

MINUTES (in Review)

PAPANUI HIGH SCHOOL BOARD MEETING



Name:	Papanui High School
Date:	Thursday, 23 April 2026
Time:	6:00 pm to 8:30 pm (NZST)
Location:	Room A2, Papanui High School
Board Members:	Alison Arrow (Chair), Russell Wordsworth, Robert Gilbert, James Stewart, Graeme Eastwood, Paul Brouwers, Amelia Painter, Riley Goodall
Attendees:	Olivia Daly, Stacey Fry, Nicki O'Donnell
Apologies:	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 Confirm Previous Minutes

Papanui High School Board Meeting 19 Mar 2026, the minutes were confirmed as presented.



That the minutes from the previous meeting held on 19 March 2026 ...

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

Decision Date: 23 Apr 2026
Mover: Alison Arrow
Seconder: James Stewart
Outcome: Approved

1.5 Action List

Due Date	Action Title	Owner(s)
27 Mar 2026	Code of Conduct Status: Completed on 20 Mar 2026	Alison Arrow, Amelia Painter, Graeme Eastwood, James Stewart, Julia Walmsley, Maaka Tau, Paul Brouwers, Riley Goodall, Robert Gilbert, Russell Wordsworth, Stacey Fry
27 Mar 2026	Board Papers Status: Completed on 30 Apr 2026	Olivia Daly
30 Apr 2026	Board payments Status: Completed on 22 Apr 2026	Alison Arrow
30 Apr 2026	Discussion with Ministry - Heating Solutions Status: Completed on 23 Apr 2026	Alison Arrow, Robert Gilbert
30 Apr 2026	International Trips Status: Completed on 20 Apr 2026	Robert Gilbert

All actions complete.

1.6 Interests Register

No further interests to note.

1.7 Matters Arising

Nothing to note.

1.8 Correspondence

Principal noted the ERO report which has been received. This will be discussed at the next Board meeting.

2. Board Business

2.1 Board Business

N/A

3. Management Reports

3.1 Finance and Property Committee Report

Nicki tabled the Finance and Property Committee Report which was taken as read.

Nicki outlined that the school's financial position as of 31 March 2026 remains steady, with total income and expenses largely aligned with year-to-date budget expectations. The month was characterised by capital expenditure and a strategic increase in term investments, which is reflected in the current cash position.

Nicki outlined HLW back pay has been confirmed, with the school successfully securing a top up to match actual heating, lighting and water costs. The adjustment is backdated to 2025, which means some of the 2025 expenses will now be recovered.

Lease depreciation was reviewed and the correct rates were applied; this had a significant impact, and an adjustment has been made accordingly.

Presiding Member reported that Tuesday's meeting confirmed the budget is tracking as expected, with only a couple of unbudgeted capital items so far. The team will continue to monitor cashflow closely through the year.

There was discussion about rising expenses and inflation, and the need to consider different purchasing approaches e.g. paying cash, using finance, or leasing to determine which options may be more cost effective. The group also noted that some items may be better purchased sooner rather than later. Nicki is currently looking into these options.

Price increases are coming through from many suppliers, with notices of rises from 1 May. This includes everyday items like stationery as well as electricity. These increases are being driven by inflation and wider global events. The school will keep an eye on this as the year goes on.

Principal advised the roll has decreased to 1,415, and this has flow on effects for staffing and funding.

The Ministry has advised the school not to make any permanent appointments at this stage. Some fixed term roles may sit in areas that continue to need staffing, which could lead to a CAPNA if the roll drops further.

The Board noted the change in roll and the potential implications. This was also discussed at the Finance Committee.

There was brief discussion about promotional activity.

Full immersion learning was also mentioned.

Board member noted the Board should consider a high-level risk register and there was discussion about considering an audit and risk committee.

Property Report

Presiding member noted that the property programme is generally on track. There are a few delays. The canteen work has been pushed back by two weeks, and the admin block is now expected to be delayed until August 2026.

The Building WOF is still outstanding and currently sitting with both the Council and the Ministry of Education.

Board Fee Proposal

The Board reviewed the current Board fee structure, last updated in 2018, and agreed it was due for revision.

The Board acknowledged that the workload for some members has increased in recent years.

The discussion focused on what constitutes fair recognition of time and contribution, while remaining consistent with legislative requirements, which state that Board membership is voluntary and that members may be reimbursed for actual expenses such as travel.

After considering the legislative framework and the need for a simple, consistent approach, the Board approved the following structure: \$75 per meeting for the Presiding Member, \$55 per meeting for Board members, and \$55 for Board members attending disciplinary meetings/subcommittee meetings.

Board also agreed that future adjustments will follow tax exempt thresholds, so the structure remains current without requiring further review.



May agenda

Add the following to May agenda for discussion: health and safety committee and potential Audit and Risk Committee.

Due Date: 13 May 2026
Owner: Olivia Daly



Board Fees

That the Board fees be set at \$75 for the Presiding Member per Board meeting, \$55 for Board members per Board meeting, and \$55 for Board members attending sub committees and/or disciplinary meetings, subject to tax requirements.

Decision Date: 23 Apr 2026
Mover: Robert Gilbert
Seconder: Russell Wordsworth
Outcome: Approved



Finance and Property Report

That the Finance and Property Report is accepted.

Decision Date: 23 Apr 2026
Mover: Alison Arrow
Seconder: Paul Brouwers
Outcome: Approved

Nicki left the meeting 6.55pm.

3.2 International Department Report

The International Department Report was tabled and taken as read.

Principal noted a student will be returning home for health reasons, and a refund for next term's fees will be arranged.

Principal noted the International director did advise the Board at the beginning of the year regarding the trips for the year.

Approval for travel expenses to the marketing fairs in Japan and South Korea (September) were requested. Due to the fluctuations in flight pricing, confirmation has been sought in order to secure the best possible price. Board agreed to support this.



Travel Expenses

That the Board approve the travel expenses for the marketing fairs in Japan and South Korea in September 2026.

Decision Date: 23 Apr 2026
Mover: Robert Gilbert
Seconder: Russell Wordsworth
Outcome: Approved



International Department Report

That the International Department Report be accepted.

Decision Date: 23 Apr 2026
Mover: Alison Arrow
Seconder: James Stewart
Outcome: Approved

3.3 Adult and Community Education Report

The Adult Education report was tabled and taken as read.

It was a brief update, with the leader currently unwell and expected to return in a couple of weeks, ahead of Term 2.



Adult Education Report

That the Adult Education Report be accepted.

Decision Date:	23 Apr 2026
Mover:	Alison Arrow
Seconder:	Paul Brouwers
Outcome:	Approved

3.4 Principal's Report

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

Principal gave an update on attendance. In Term 1, 59% of students (835 individuals) met the criteria for Regular Attendance, meaning they were present for more than 90% of the term. While this is a positive increase from 57% in Term 1, 2025, it remains well below the 2030 target.

The data shows that 13% of students fall into the Chronic Absence category, missing more than 15 days of school this term. This is a slight increase from 12% in the same period last year.

Principal noted high levels of absence on TIRA Day and on the heavy rain day. Board members expressed concern about the TIRA Day absences and discussed whether the current format is effective in supporting culture, wellbeing and identity. Suggestions included increasing communication with families about the purpose of TIRA, building activities into the lead up, and considering smaller or more frequent sessions. The Board noted that attendance on the day was low, with approximately 600 students absent.

The Board discussed whether TIRA is perceived as optional and how it aligns with the school's first strategic goal, which focuses on culture. Staff will continue to review TIRA in the context of wider culture building work.

Board noted suggestions to strengthen the sense of purpose and participation in TIRA. Ideas included using TIRA coloured PE tops to help build identity and ensuring the activities sit clearly within the learning day (for example, during periods 3 and 4) so the day is not perceived as optional.

Provisional School Leaver Achievement Data was shared and noted as generally positive.

Principal presented the proposed 2027 term dates, based on 4 terms of 10 weeks each. The Board agreed to the dates.



2027 Term Dates

That the Board approve the 2027 term dates identified in the Principal's Report.

Decision Date:	23 Apr 2026
Mover:	Alison Arrow
Seconder:	James Stewart
Outcome:	Approved

The Board discussed Kāinga Tuku Awe and the possibility of using the caretaker's space once the caretaker leaves in four weeks. This may provide an opportunity to relocate without rental costs and be closer to the school. The Board noted this as positive and will monitor developments.



Principal's Report

That the Board accepts the Principal's Report.

Decision Date: 23 Apr 2026
Mover: Alison Arrow
Seconded: Russell Wordsworth
Outcome: Approved

3.5 Health & Safety

A recent Outdoor Education incident required a student to be airlifted by helicopter following an injury. The Board noted that there were no concerns with the processes followed.

Principal reported issues from a recent fire alarm. The current system has been added to over time and involves several contractors, which made communication and identification of the triggered sensors difficult. Three sensors activated in different locations, none of which were easy to identify, and it took 24 hours to confirm which sensor had gone off. The bells did not sound during the incident, which was a concern for a school of this size.

The school is now working to simplify the system, review the bell setup, and ensure maps and sensor locations are clear.

The Board noted that the situation was unsatisfactory.

3.6 Policy Assurances

Policy assurances were noted. Stacey reported that a significant number of assurances are due this term, including EOTC related policies, with further items scheduled for June.

The Board noted the SchoolDocs advisory regarding upcoming changes to privacy legislation effective 1 May. A new privacy rule requires schools to inform individuals when personal information is collected indirectly, including the reason it is being collected. This update will be reflected on the SchoolDocs site.

4. Public Excluded

4.1 Public excluded meeting



Move into Public Excluded

That the Board moves into public excluded session at 7.35pm.

Decision Date: 23 Apr 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	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 8.20pm

Decision Date: 23 Apr 2026
Mover: Alison Arrow
Outcome: Approved

5. General Business

5.1 General Business

N/A

5.2 Lion Foundation Grant Resolution



Lion Foundation Grant Resolution

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

The Board approved seeking funding for accommodation and travel costs for the School's Winter Tournament, totalling \$10,354.78, to be allocated across the following trips:

- Boys Basketball in Dunedin,
- Boys Football in Nelson, and
- Boys Hockey in Greymouth.

The Board authorised Elizabeth Young of Grants for Good to apply for this funding on behalf of Papanui High School.

Decision Date: 23 Apr 2026
Mover: Alison Arrow
Seconded: Riley Goodall
Outcome: Approved



Lion Foundation Grant Resolution

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

0 Opposed:

0 Abstained:

NB: Maaka apologies for meeting.

Decision Date: 23 Apr 2026
Mover: Nicki O'Donnell
Outcome: Approved

6. Close Meeting

6.1 Close the meeting

Next meeting: Papanui High School Board Meeting - 20 May 2026, 6:00 pm

Approved decisions made between meetings



Unbudgeted Capital Expenditure

The Board resolves to approve the unbudgeted expenditure of \$70,000 for the procurement of two replacement vans, as the repair of the existing vehicles is no longer cost-effective.

Background

During Weeks 7 and 8 of this term, two of our older school vans suffered significant engine failures. We have looked into getting them fixed, but repairing them is not financially viable. Quotes for the repairs have come in at \$20,000 per vehicle.

To ensure we have adequate transport available for our students, I am seeking approval to purchase two second-hand vans before the start of Term 2.

Estimated cost per van: \$35,000
Total proposed expenditure: \$70,000

Because this total exceeds our current contingency fund and crosses the \$10,000 threshold for unbudgeted expenditure, we require formal board approval to proceed with the purchase.

6 Supported: Alison Arrow , Graeme Eastwood , James Stewart , Paul Brouwers , Robert Gilbert , Russell Wordsworth

0 Opposed:

0 Abstained:

Decision Date: 31 Mar 2026
Outcome: Approved

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: _____