expenditure while in draft, with final approval due in March 2026.*

**Decision Date:** 20 Nov 2025

**Mover:** Alison Arrow

**Seconded:** Paul Brouwers

**Outcome:** Approved



#### Draft Capital Budget 2026

*That the draft capital budget (\$581,533.10), is approved in principle, contingent on no more than 25% expenditure while in draft, with final approval due in March 2026.*

**Decision Date:** 20 Nov 2025

**Mover:** Alison Arrow

**Seconded:** Graeme Eastwood

**Outcome:** Approved



### **Finance and Property Committee Report.**

*That the Board accepts the Finance and Property Committee Report.*

**Decision Date:** 20 Nov 2025  
**Mover:** Alison Arrow  
**Seconder:** Russell Wordsworth  
**Outcome:** Approved

## **3.2 Principal's Report**

Principal tabled the report, which was taken as read.

Work continues on the attendance management plan, with the intention to publish it on the website. Board member noted that attendance management is a Board responsibility.

Staff wellbeing surveys are currently underway, alongside a survey of junior students on their wellbeing at school. This data will be available before ERO's visit next term and will assist in answering questions around staff wellbeing and safety. The last survey was conducted in 2021, and comparison assessment will be undertaken.

Principal reported on the NZ Secondary School Sport special general meeting, including discussion on whether home-schooled children will be able to attend.

The draft strategic plan was discussed, including preparation of a report on boys' achievement for ERO, as this was highlighted in the last review. Board member queried whether comparable data on girls was included, noting that reporting on gender and ethnicity had been provided at the start of the year.

The restructuring of English courses at PHS was noted, along with the appointment of a staff member to lead boys' learning initiatives. The Board acknowledged the need to resource this work.

The activity centre was discussed, including the development of a trauma-informed information space.

The Board agreed to ratify the strategic plan for 2026–2028, subject to minor changes and alignment with the latest directives. While there is no requirement to have a strategic plan, an annual plan will be attached. Staff and community have been consulted.



### **Strategic Plan for 2026–2028**

*That the Board agreed to ratify the strategic plan for 2026–2028, subject to minor changes and alignment with the latest directives.*

**Decision Date:** 20 Nov 2025  
**Mover:** Robert Gilbert  
**Seconder:** Graeme Eastwood  
**Outcome:** Approved



### **Principal's Report**

*That the Board accepts the Principal's Report.*

**Decision Date:** 20 Nov 2025  
**Mover:** Alison Arrow  
**Seconder:** Amelia Painter  
**Outcome:** Approved

## **3.3 International Report**

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

Board approved a slight increase of \$250 in the 2027 international fees.

Board noted the comprehensive report.



### International Fees

*That the Board accepts the proposed international fee structure for 2027.*

**Decision Date:** 20 Nov 2025  
**Mover:** Robert Gilbert  
**Seconder:** James Stewart  
**Outcome:** Approved



### International Report

*That the Board accepts the International Report.*

**Decision Date:** 20 Nov 2025  
**Mover:** Alison Arrow  
**Seconder:** James Stewart  
**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:** 20 Nov 2025  
**Mover:** Robert Gilbert  
**Seconder:** Alison Arrow  
**Outcome:** Approved

## 3.5 Policy Assurances

The Compliance Committee met recently and reviewed the outstanding policies for the year.

Assurances have not yet been completed and are due for review.

Compliance meeting requested to be scheduled before the end of the year.



### Compliance Meeting

Compliance committee to meet prior to end of year.

**Due Date:** 10 Dec 2025  
**Owner:** Alison Arrow

## 3.6 Health & Safety

## 4. Public Excluded

### 4.1 Public excluded meeting



#### Moves into Public Excluded

*That the meeting moved into public excluded session at 7.20pm.*

**Decision Date:** 20 Nov 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 meeting moves out of public excluded session at 8.49pm.*

**Decision Date:** 20 Nov 2025  
**Mover:** Alison Arrow  
**Outcome:** Approved

## **5. General Business**

### **5.1 General Business**

The next Board meeting will be held on 19 February 2026.

It was agreed to remove the Finance Committee meeting scheduled for December.

A social function will be held on 29 January at Rob's house, with partners invited.

It was agreed to extend an invitation to mana whenua to appoint a representative to the Board. Board also agreed to extend the invitation more generally, including the possibility of a whānau student representative.

Stacey offered thanks and farewell to Lucas Roan (previous Student Representative on the Board). Lucas acknowledged the Board and noted the learnings from the role.

Alison closed the meeting at 9.00pm.



### **Invitation**

*That the Board extend an invitation to mana whenua to appoint a representative to the Board. In the event mana whenua are unable to accept due to wider*

*commitments, the invitation will be broadened to include the possibility of a parent or whānau student representative.*

**Decision Date:** 20 Nov 2025  
**Mover:** Robert Gilbert  
**Seconder:** Graeme Eastwood  
**Outcome:** Approved

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** Papanui High School Board Meeting - 19 Feb 2026, 6:00 pm

#### New Actions raised in this meeting

Item	Action Title	Owner(s)
3.1	Depreciation <b>Due Date:</b> 11 Dec 2025	Alison Arrow
3.5	Compliance Meeting <b>Due Date:</b> 10 Dec 2025	Alison Arrow

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