

CONFIRMED MINUTES

PAPANUI HIGH SCHOOL BOARD MEETING



At the **Papanui High School Board Meeting** on **24 Sept 2026** these minutes were **confirmed as presented**.

Name:	Papanui High School
Date:	Thursday, 27 August 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, Paul Brouwers, Riley Goodall
Attendees:	Olivia Daly, Stacey Fry
Apologies:	Amelia Painter

1. Opening Meeting

1.1 Karakia to open meeting

Presiding Member opened the meeting at 6.00pm with the opening karakia.

1.2 Welcome

Presiding Member welcomed all Board members.

1.3 Attendees and Apologies

Apologies were received from Amelia Painter. Nicki was unwell and is not required to attend the meeting any longer.

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 23 Jul 2026, the minutes were confirmed as presented.

The minutes were accepted.



Minutes Approved - 23 July 2026

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

Decision Date: 27 Aug 2026
Mover: Paul Brouwers
Seconded: James Stewart
Outcome: Approved

1.6 Action List

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

Presiding Member outlined the overdue actions.

Presiding Member has written the letter to Graeme Eastwood thanking him for his service to the Board. This action can be completed.

Paul has discussed PTA contributions with Nicki - work in progress still.

The Board discussed options for filling board vacancy, including holding an election or appointing a new member. The Board will review the candidate profiles from the previous election. A flying minute may be used to approve approaching potential candidates and avoid running a full election if possible.



New Board Member

Presiding member to speak with Principal PA to obtain the previous election candidate information, consider the next potential candidate, and update the Board by email. A vote may be conducted through BoardPro.

Due Date: 24 Sept 2026
Owner: Alison Arrow

1.7 Correspondence

No correspondence received.

1.8 Matters Arising

No matters arising.

2. Board Business

2.1 Board Business

Presiding member suggested inviting people to Board meetings to present on topics of interest and relevance. Initial suggestions included Steve presenting on the Employee Assistance Programme (EAP) and Schooled presenting on its new policy platform. Members noted this could provide useful information and support Board understanding of key issues.

The Board also discussed having different school leaders, such as Heads of Department, give short presentations at meetings on areas such as Technology and other curriculum areas. Presentations would be approximately 10 to 15 minutes.

It was agreed to consider adding this as a standing agenda item.



Presentations - Topics of Interest for Board

Add standing agenda item on topics of interest to the Board. Presiding member to follow up and explore options for the next meeting, including inviting Steven Shaw to present - EAP Programme.

Due Date: 24 Sept 2026

Owner: Alison Arrow

3. Management Reports

3.1 Finance and Property Committee Report

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

Everything is business as usual at the moment.

Quotes are being obtained for alarm devices in toilet areas to help manage current issues. The Board discussed talking with other schools about similar systems. If the cost is above the approved spending limit, a flying minute will be circulated for approval. It was agreed the project should be completed this year. The Board noted it could improve student safety and reduce vandalism.

The Board discussed the cost of artificial grass and noted the quote received is around half the price of a competitor's quote. The artificial grass has an expected lifespan of 10 years. The deck was also discussed.



Finance and Property Committee Report

That the Finance and Property Committee Report is accepted.

Decision Date: 27 Aug 2026

Mover: Alison Arrow

Seconder: Russell Wordsworth

Outcome: Approved

3.2 International Department Report

The International Department Report was tabled and taken as read.

The Board discussed ski trips, with a focus on health and safety requirements. The enrolment of German international students was also discussed, and management will touch base with other schools to see how they manage similar programmes.

The Board discussed the workload involved in supporting short-term international students and the pressure this places on staff and teachers. Discussion was held on whether the resource requirements may outweigh the income generated.

The Board discussed the goal of reaching 90-100 FTE international students and the need to maintain a balance between short-term and long-term enrolments. It was noted that it is important to ensure the school can deliver on the expectations and commitments made to international students.

The current FTE number was discussed, along with the importance of setting clear expectations and following through on them effectively.



International Department Report accepted.

That the International Department Report be accepted.

Decision Date: 27 Aug 2026

Mover: Alison Arrow
Seconded: James Stewart
Outcome: Approved

3.3 Adult and Community Education Report

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



Adult and Community Education Report accepted

That the Adult and Community Education Report be accepted.

Decision Date: 27 Aug 2026
Mover: Alison Arrow
Seconded: Paul Brouwers
Outcome: Approved

3.4 Principal's Report

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

The Principal outlined recent student success in cultural and sporting activities. Tournament Week is taking place next week, with around 100 students attending. Due to staff illness, some classes may need to be combined.

The Board noted the hall is closed and will remain unavailable for the rest of the year. Exams will be held in the Plimsol building.

The Principal noted that the government has updated the requirements for school strategic plans. Boards must now include a minimum of three strategic goals developed in consultation with the school community. The Principal noted a further goal has been added to meet new compliance requirements. The draft will be shared with SLT and Leaders of Learning before further feedback is sought from the school community during Term 4. The Board agreed the plan should be written in plain language and aligned with upcoming election and planning requirements.

The draft AI Policy was discussed. Feedback is being sought from the IT Manager and SLT.

The Board discussed the importance of clearly identifying which AI tools are approved for school use and ensuring staff use approved school systems when working with school information, including student images. The policy will be referred to the Compliance Committee for further review before returning to the Board.

The Principal presented an update on the Kainga Tutu Awe (KTA) programme. The Board discussed the positive outcomes being achieved through the programme and noted that it provides valuable support for students. The Board was encouraged to continue supporting the initiative.

The Principal requested Board support to continue the programme and to appoint two current fixed-term KTA staff members to permanent positions. It was noted that the risk is low, as the staff could be redeployed within the school if required. The Board also discussed relocating the programme to the caretaker's house at the end of the year and requested advice on any insurance implications.

The Board noted that the use of the caretaker's house is an operational matter. Any issues will be referred back to the Board if required.



Kainga Tutu Awe (KTA) programme

That the Board agree to continue offering the Kainga Tutu Awe (KTA) programme in 2027.

Decision Date: 27 Aug 2026
Mover: Alison Arrow
Seconded: Paul Brouwers
Outcome: Approved



KTA Fixed Term Staff

That the two current KTA fixed-term staff members be appointed to permanent support staff positions.

Decision Date: 27 Aug 2026
Mover: Alison Arrow
Seconders: Paul Brouwers
Outcome: Approved



Approval of Principal's Report

That the Principal's Report and supplementary KTA report be accepted.

Decision Date: 27 Aug 2026
Mover: Alison Arrow
Seconders: Riley Goodall
Outcome: Approved

3.5 Health & Safety

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

The Board reviewed staff absence information and discussed annual leave balances, particularly staff with more than 20 days of accrued leave.

The Board confirmed its position that support staff should not accrue annual leave beyond their annual entitlement and that leave should be taken in the year it is earned. The Board noted that large leave balances create an ongoing liability for the school.

It was agreed that Nicki will work with staff who have high leave balances to develop plans to reduce their accrued leave.



Health and Safety Report Accepted

That the Health and Safety Report is accepted

Decision Date: 27 Aug 2026
Mover: Alison Arrow
Seconders: Russell Wordsworth
Outcome: Approved

3.6 Policy Assurances

The Board noted that the Compliance Committee is scheduled to meet on 10 September. Further policy assurance matters will be reported back to the Board at the next meeting.

4. Public Excluded

4.1 Public excluded meeting



Moves into Public Excluded

That the meeting moves into public excluded session at 7.31pm

Decision Date: 27 Aug 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 meeting moves out of public excluded session at 8.15pm

Decision Date: 27 Aug 2026

Mover: Alison Arrow

Outcome: Approved

5. General Business

5.1 General Business

None.

6. Close Meeting

6.1 Close the meeting

Next meeting: Papanui High School Board Meeting - 24 Sept 2026, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
1.6	New Board Member Due Date: 24 Sept 2026	Alison Arrow
2.1	Presentations - Topics of Interest for Board Due Date: 24 Sept 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:_____