

CONFIRMED MINUTES

PAPANUI HIGH SCHOOL BOARD MEETING



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

Name:	Papanui High School
Date:	Thursday, 19 February 2026
Time:	6:00 pm to 9:00 pm (NZDT)
Location:	Room A2, Papanui High School
Board Members:	Alison Arrow (Chair), Russell Wordsworth, Robert Gilbert, James Stewart, Paul Brouwers, Amelia Painter, Riley Goodall
Attendees:	Olivia Daly, Stacey Fry, Nicki O'Donnell
Apologies:	Graeme Eastwood, Maaka Tau

1. Opening Meeting

1.1 Karakia to open meeting

1.2 Welcome

Presiding Member opened the meeting and welcomed all Board members.

1.3 Attendees and Apologies

Graeme and Maaka apologies. Stacey and Nicki are joining the meeting in attendance

1.4 Interests Register

No further interests to note.

1.5 Confirm Previous Minutes

Papanui High School Board Meeting 20 Nov 2025, the minutes were confirmed as presented.



Minutes - 20 November 2025

That the minutes from the previous meeting held on 20 November 2025 are accepted as a true and accurate record.

Decision Date:	19 Feb 2026
Mover:	Alison Arrow
Seconded:	Robert Gilbert
Outcome:	Approved

1.6 Action List

Update actions as complete.

1.7 Matters Arising

N/A

1.8 Correspondence



Correspondence

That the Board accepts the correspondence.

Decision Date: 19 Feb 2026
Mover: Alison Arrow
Seconded: Paul Brouwers
Outcome: Approved

2. Board Business

2.1 Board Business

Following this meeting, the Presiding Member will email a copy of the code of conduct for all to sign.



Code of Conduct

All to sign Code of Conduct.

Due Date: 27 Mar 2026
Owners: Alison Arrow, Amelia Painter, Graeme Eastwood, James Stewart, Julia Walmsley, Maaka Tau, Paul Brouwers, Riley Goodall, Robert Gilbert, Russell Wordsworth, Stacey Fry

3. Management Reports

3.1 Finance and Property Committee Report

Finance Executive Summary Report

Board noted that working capital remains strong and investments are performing well. In discussion, it was acknowledged that spending this year is higher than last year, and appreciation was expressed to the Heads of Department for being prudent with their budgets.

Board reiterated the importance of clear financial messaging and prudent budgeting.

Discussion regarding timeframe for sending out of Board papers. All agreed to aim to send out the Friday before the meeting.



Board Papers

Board papers sent out the Friday prior to the Board meeting.

Due Date: 27 Mar 2026
Owner: Olivia Daly



Finance Report

That the Finance Report is accepted.

Decision Date: 19 Feb 2026
Mover: Alison Arrow
Seconded: Paul Brouwers
Outcome: Approved

Property Report

Board noted that all property work is on target. An updated cyclical maintenance plan will be provided at the next Board hui, with a focus on completing work in decommissioned areas before students return to minimise disruption.

Leaking roofs were discussed, and it was noted that the Ministry may address these as part of the redevelopment stage.

Board commented positively on the new reporting format and noted that the school is in a stronger cash reserve position.

Communications to students and the community are underway, including newsletter updates with photos and maps. Board acknowledged the significant amount of work occurring, which is more extensive than initially expected.



Property Report

That the Property Report is accepted.

Decision Date: 19 Feb 2026
Mover: Alison Arrow
Seconded: Russell Wordsworth
Outcome: Approved

3.2 International Department Report

The report was taken as read.

Board discussed the following request regarding a potential trip to China for students:

The International Department is requesting the Board's opinion on the viability of such a venture given that the chances of a reciprocal exchange or income to PHS would be nominal. The proposal would also require a time commitment from accompanying/volunteering staff, associated fund raising activities from families, and specific health and safety organisation and management.

Board agreed it is not a good idea, noting there is little benefit to PHS and significant time and fundraising demands on staff and families.

A marketing trip may have some value, but the proposal offers no real gain for the school. The Board will respond to Tony confirming it does not support the trip.

Board discussed the difficulty of placing international fee-paying students, especially when subject choices are not known in advance.

Roll growth may require additional staffing, and further discussion is needed on subject management and placement. Current Board funded staffing covers two additional teachers, and future growth may require a third. Class size pressures and the extra workload associated with international students were noted. Current roll numbers are 287 in Year 9 and 277 in Year 10.

A response will be sent to Tony, and further discussion will occur regarding subject management and student placement.



Response to China Trip Request

Response to Tony re request to China trip.

Due Date: 12 Mar 2026
Owner: Alison Arrow



International Report

That the International Department Report is accepted.

Decision Date: 19 Feb 2026
Mover: Alison Arrow
Seconder: James Stewart
Outcome: Approved

3.3 Adult and Community Education Report

Principal advised the union has negotiated improved payments for adult education staff. Principal noted, the programme must remain self-funding and continue to cover its own costs.



Adult Education Report

That the Adult Education Report is accepted.

Decision Date: 19 Feb 2026
Mover: Robert Gilbert
Seconder: James Stewart
Outcome: Approved

3.4 Principal's Report

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

The key focus area is attendance, including the introduction of the new Attendance Management Plan. This plan is required to be in place at the beginning of each school year and will be published on the school website. With ERO visiting in the coming weeks, the plan needs to be finalised and uploaded to website.



Attendance Management Plan

That the Attendance Management plan is accepted.

Decision Date: 19 Feb 2026
Mover: Alison Arrow
Seconder: Riley Goodall
Outcome: Approved

Principal noted that 600 students were absent today, reinforcing the scale of the challenge and the importance of consistent messaging about attendance.

A key priority is educating the community about the value of education and the impact of regular attendance on student success.



Add Attendance Management Plan to website.

Add Attendance Management Plan to website.

Due Date: 6 Mar 2026
Owner: Robert Gilbert

Level 1 literacy results exceeded the national average at 86.4%, the strongest result since 2018. Numeracy achievement sits slightly below the national average but is significantly improved from 2021–2023, where results were well below. The school is now “in the right zone” and trending upward.

Principal highlighted ongoing inequities in achievement for boys and Māori students, which remain a focus area.

Phase 4 of the curriculum refresh is underway, with new English and Mathematics curriculum content being rolled out. The school is strengthening systems for analysing junior achievement data, and departments continue to perform strongly.

ERO will be onsite in a fortnight. The schedule has been circulated. The visit will include a significant compliance component.

Principal outlined that as part of their professional development and to ensure Papanui High School is well positioned for the rapidly changing digital landscape, they have enrolled in the AI Ready Principal Programme for 2026, which includes a short course component in Sydney. The trip is covered within the existing professional development budget however, because it is international travel it must be approved by the Board.



Sydney Study tour

That the Principal attend the Sydney Study tour, 2-5 June for the AI-Ready Principal Programme for 2026.

Decision Date: 19 Feb 2026
Mover: Russell Wordsworth
Seconder: Amelia Painter
Outcome: Approved



Principal's Report

That the Board accepts the Principal Report.

Decision Date: 19 Feb 2026
Mover: Russell Wordsworth
Seconder: Amelia Painter
Outcome: Approved

3.5 Policy Assurances

Board noted the policy assurance schedule for the year. There were no questions.

3.6 Health & Safety

Board considered proposed membership for the Health and Safety Committee. A suggested membership list was presented, including a student representative, the Executive Officer, Stacey, Russell, and Graeme.

Board supported the proposed membership, and a committee meeting will be scheduled. The committee will determine its work plan once convened. Russell will arrange the first meeting within the next month.



Terms of Reference for the Health and Safety Committee

Board ratified the Terms of Reference for the Health and Safety Committee.

Decision Date: 19 Feb 2026
Mover: Alison Arrow
Seconder: Paul Brouwers
Outcome: Approved

4. Public Excluded

4.1 Public excluded meeting



Move into Public Excluded

That the Board moves into public excluded session at 7.25pm.

Decision Date: 19 Feb 2026

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 Complaints	<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 9.00pm

Decision Date: 19 Feb 2026

Outcome: Approved

5. General Business

5.1 General Business

Board discussed an OIA request from a third year law student at the University of Auckland seeking any Board policies relating to trustee use of personal devices or personal accounts.

The request has been sent to many principals as part of the student's research, although the research has not received ethics approval. The school does not hold any such policies. Presiding Member to respond via letter.



OIA Request

Presiding Member to respond to OIA request.

Due Date: 5 Mar 2026

Owner: Alison Arrow

5.2 Resolution - NZCT Funding



Resolution - NZCT Funding

To seek funding for accomodation and travel costs for the School's Winter Tournament for the total of \$20,151.74:

Girls Basketball in Dunedin of \$5,376.09

Girls Hockey in Blenheim of \$9,551.30

Girls Netball Tournament of \$5,224.35

The Board authorises Elizabeth Young Grants for Good) to seek the funding on Papanui High School's behalf.

7 Supported: Alison Arrow , Amelia Painter , James Stewart , Paul Brouwers , Riley Goodall , Robert Gilbert , Russell Wordsworth

0 Opposed:

2 Abstained:

Graeme Eastwood - not present at hui ,

Maaka Tau - not present at hui

Decision Date: 19 Feb 2026

Mover: Nicki O'Donnell

Outcome: Approved

5.3 Resolution - Pub Charity Funding



Resolution - Pub Charity Funding

To seek funding for accomodation and travel costs for the School's Winter Tournament for the total of \$22,354.78:

Boys Basketball in Dunedin of \$5,628.69

Boys Football in Nelson of \$8,937.39

Boys Hockey in Greymouth of \$7,788.69

The Board authorises Elizabeth Young Grants for Good) to seek the funding on Papanui High School's behalf.

7 Supported: Alison Arrow , Amelia Painter , James Stewart , Paul Brouwers , Riley Goodall , Robert Gilbert , Russell Wordsworth

0 Opposed:

2 Abstained:

Graeme Eastwood - not present at hui ,

Maaka Tau - not present at hui

Decision Date: 19 Feb 2026

Mover: Nicki O'Donnell

Outcome: Approved

5.4 Resolution for SBS Access



Resolution for SBS Access

This is to confirm that the Board approves updating the SBS Bank Account access as follows:

Those able to act on behalf of the Papanui High School Bank account 7-4-027250 as authorised signatories are **any two** of the below- named people:

Continuing Signatory:

Louisa Clissold - Deputy Principal

New Signatories:

Robert Gilbert - Principal

Nicol O'Donnell - Business Manager

Stacey Fry - Associate Principal

Previously - no longer employed - to be removed:

Gaye Parlane

Michael Vannoort

Jeffrey Smith

6 Supported: Alison Arrow , Amelia Painter , James Stewart , Paul Brouwers , Riley Goodall , Russell Wordsworth

0 Opposed:

2 Abstained:

Graeme Eastwood - not present at hui ,

Maaka Tau - not present at hui

Decision Date: 19 Feb 2026

Mover: Nicki O'Donnell

Outcome: Approved

6. Close Meeting

6.1 Close the meeting

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

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.1	Code of Conduct Due Date: 27 Mar 2026	Alison Arrow, Amelia Painter, Graeme Eastwood, James Stewart, Julia Walmsley, Maaka Tau, Paul Brouwers, Riley Goodall, Robert Gilbert, Russell Wordsworth, Stacey Fry
3.1	Board Papers Due Date: 27 Mar 2026	Olivia Daly
3.2	Response to China Trip Request Due Date: 12 Mar 2026	Alison Arrow
3.4	Add Attendance Management Plan to website. Due Date: 6 Mar 2026	Robert Gilbert
5.1	OIA Request Due Date: 5 Mar 2026	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: _____