

CONFIRMED MINUTES

PAPANUI HIGH SCHOOL BOARD MEETING



At the **Papanui High School Board Meeting** on **27 Aug 2026** these minutes were **confirmed as presented**.

Name:	Papanui High School
Date:	Thursday, 23 July 2026
Time:	6:00 pm to 7:45 pm (NZST)
Location:	Room A2, Papanui High School
Board Members:	Russell Wordsworth, James Stewart, Paul Brouwers, Amelia Painter, Riley Goodall
Attendees:	Olivia Daly, Stacey Fry, Nicki O'Donnell
Apologies:	Alison Arrow (Chair), Robert Gilbert, Graeme Eastwood, Maaka Tau

1. Opening Meeting

1.1 Karakia to open meeting

1.2 Welcome

Russell Wordsworth opened the meeting at 6.00pm and welcomed everyone to the July 2026 Board meeting.

1.3 Attendees and Apologies

Apologies were received and accepted from Alison Arrow, Robert Gilbert, Graeme Eastwood and Maaka Tau. Nicki and Olivia joined the meeting in attendance.

1.4 Interests Register

No conflicts of interest were declared. Members were reminded to update the register as required.

1.5 Confirm Previous Minutes

Papanui High School Board Meeting 25 Jun 2026, the minutes were confirmed as presented.

Minutes accepted, subject to minor change around bilingual unit, which will start in year 9.



That the minutes from the previous meeting held on 25 June 2026 ar...

That the minutes from the previous meeting held on 25 June 2026 are accepted as a true and accurate record, subject to one amendment outlined in the minutes.

Decision Date: 23 Jul 2026
Mover: Paul Brouwers
Seconded: James Stewart
Outcome: Approved

1.6 Action List

Due Date	Action Title	Owner(s)
25 Jun 2026	PTA Financial Contributions Status: In Progress	Nicki O'Donnell, Paul Brouwers

Funding for the kapa haka tournament was discussed, including contributions from parents and fundraising by students. Board noted there is a lot of fundraising required.

1.7 Correspondence

Nothing to report.

1.8 Matters Arising

Nothing to report.

2. Board Business

2.1 Board Business

Nothing to report.

3. Management Reports

3.1 Finance and Property Committee Report

Finance Report

The Finance Executive Summary Report was tabled and taken as read.

The Board thanked the team for getting the report out on time.

Most areas are tracking as expected. The cost of purchasing uniforms was discussed. While this was a significant expense, it was budgeted for and not unexpected. Members also discussed hardship support, community need, and possible use of rebates.

An update was provided on the roof damage caused by recent heavy rain. While the Ministry of Education will fund the main repair work, there may be some related costs for the school. Concerns were noted about the condition of the roof and the impact on school activities until repairs are completed.

The effect of the roof issues on exams was discussed. Contingency planning is underway, and NZQA is looking at possible alternative venues if needed. A further update is expected at the next meeting.

The delay to the J Block project was noted, and it was acknowledged that timelines remain uncertain.

Board discussed the Finance Committee process and noted they were happy with the information being provided.

It was suggested that the Business Manager (Nicki) may not need to attend Board meetings. Members discussed providing any questions in advance.

Board accepted the Finance Executive Summary Report.



Finance Executive Summary Report

That the Finance Executive Summary Report is accepted.

Decision Date: 23 Jul 2026
Mover: Russell Wordsworth
Seconder: Riley Goodall
Outcome: Approved

Property Report

The Property Report was tabled and taken as read.

Board member questioned the cost of painting the administration building and whether this would be covered by the Ministry of Education. It was noted that the work forms part of the school's cyclical maintenance programme. While the work had been planned, costs have increased and are higher than originally expected.

Board discussed vandalism.



Property Report

That the Property Report is accepted.

Decision Date: 23 Jul 2026
Mover: Russell Wordsworth
Seconder: Paul Brouwers
Outcome: Approved

3.2 International Department Report

No report available.

The June Board hui received the latest report available and there has been no activity in July due school holidays.

3.3 Adult and Community Education Report

The Adult and Community Education Report was tabled and taken as read.



Adult and Community Education Report

That the Adult and Community Education Report is accepted.

Decision Date: 23 Jul 2026
Mover: Russell Wordsworth
Seconder: Stacey Fry
Outcome: Approved

3.4 Principal's Report

Stacey Fry tabled the Principal's Report in the Principal's absence and it was taken as read.

Updated attendance data was discussed. Overall attendance is in line with national trends, although concerns remain for some year levels, particularly Year 10 students and Māori learners, where levels of chronic absence are higher.

Board discussed attendance, including the shared responsibility of schools, students, and whānau, and the importance of recognising and celebrating positive attendance.

Update was provided on the trip to Tauranga. Twenty students attended the National Kapa Haka competition. Teachers also attended and had strategic hui with leaders of the school. It was noted that discussions around bilingual unit planning were very helpful.

The dress code privilege was discussed. Year 13 students can wear optional non uniform for Term 4.

An update was provided on the new staffroom, completion expected Week 6 of this term.

Board discussed the approval of the new bilingual unit. The programme will accommodate up to 25 Year 9 students and provide Level 3 Māori Medium education. Recruitment for two permanent teaching positions will begin shortly. Members discussed opportunities and risks associated with the programme, including staffing, enrolment numbers, and long-term sustainability. It was noted that there may be interest from an existing staff member and that external advertising will also take place. The programme is expected to be the only one of its kind within a mainstream secondary school in the South Island.

Progress with enrolments was discussed. Current enrolment numbers are lower than at the same time last year, although it was noted that many students enroll closer to the start of the school year. Board members discussed the importance of monitoring enrolment trends and requested further information and timelines at a future meeting.

An update was provided on teacher recruitment initiatives, including visits to Otago University and the University of Canterbury to promote teaching opportunities and attract potential applicants, including fluent te reo Māori speakers.



Principal's Report

That the Principal's Report is accepted.

Decision Date:	23 Jul 2026
Mover:	Russell Wordsworth
Seconded:	James Stewart
Outcome:	Approved

3.5 Health & Safety

The Health and Safety Report was tabled and taken as read.

Staff absences and reported accidents were discussed.

Board requested data on staff sick leave trends against the previous year.

It was noted that staff absences appear to be lower than they were same time last year.



Health and Safety Report

That the Health and Safety Report is accepted.

Decision Date:	23 Jul 2026
Mover:	Russell Wordsworth
Seconded:	James Stewart
Outcome:	Approved

3.6 Policy Assurances

There were no matters for discussion this month.

4. Public Excluded

4.1 Public excluded meeting



Moves into Public Excluded

That the meeting moves in public excluded session at 7.00pm

Decision Date: 23 Jul 2026
Mover: Russell Wordsworth
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 meeting moves out of public excluded session at 7.34pm.

Decision Date: 23 Jul 2026
Mover: Russell Wordsworth
Outcome: Approved

5. General Business

5.1 General Business

Resignation

Graeme Eastwood emailed his resignation to Principal and Presiding Member on 21/07/2026.

Board accepted his resignation, effective immediately, and thanked him for his contribution and service.



Resignation - Graeme Eastwood

That the Board accept Graeme Eastwood's resignation, effective immediately and acknowledged his service.

Decision Date: 23 Jul 2026

Mover: Russell Wordsworth
Seconded: Paul Brouwers
Outcome: Approved



Resignation - Email thank you to Graeme

Presiding member to email Graeme Eastwood thanking him for his service to the Board.

Due Date: 20 Aug 2026
Owner: Alison Arrow

Board discussed whether an election was needed and whether to advertise for nominations. It was agreed that the vacant position should be advertised and nominations received. It was noted that Board can ask for applicants with particular skills and experience.



Board Election

That the Board advertise the vacant Board position and begin the nomination process.

Decision Date: 23 Jul 2026
Mover: Russell Wordsworth
Seconded: Amelia Painter
Outcome: Approved

Board discussed the risk of several Board members leaving at the same time and the need to plan ahead.

Board elections will be held next year. Board noted this could be a good opportunity to encourage the new Year 9 parents to consider joining the Board.

6. Close Meeting

6.1 Close the meeting

Next meeting: Papanui High School Board Meeting - 27 Aug 2026, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
5.1	Resignation - Email thank you to Graeme Due Date: 20 Aug 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:_____