

CONFIRMED MINUTES

PAPANUI HIGH SCHOOL BOARD MEETING



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

Name:	Papanui High School
Date:	Thursday, 25 June 2026
Time:	6:00 pm to 9:00 pm (NZST)
Location:	Room A2, Papanui High School
Board Members:	Alison Arrow (Chair), Robert Gilbert, James Stewart, Graeme Eastwood, Paul Brouwers, Amelia Painter, Riley Goodall
Attendees:	Olivia Daly, Stacey Fry, Nicki O'Donnell
Apologies:	Russell Wordsworth, Maaka Tau

1. Opening Meeting

1.1 Karakia to open meeting

Meeting opened at 6.00pm.

1.2 Welcome

Presiding Member opened the meeting and welcomed everyone to the June Board meeting.

1.3 Attendees and Apologies

Apologies were received from Russell Wordsworth 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 20 May 2026, the minutes were confirmed as presented.



Minutes - 20 May 2026

That the minutes from the previous meeting held on 20 May 2026 are accepted as a true and accurate record.

Decision Date: 25 Jun 2026

Mover: Alison Arrow
Seconded: James Stewart
Outcome: Approved

1.6 Action List

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

Presiding Member outlined the actions.

The PTA account remains on hold and will be discussed at the next meeting.

A budget estimate for Germany has been prepared and will be discussed at the meeting today.

1.7 Correspondence

None.

1.8 Matters Arising

None.

2. Board Business

2.1 Board Business

None.

3. Management Reports

3.1 Finance and Property Committee Report

Finance and Property Committee Report was tabled and taken as read.

General leasing discussion. No further questions were raised regarding finance or property.

Board considered how best to align the finance reporting cycle with the Board meeting schedule for 2027.

All noted that the finance meeting could be held on the last Tuesday of each month, and the Board meeting could shift to the first Thursday of the month. This brings the Board meeting forward, reduces changes in the Board packs, and allows a more complete finance package to be presented. If the last Tuesday falls too close to the first Thursday, the Board meeting could move out by one week to ensure time between meetings. There were no objections to aligning this approach with the 2027 school calendar. All to consider and discuss at the next Board meeting.

There were no outstanding property matters, and everything in that area is now complete. The Board thanked the team for the clear finance reports and acknowledged the work Nicki and the administration team have done to reshape the reporting package and manage the reporting process themselves.



Board Meeting Dates

Bring the proposed new Board meeting dates to the next Board meeting for discussion.

Due Date: 23 Jul 2026

Owner: Alison Arrow



Finance and Property Committee Report

That the Finance and Property Committee Report is accepted.

Decision Date: 25 Jun 2026
Mover: James Stewart
Seconder: Riley Goodall
Outcome: Approved

3.2 International Department Report

International Department Report was tabled and taken as read.

Principal outlined that PHS was represented at several Christchurch Educated promotional events across Taiwan, Vietnam, and Thailand.

The Board had requested information on overseas travel, and initial research was presented.

Principal presented the “Decision guide for funding student overseas travel”. The material only arrived today and still requires further work, but the intention is to give the Board a clear decision guide. It was noted that the proposed travel costs appear reasonable and likely lower than previous travel.

Board discussed options presented in the document for Tony Perring to travel to Europe and agreed to approve option 2.

Board discussed focusing on ensuring value for money and the benefit of re entering the international market after two years.



Travel to Europe

That the Board approve Option 2 in the Decision Guide for Funding Student Overseas Travel – Europe, 2027 for Tony Perring to travel to Europe in 2027, with all members agreeing that premium economy is appropriate and consistent with policy.

Decision Date: 25 Jun 2026
Mover: James Stewart
Seconder: Paul Brouwers
Outcome: Approved



International Department Report

That the International Department Report be accepted.

Decision Date: 25 Jun 2026
Mover: Alison Arrow
Seconder: Paul Brouwers
Outcome: Approved

3.3 Adult and Community Education Report

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

This is the first time the department has shown a deficit, and the Board discussed the concerns around this. High staff sickness has contributed to the result, and the sustainability of the department was raised.

Nicki is working with the team on possible changes, noting that it will take time. The aim is to at least break even and ideally contribute to overheads.

Community engagement remains strong, with 321 enrolments, although numbers usually drop in winter. Payment options and cost saving ideas were discussed, and this work is ongoing.



Adult and Community Education Report

That the Adult and Community Education Report be accepted

Decision Date: 25 Jun 2026
Mover: Alison Arrow
Seconder: Riley Goodall
Outcome: Approved

3.4 Principal's Report

The Principal's Report was tabled and taken as read.

The canteen has opened and is working well. Students and tradespeople are using it, and it has improved the atmosphere in the quad.

Work on the old canteen site has stopped because asbestos was found in the ground, and this is now being dealt with. The plan is to turn that area into an outdoor stage with power for microphones, speakers, and a shade sail.

Staff sickness has been high. This is common at the end of term. Thirteen staff are expected to be away next week.

The Kapa haka group will tour next week with 20 students and staff, travelling to Tauranga to observe and take part in activities. There is a waiting list for the tour. The group will visit Papamoa College, which began a bilingual unit last year. All year levels are involved, and the school reports strong engagement. Principal noted interest in learning from their approach, with the idea of starting with Year 9 and building from there. They will also visit a primary school with a strong bilingual component.

At the end of the tour, PHS students have been invited to perform at the Papamoa College Matariki concert.

Māori Educational Success at Papanui High School

Principal tabled the report which was taken as read and acknowledged by the Board.

Principal outlined that the report will be provided on 14 August in PDF form, with a staff briefing beforehand. Board noted the value of student voice in the report. The discussion included consistent practice across staff, including karakia, and the need to continue improving. Board supported the report and encouraged distribution to staff.

Conferences and learning

The Principal attended an AI conference and has prepared a draft school AI policy based on current research, NZQA guidance, and SchoolDocs. Draft staff and student guidelines have also been completed. The recommendation is that these documents be reviewed annually. The policy will be circulated next term to key stakeholders before being brought back to the Board.



Māori Educational Success at Papanui High School report

That the Māori Educational Success at Papanui High School report be accepted.

Decision Date: 25 Jun 2026
Mover: Alison Arrow
Seconder: James Stewart
Outcome: Approved



Principal's Report

That the Principal's Report be accepted.

Decision Date: 25 Jun 2026
Mover: Alison Arrow
Seconded: Riley Goodall
Outcome: Approved

3.5 Health & Safety

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

A Health and Safety hui was held yesterday, and further hui are scheduled for August and November. These dates now sit a week before Board meetings, allowing time for information to be included in Board papers.

Stacey provided an overview of staff and personal health and safety.

Sick leave for June is tracking higher than usual.

An accidental lockdown alarm occurred, which led to discussion about the alarm system. The school now receives full location information when an alarm is triggered. Board discussed whether keypad access points should remain, be changed to coded access, or be removed entirely. Removing them would mean lockdowns could only be initiated through police. Harrison Tew will visit in August, noting that lockdowns are traditionally initiated by the principal or a delegated person.

Nicki noted that senior leaders will need to discuss how lockdowns are managed and what the school is comfortable with. Some processes are currently on hold while redevelopment continues. There have also been two recent fire alarms that resulted in fire engines attending. Students are able to reach the field quickly, but the emergency plan needs updating due to recent redevelopment.

A cat and kitten issue on site was also noted.

3.6 Policy Assurances

The Compliance Committee met on 15 June to discuss EOTC. The group had a useful discussion about expectations and requirements for EOTC and agreed to communicate details and organise the next meeting. The committee also discussed sport and student safety in school sports.

4. Public Excluded

4.1 Public excluded meeting



Moves into Public Excluded

That the meeting moves in public excluded session at 7.18pm

Decision Date: 25 Jun 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 Board meeting moves out of public excluded session at 8.15pm.

Decision Date: 25 Jun 2026

Mover: Alison Arrow

Outcome: Approved

5. General Business

5.1 General Business

Presiding Member closed the meeting with the closing Karakia.

Meeting concluded at 8.15pm.

General – next meeting 23 July 2026.

6. Close Meeting

6.1 Close the meeting

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

Approved decisions made between meetings



Lion Foundation Resolution

Resolution - Lion Foundation Funding

To seek funding for accommodation and travel costs for the School's Winter Tournament for the total of \$10,354.78 to be split between the following trips: Boys Basketball in Dunedin, Boys Football in Nelson and Boys Hockey in Greymouth.

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

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

0 Opposed:

0 Abstained:

Decision Date: 5 Jun 2026

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.1	Board Meeting Dates Due Date: 23 Jul 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: _____