

# CONFIRMED MINUTES

## PAPANUI HIGH SCHOOL BOARD MEETING



At the **Papanui High School Board Meeting** on **23 Apr 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Papanui High School
<b>Date:</b>	Thursday, 19 March 2026
<b>Time:</b>	6:00 pm to 9:30 pm (NZDT)
<b>Location:</b>	Room A2, Papanui High School
<b>Board Members:</b>	Alison Arrow (Chair), Russell Wordsworth, Robert Gilbert, James Stewart, Graeme Eastwood, Paul Brouwers, Amelia Painter, Riley Goodall
<b>Attendees:</b>	Olivia Daly, Stacey Fry, Nicki O'Donnell
<b>Apologies:</b>	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

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 19 Feb 2026**, the minutes were confirmed as presented.



#### Minutes - 19 February 2026

*That the minutes from the previous meeting held on 19 February 2026 are accepted as a true and accurate record.*

<b>Decision Date:</b>	19 Mar 2026
<b>Mover:</b>	Alison Arrow
<b>Seconded:</b>	Robert Gilbert
<b>Outcome:</b>	Approved

## 1.6 Action List

Due Date	Action Title	Owner(s)
27 Mar 2026	Board Papers <b>Status:</b> In Progress	Olivia Daly

All actions were noted as complete.

Discussion on Code of Conduct.

Board briefly discussed the possibility of bringing the finance meeting forward by one week. All members will consider this, with Friday identified as the preferred day.

No further items were raised.

## 1.7 Matters Arising

A query was raised regarding an upcoming overseas trip that had not been included in the current reporting to the Board.

Board discussed the value of listing all planned trips for the year in the Principal's Report so they can be approved together. This process will be followed going forward, and the relevant staff member will be advised.

## 1.8 Correspondence

N/A

## 2. Board Business

### 2.1 Board Business

A discussion was held regarding payments for Board members. It was noted that the current system could be improved, and that clarity and consistency are needed. Board discussed the time commitment involved, including preparation and meeting attendance, and agreed that any payment is not an hourly rate but a small acknowledgement of service.

It was agreed that a proposal outlining recommended payment amounts and an improved process will be developed for consideration at the next meeting.

Board noted the importance of an equitable and consistent approach. Presiding Member acknowledged the work undertaken to date.



#### Board payments

Two members to work together to develop a recommendation on Board payments, including proposed amounts and process improvements.

**Due Date:** 30 Apr 2026

**Owner:** Alison Arrow

### 2.2 Code of Conduct

The Code of Conduct was noted as having been circulated to all members. Presiding Member talked through the document to ensure everyone was aware of the 15 items, and no issues were raised.



## Code of Conduct

*That the Board accepts the Code of Conduct and agrees to adhere to it as Board members.*

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

## 3. Management Reports

### 3.1 Finance and Property Committee Report

Nicki provided an overview of the 2026 budget. Questions were addressed.

The Committee confirmed it is satisfied and recommends that the operational budget and capital budget be approved.

It was noted that working capital has increased and continues to strengthen.

Overall financial performance is tracking well, including monthly turnover of term deposits. It was noted that accounting software is transitioning to Xero, and future reports will reflect this change



### Operating Budget 2026

*That the operating budget for 2026, as presented, be accepted and approved.*

**Decision Date:** 19 Mar 2026  
**Mover:** Alison Arrow  
**Seconder:** Russell Wordsworth  
**Outcome:** Approved



### Capital Budget 2026

*That the capital budget for 2026, as presented, be accepted and approved.*

**Decision Date:** 19 Mar 2026  
**Mover:** Alison Arrow  
**Seconder:** Graeme Eastwood  
**Outcome:** Approved

The property report remains a dynamic area with ongoing updates.

The boiler was discussed, with concerns that it may not pass its next compliance check. Options such as replacement with heat pumps were considered. It was noted that significant planning and resourcing will be required for 2027, and that long-term sustainable solutions should be explored, including the potential for solar power. These matters sit within the five-year plan, and investigation required.

Board also discussed the broader question of whether to manage the full property budget independently. Given the age and complexity of the school's buildings, it was noted that this may not be feasible.

The canteen project was completed on time, and the old facility will be demolished during the holidays.

Board acknowledged the ongoing workload pressures on administration staff and noted that additional support has been requested from the Ministry to assist with workload demands.

No further questions were raised.



### Discussion with Ministry - Heating Solutions

Initiate discussions with the Ministry regarding long-term heating and energy solutions, with a plan to be confirmed before next winter.

**Due Date:** 30 Apr 2026  
**Owners:** Alison Arrow, Robert Gilbert



### Finance and Property Report

*That the Finance and Property Report is accepted.*

**Decision Date:** 19 Mar 2026  
**Mover:** Alison Arrow  
**Seconder:** Russell Wordsworth  
**Outcome:** Approved

*Nicki left the meeting 6.55pm.*

## 3.2 International Department Report

Three trips were noted. A potential downturn in European markets was discussed, along with general wellbeing considerations for international students.

Board discussed whether it should formally approve international trips. It was agreed that all planned trips for the year should be included together in the first Board report, with associated budgets, to allow the Board to consider and approve them together.



### International Trips

International Department to compile all planned trips for a calendar year and associated budgets for inclusion in the first Board report each year.

**Due Date:** 30 Apr 2026  
**Owner:** Robert Gilbert



### International Department Report

*That the International Department Report be accepted.*

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

## 3.3 Adult and Community Education Report

It was noted that the current fee does not fully cover the school's overhead costs, including electricity, wear and tear on facilities, and consumables such as cleaning supplies. Board agreed that overheads should be monitored closely to ensure the programme remains sustainable.

Board discussed whether a small adjustment to fees may be appropriate in future to more accurately reflect actual costs, particularly given rising power bills. The programme was acknowledged as a valuable community service and a point of pride for the school.

It was noted that government funding previously supported this area, and that approximately 360 students participate.



### Adult Education Report

*That the Adult Education Report be accepted.*

**Decision Date:** 19 Mar 2026

**Mover:** Amelia Painter  
**Seconder:** Paul Brouwers  
**Outcome:** Approved

### 3.4 Principal's Report

Principal tabled the report, which was taken as read.

#### *Attendance and Academic Success*

Discussion regarding attendance patterns and the impact on academic outcomes. Board considered reasons for non-attendance and noted ongoing work in this area. Study Period 1 was discussed.

Board asked whether there were further ways it could support attendance initiatives and acknowledged the significant work already underway. Specialist classes were discussed, with questions raised about their impact on attendance.

It was noted that attendance is a prerequisite for participation in school events, with students below 80% attendance not eligible. An example was shared of a student who was unable to participate in a sports game due to attendance levels. Board acknowledged the consistent effort being made to improve attendance.

#### *Staff Wellbeing*

Staff wellbeing was discussed. Middle leaders will provide a recommendation to the Senior Leadership Team, including potential funding.

There are currently 117 teachers at the school. PB4L support options for staff were discussed.

#### *Student Support and Referrals*

Discussion regarding referral processes. A positive example was shared from the Activity Centre, where a student has re-engaged with learning.

#### *2025 Senior Academic Achievement Report*

The 2025 Review of Senior Academic Achievement was tabled, with physical copies provided to Board members.

#### *ERO Update*

Board received an update on the recent ERO visit, with positive feedback noted. Three key areas for continued focus were identified:

- strengthening school culture
- improving outcomes for boys
- meeting national attendance targets

Board acknowledged the strong feedback received, particularly regarding compliance and pedagogy.

#### *Māori Medium Pathway Exploration*

Board discussed early exploration of a potential Māori-medium pathway. The school is open to considering this, subject to resourcing. A Year 9 entry point is most likely, with transport options being explored for surrounding areas.

Board noted that no decisions are required at this stage and asked to be kept informed as work progresses.



### **Principal Report**

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

**Decision Date:** 19 Mar 2026

**Mover:** Alison Arrow  
**Seconder:** James Stewart  
**Outcome:** Approved

### 3.5 Policy Assurances

The policy review schedule was tabled and taken as read. Board noted that its focus should be on policies specifically requiring Board review, with other policies to be considered at committee level. For this term, the relevant policies have been identified in the schedule.

It was noted that a number of new Health and Safety documents have been issued and circulated to staff.

An update was provided on work underway to develop school-specific procedures relating to AI.

Board discussed the value of meeting as a committee to review policies collectively rather than working through them individually. Members agreed that meeting together would be more effective.

### 3.6 Health & Safety



#### Health and Safety Report

*That the Health and Safety Report is accepted.*

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

## 4. Public Excluded

### 4.1 Public excluded meeting



#### Decision: Move into Public Excluded

*That the Board moves into public excluded session at 8.16pm.*

**Decision Date:** 19 Mar 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.

<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	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	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
Complaints		

	<i>withholding information under s9(2)(a) of the Official Information Act 1982 (“OIA”).</i>	<i>information for which good reason for withholding exists under the OIA.</i>
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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 9.30pm*

**Decision Date:** 19 Mar 2026

**Mover:** Alison Arrow

**Outcome:** Approved

## 5. General Business

### 5.1 General Business

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** Papanui High School Board Meeting - 23 Apr 2026, 6:00 pm

Approved decisions made between meetings



### Approval for Overseas Travel for International Students Director

Approved International Travel for the International Students Director for Asia Marketing Trip in May/June 2026

**5 Supported:** Alison Arrow , James Stewart , Paul Brouwers , Robert Gilbert , Russell Wordsworth

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 6 Mar 2026

**Outcome:** Approved

## New Actions raised in this meeting

Item	Action Title	Owner(s)
2.1	Board payments <b>Due Date:</b> 30 Apr 2026	Alison Arrow
3.1	Discussion with Ministry - Heating Solutions <b>Due Date:</b> 30 Apr 2026	Alison Arrow, Robert Gilbert
3.2	International Trips <b>Due Date:</b> 30 Apr 2026	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:** \_\_\_\_\_