CONFIRMED MINUTES

PAPANUI HIGH SCHOOL BOARD MEETING

At the **Papanui High School Board Meeting** on **22 Oct 2026** these minutes were **confirmed as presented.**

Name:	Papanui High School
Date:	Thursday, 24 September 2026
Time:	6:00 pm to 9:06 pm (NZST)
Location:	Upstairs Board Room , Papanui High School
Board Members:	Alison Arrow (Chair), Russell Wordsworth, Robert Gilbert, James Stewart, Amelia Painter, Riley Goodall
Attendees:	Olivia Daly, Stacey Fry
Apologies:	Paul Brouwers

1. Opening Meeting

1.1 Karakia to open meeting

Presiding Member opened the meeting at 6.07pm with the opening Karakia.

1.2 Welcome

Presiding Member welcomed Riley back to his second term as student representative on the Board.

1.3 Attendees and Apologies

Apologies were received from Paul Brouwers.

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 27 Aug 2026, the minutes were confirmed as presented.

Minutes - 27 August 2026

That the minutes from the previous meeting held on 27 August 2026 are accepted as a true and accurate record.

Decision Date:	24 Sept 2026
Mover:	Alison Arrow
Seconder:	James Stewart
Outcome:	Approved

1.6 Action List

The Presiding Member reviewed the action list and provided an update on outstanding items.

The matter of PTA financial contributions has been completed.

The upcoming election were discussed. Presiding Member will continue progressing this work.

The Board also discussed future presentations. Stacey will present on EAP today. Board members were encouraged to consider other presentation topics and share their ideas.

1.7 Matters Arising

No matters arising to note.

1.8 Correspondence

No correspondence to note.

2. School Leadership and External Presentations

2.1 EAP Services & systems review

Refocus, Reflect, Restore – Restorative Practices – Systems Review 2026

Stacey presented the Refocus, Reflect, Restore – Restorative Practices – Systems Review 2026.

The Board received an overview of restorative practices at PHS.

The Board noted that the approach focuses on building positive relationships, supporting students to learn from their actions, and strengthening the school community.

The Board noted the goals of reducing stand-downs and suspensions, improving attendance and engagement, reducing incidents of violence, and building positive relationships across the school.

These goals align with the school's strategic plan around culture and focus on building community.

PHS is a restorative school.

Papanui High School – EAP Services – Habitat Health 2026

Stacey presented the Papanui High School – EAP Services – Habitat Health 2026

The Board received an update on the school's Employee Assistance Programme (EAP).

It was noted that 13 staff members have accessed the service since its introduction this year, with all referrals being self-referred.

The service provides confidential counselling and wellbeing support, including online resources and an app.

The Board noted the current level of usage, associated costs, and that the 2026 budget is tracking at 86% usage.

An update on budget expectations and future provision will be brought back to the Board.

3. Board Business

3.1 Board Business

The Board discussed ideas for future presentations to help members learn more about different areas of the school.

Suggested topics included careers education, student feedback panel having regular input, student representative board report each meeting, referral processes, and an update from the Technology Department on projects completed for the community and an overview of health and safety.

The Board also discussed options for managing Board policies. Presiding Member will contact Schooled to gather further information re a possible alternative to SchoolDocs. **Action:** Presiding Member to contact Schooled about their work on Governance policies.

It was agreed that a list of presentation topics would be circulated.

Presiding Member to contact Schooled about their work on Governance policies.

Presiding Member to contact Schooled about their work on Governance policies.

Due Date: 22 Oct 2026
Owner: Alison Arrow

4. Management Reports

4.1 Finance and Property Committee Report

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

The Board noted finances are tracking well.

The Board noted the completion of several property projects, with only minor defects remaining.

The Board also noted that work continues to reduce the projected deficit.

Significant property maintenance and emergency works are ongoing.

The Board discussed options for replacing the turf grass surface, including purchasing it outright or leasing it.

After considering the financial implications of both options, the Board agreed that purchasing the turf grass outright was the preferred option.

The Board also considered the annual contribution towards the staff end-of-year function, which is included in the budget. The Board agreed to fund up to $7,000 for the function.

The Board accepted the Finance and Property Committee Report.

Approve the purchase of the proposed turf grass

That the Board approve the purchase of the proposed turf grass for $127,830.20.

Decision Date: 24 Sept 2026
Mover: Alison Arrow
Seconder: Russell Wordsworth
Outcome: Approved

Staff end-of-year function.

That the Board approve expenditure of up to $7,000 for the staff end-of-year function.

Decision Date:	24 Sept 2026
Mover:	Alison Arrow
Seconder:	James Stewart
Outcome:	Approved

Finance and Property Committee Report

That the Finance and Property Committee Report is accepted.

Decision Date:	24 Sept 2026
Mover:	Alison Arrow
Seconder:	Russell Wordsworth
Outcome:	Approved

4.2 International Department Report

The International Department Report was tabled and taken as read.

The Board agreed that student pastoral matters should be removed from the report and discussed in the public excluded section of the meeting.

The Board also noted that the report should be updated to reflect the school's new values.

All agreed to move the report to the Public Excluded part of the meeting for discussion then.

Action: Olivia to move this report to the Public Excluded part of the meeting.

International Report

Olivia to move this report to the Public Excluded part of the meeting.

Due Date:	22 Oct 2026
Owner:	Olivia Daly

4.3 Adult and Community Education Report

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

The Board noted that the programme continues to be very popular with the community. It was noted that, for this reporting period, income exceeded expenditure.

The Board noted the size and range of programmes being delivered through Adult and Community Education.

Adult and Community Education Report

That the Adult and Community Education Report be accepted.

Decision Date:	24 Sept 2026
Mover:	Alison Arrow
Seconder:	Russell Wordsworth
Outcome:	Approved

4.4 Principal's Report

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

The Board noted the outstanding achievements by students during Winter Tournament Week, including national and regional achievements in basketball, badminton, rugby league, kapa haka, debating, and the spelling bee.

The Board acknowledged the strong performance of the junior kapa haka group.

The Board received an update on the provisional 2027 roll and the 10-Year Property Plan.

The Board also noted the update regarding ODENZ and agreed to keep a watch on developments.

Principal's Report

That the Principal's Report be accepted.

Decision Date:	24 Sept 2026
Mover:	Alison Arrow
Seconder:	James Stewart
Outcome:	Approved

4.5 Health & Safety

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

The Board discussed sickness and injury reporting and noted the importance of having accurate and consistent information. It was agreed that Stacey and Nicki will work together to combine the data presented in future reports.

The Board also discussed staff leave balances and noted the risks associated with high levels of annual and long-service leave, including staff wellbeing, fatigue, and the financial liability to the school.

The Board agreed that the existing leave policy should be reviewed and updated to encourage staff to take leave within the year it is allocated.

Action: Review and update the staff leave policy to address the accrual of annual leave and add this to the compliance agenda.

Staff Leave Policy

Review and update the staff leave policy to address the accrual of annual leave and add this to the compliance agenda.

Due Date:	22 Oct 2026
Owner:	Alison Arrow

Health and Safety Report

That the Health and Safety Report be accepted.

Decision Date:	24 Sept 2026
Mover:	Alison Arrow
Seconder:	Russell Wordsworth
Outcome:	Approved

4.6 Policy Assurances

The Board received an update from the Compliance Committee meeting held on 10 September.

It was noted that the following policies were reviewed in the last month:

- School community engagement
- Inclusive school culture
- Enrolment
- Student Attendance
- Student Uniform

- Personal Insurance
- Volunteer involvement
- Concerns and complaints

Follow up actions include:

- Looking at an enrolment policy and procedure for Adult ESOL students
- Criteria and procedures for hiring sports coaches
- A code of conduct or expectations for members of our school community which is connected to
- Our school values and expectations for students and staff.
- A procedure for dealing with concerns and complaints
- A complaints register

The Board discussed the proposed code of conduct for the wider school community and its link to the concerns and complaints process.

5. Public Excluded

5.1 Public excluded meeting

Moves into Public Excluded

That the meeting moves into public excluded session at 8.02pm

Decision Date: 24 Sept 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 *Complaints*	*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.*

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 9.04pm.

Decision Date: 24 Sept 2026
Mover: Alison Arrow

Outcome: Approved

6. General Business

6.1 General Business

The Board noted that the official opening of the downstairs staffroom will take place at 3.00pm tomorrow.

The Board also discussed planning for the school's 90th celebration, which will be held on the weekend following the next Board meeting. The Principal will share a timeline for the event with Board members.

Presiding Member closed the meeting with the closing Karakia.

Meeting concluded at 9.06pm

7. Close Meeting

7.1 Close the meeting

Next meeting: Papanui High School Board Meeting - 22 Oct 2026, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.1	Presiding Member to contact Schooled about their work on Governance policies. **Due Date:** 22 Oct 2026	Alison Arrow
4.2	International Report **Due Date:** 22 Oct 2026	Olivia Daly
4.5	Staff Leave Policy **Due Date:** 22 Oct 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:**_____