

CONFIRMED MINUTES

PAPANUI HIGH SCHOOL BOARD MEETING



At the **Papanui High School Board Meeting** on **25 Jun 2026** these minutes were **confirmed as presented**.

Name:	Papanui High School
Date:	Wednesday, 20 May 2026
Time:	5:57 pm to 7:52 pm (NZST)
Location:	Room A2, Papanui High School
Board Members:	Alison Arrow (Chair), Russell Wordsworth, Robert Gilbert, James Stewart, Paul Brouwers, Riley Goodall
Attendees:	Nicki O'Donnell, Clare Ansley
Apologies:	Graeme Eastwood, Stacey Fry, Maaka Tau, Amelia Painter

1. Opening Meeting

1.1 Karakia to open meeting

Meeting opened at 5.57pm.

1.2 Welcome

Presiding Member opened the meeting and welcomed all Board members and Clare Ansley for filling in as minute taker for Olivia.

1.3 Attendees and Apologies

Graeme, Stacy, Amelia and Maaka apologies. Nicki joined the meeting in attendance.

1.4 Interests Register

No interests to note.

1.5 Confirm Previous Minutes

Papanui High School Board Meeting 23 Apr 2026, the minutes were confirmed as presented.

All accepted the minutes.



Minutes - 23 April 2026

That the minutes from the previous meeting held on 23 April 2026 are accepted as a true and accurate record.

Decision Date: 20 May 2026
Mover: Alison Arrow
Seconded: James Stewart
Outcome: Approved

1.6 Action List

Update actions as complete.

1.7 Matters Arising

N/A

1.8 Correspondence

No correspondence received; however, we did receive the ERO report confirmation.

2. Board Business

2.1 Board Business

N/A

3. Management Reports

3.1 Finance and Property Committee Report

Finance Executive Summary Report

The Finance and Property meeting was held yesterday and Alison has uploaded the minutes following the meeting.

There was nothing specific to mention in terms of finance. We will continue talking about IT, and have that as an action point for our next meeting.

Property Report

There were a series of updates on property. One of the big conversations, other than that everything keeps getting pushed backwards, was the vandalism of the toilets.

The other matter is the plan to wind up the PTA. The PTA is a legal entity in its own right and is struggling to maintain support. The numbers are dwindling and it is a struggle to get four people to attend the meeting. The process will need to be worked through and instructions issued to the school for distribution of the assets, hopefully to go to co-curricular. The Board noted that times have changed from when PTAs were set up and were focused on communication and having input, whereas these days parents communicate readily with schools. If the school wants to raise other funding they will need to work out what way to do it.

We have changed our agreement with Services and Solutions to provide annual support instead of monthly support.



PTA Financial Contributions

Nicki and Paul to catch up in order for Nicki to understand the PTAs financial contributions to the school over the years and be able to decide if the school needs to come up with its own plan to raise those funds beyond the PTA.

Due Date: 25 Jun 2026

Owners: Nicki O'Donnell, Paul Brouwers



Finance and Property Report

That the Finance and Property Report is accepted.

Decision Date: 20 May 2026

Mover: Alison Arrow

Seconded: Russell Wordsworth

Outcome: Approved

3.2 International Department Report

The report was taken as read.

Pricing

The principal advised that there is some pressure around pricing. We will need to keep an eye on that and it may mean that tutor fees need to be adjusted, even though they have already been published.

Hausch Fairs

The Board discussed a request for approval that was received for Papanui High School to be represented at two Hausch fairs in Germany next year (April 11 in Frankfurt, and April 18 in Hamburg). The Board noted that Germany is a priority market and an early decision important; however they wish to see the budget for the entire trip before approval is given.

Roong Aroon International School visit

Following agent fair events in Thailand in 2026, TAC Global Ltd., Bangkok, reached out to Papanui requesting a short-term, three-week, student experience for 30 students and 5 accompanying staff members from Roong Aroon International School. While students had an exceptional grasp of English and were generally compliant, there were a number of issues and our expectations were not aligned. We might need to reconsider whether the relationship will be a longstanding one.

Fire insurance update

Finally a resolution has been reached and restitution in the form of funds will be issued to the aggrieved party.



Budget Estimate - Germany Trip

Tony Perring to be asked to provide a budget estimate for the whole trip to the Hausch fairs in Germany, for the next Board meeting.

Due Date: 25 Jun 2026

Owner: Robert Gilbert



Indian Market

Principal to meet with Tony to discuss making inroads into the Indian market, given the work the government has done with India.

Due Date: 25 Jun 2026

Owner: Robert Gilbert



International Department Report

That the International Department Report be accepted.

Decision Date: 20 May 2026
Mover: Alison Arrow
Seconded: Paul Brouwers
Outcome: Approved

3.3 Adult and Community Education Report

There was no Adult Community report due to sickness.

3.4 Principal's Report

The principal's report was tabled and taken as read.

New Zealand Education Excellence Awards

Papanui High School was shortlisted in the Top 10 for the New Zealand Education Excellence Awards, specifically recognised in the Excellence in Educational Leadership category. This acknowledgement reflects our collective commitment to our vision and the hard work of our entire staff in driving strategic change across the kura. It also acknowledges the strategic leadership and governance by the Board.

Learning Conferences

Our Learning Conferences held over the past two Thursdays were very positive and well attended. It was problematic though for part-time staff who don't work on a Thursday and some changes may be made next year to address this.

Year 12 and 13 students' non-attendance at exam

The number of year 12 and 13 students who don't have learning and numeracy and didn't turn up to sit the exam is of real concern. A conversation will be needed with the parents, as the students missed another opportunity when they were provided with extra tuition.

2026 Annual Plan

A copy of our 2026 Annual Plan was appended to the principal's report. It has been worked through with the leaders of learning and, now that we have confirmation of the ERO report, the Annual Plan will be posted online following this meeting.

ERO Reports

The ERO reports (Compliance, International, and General) were included in the Board papers. The principal noted that staff have worked really hard in preparation for the ERO visit this year. The compliance component from ERO took a lot of work. At the end of the day, the report was fair and that, along with being shortlisted for the NZ Excellence Awards, should give the Board huge confidence that the staff and school are doing really well.



Annual Plan and ERO report

Principal to post the Annual Plan and ERO report on line.

Due Date: 25 Jun 2026
Owner: Robert Gilbert



Out of Zone Numbers 2027

That the Board approve the out of zone number for 2027, as up to 40 at Y9 and up to 40 at other year levels.

Decision Date: 20 May 2026

Mover: Alison Arrow
Seconded: Russell Wordsworth
Outcome: Approved



Out of zone numbers for 2027.

Principal to notify the Principals' Association of the out of zone numbers for 2027.

Due Date: 25 Jun 2026
Owner: Robert Gilbert



Annual Plan, ERO report and Principal's report

That the Board accept the Annual Plan, ERO report and Principal's report.

Decision Date: 20 May 2026
Mover: Alison Arrow
Seconded: Russell Wordsworth
Outcome: Approved

3.5 Health & Safety

No meeting had been held.

Staff absences Report and Injury Report for the period 4 April – 14 May 2026 were noted.

3.6 Policy Assurances

No meeting had been held. Next meeting is scheduled for 15 June.

3.7 Student Policy Panel

Riley spoke to the Board about a new initiative, the TOR being attached to the Board pack. He explained it would be a consultation group dealing with strategies and issues around student experience in general. The panel would have two main outputs – a referred consultation from SLT who want feedback, or a panel-initiated review which would be students on the panel who have a matter of concern. The hope is to get 10 to 12 students and he has started nominations with the Deans.

The Board thought this was a great initiative and was impressed by the work Riley had put into this. They offered advice and suggestions for moving it forward. These included changing the title to 'Student Review Panel', and using the word 'feedback' rather than 'recommendation'. They also suggested Riley consult with the chairs of each of the councils and see how he and the panel can assist to better effect the voice of the students to senior management.

End general business 7.18pm

Nicki left the meeting 7.18pm.

4. Public Excluded

4.1 Public excluded meeting



Move into Public Excluded

That the meeting moves in public excluded session at 7.19pm

Decision Date: 20 May 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	<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 board meeting moves out of public excluded at 7.54pm.

Decision Date: 20 May 2026
Mover: Alison Arrow
Outcome: Approved

5. General Business

5.1 General Business

No general business.

Alison closed the meeting with the closing Karakia.

Meeting closed 7.55pm

Next meeting: 25 June 2026.

6. Close Meeting

6.1 Close the meeting

Next meeting: Papanui High School Board Meeting - 25 Jun 2026, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.1	PTA Financial Contributions Due Date: 25 Jun 2026	Nicki O'Donnell, Paul Brouwers
3.2	Budget Estimate - Germany Trip Due Date: 25 Jun 2026	Robert Gilbert
3.2	Indian Market Due Date: 25 Jun 2026	Robert Gilbert
3.4	Annual Plan and ERO report Due Date: 25 Jun 2026	Robert Gilbert
3.4	Out of zone numbers for 2027. Due Date: 25 Jun 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: _____