

CONFIRMED MINUTES

SBHS SCHOOL BOARD MEETING



At the **SBHS Board Meeting** on **3 May 2023** these minutes were **confirmed as presented**.

Name:	Southland Boys' High School
Date:	Wednesday, 1 March 2023
Time:	4:00 pm to 6:50 pm (NZDT)
Location:	Southland Boys' High School- STAFF ROOM, 181 Herbert Street Invercargill 9810
Board Members:	Emma Smaill (Chair), Janice Ormsby (Chair), Chami Abeyasinghe (Chair), Janine Hopcroft, Melissa Kean, Nick Brown, Shaun Fitzgibbon, Simon Coe
Attendees:	Janine Loader

1. ADMINISTRATION

1.1 Welcome

The Chair opened the meeting.

Conflict of Interest to be noted for Janine Hopcroft; her sister's step-son is one of the firms used for a quotation.

1.2 Board members Interests Register

1.3 Elect a Chairperson and Deputy Chair for 2023

Jan tabled her resignation and is stepping down, after 22 years on school boards. Passed on her thoughts since being on the SBHS school board; such amazing things have happened in this school since 2017. Particularly the pastoral - suspension rates have reduced considerably, academically from 2019 onwards have seen the improvements with increased endorsements and scholarships. Creating options for the boys and accountability from board perspective.

Thank you to staff for all their hard work and continuing to work with, and progress students. Appreciation also given to parents and young people on the board, committed to school governance.

Presiding Chair put to the board for consideration, and proposed co-chairs for 2023, to split the work load and bring different strengths to the table.

First time smaller committee groups will be instigated and potentially chair needs to be on all committees; with this, co-chairs load can be shared.

Presiding chair is supporting continuity and diversity.

General agreement for co-chairs and motion passed.

Thanks given to Jan for her huge contribution to SBHS, especially with the last 5 years being challenging. Special mention also to Jan’s family for all their support.



Co-Chairs

Moved and seconded “that for 2023 we move to a co-chair model”.

Decision Date: 1 Mar 2023
Mover: Janice Ormsby
Seconded: Chami Abeysinghe
Outcome: Approved



Co-Chair Nominations

Moved that Ems Smaill and Chami Abeysinghe be nominated to the position of Co-Chairs for the ensuing year. No further nominations received, Ems and Chami duly elected.

Decision Date: 1 Mar 2023
Mover: Janice Ormsby
Seconded: Melissa Kean
Outcome: Approved

1.4 Action Item List

Due Date	Action Title	Owner
29 Jul 2022	Update/changes to Strategic plan 2023-2025 Status: Completed on 20 Mar 2023	Simon Coe
22 Feb 2023	Grandstand Access Status: Completed on 28 Apr 2023	Simon Coe
29 Mar 2023	Consultation about changes to school uniform Status: On Hold	Simon Coe
14 Jun 2023	Bus Policy Status: In Progress	Chami Abeysinghe
28 Jun 2023	International Student Business Plan Status: On Hold	Simon Coe

Update/Changes to Strategic Plan

The community have been sent a survey with 125 replies received already within 24 hour period, great to see the community connecting. Ideally would like 600 replies and will promote over the coming week.

Bus Policy

Leon Dunn put forward to write a letter to the Ministry.

Grandstand

Meeting scheduled for next Tuesday.

1.5 Confirm minutes from previous meeting

SBHS In-Committee/Public Excluded Meeting 7 Dec 2022, the minutes were confirmed as presented.



Meeting Minutes

Resolved that the minutes of the meeting held on **7 December 2022**, a copy of which has been circulated to each member, be and are hereby taken as read and confirmed.

Decision Date:	1 Mar 2023
Mover:	Janice Ormsby
Seconder:	Janine Hopcroft
Outcome:	Approved

1.6 Incoming correspondence

Fantastic job on the cricket net funding.

1.7 Outgoing correspondence

2. REPORTING

2.1 Rector's Report

The Rector's report was accepted and tabled for discussion. Key points:

Now that Upper Uttley has been completed, Board members did a walk through. Proposed that the downstairs corridor of Uttley also be upgraded with new carpet and paint, to match the upper level.

Academic results very pleasing. All levels showing improvement against national level, especially L3 showing a significant jump.

The Board conveyed their appreciation of staff for these results.

Key Projects to consider this year:

- Uttley corridor.
- Hostel insulation.
- Turf lighting – estimate last year of \$135k – lotteries to be approached with community interested in hiring for practices.
- Boyd Creek – plumbing/hot water to be upgraded and simplified, with a view that the facility will be used more.

Attendance – Jason and Josie as Attendance Deans working well and are being proactive and identifying boys falling below a certain level. Standdowns and suspensions dealing with these quickly and effectively.

Removing phones, a key factor with engagement.

Change in Senior Management team this year is working really well.

Financial Reports

Resolved that the financial reports be taken as read and accepted.

The end of year result for SBHS and the Hostel are pleasing. The Auditor has visited, and we are awaiting his feedback.

Reports for this year were tabled to 28 February; the year has started as expected with only two months of trading.

The Hostel is also in a good position with 90 students in attendance.

Finance meeting also to move to 11:00am rather than currently at 1:00pm to avoid assemblies.

Recommendation to upgrade the concrete basketball court at the hostel. This is a health and safety issue and causes serious concerns.



Annual Report 2022

The Annual Report for the Year ended 31 December 2022, was approved, subject to changes on the front page correcting position and term expired for some members.

Decision Date: 1 Mar 2023
Mover: Janice Ormsby
Seconder: Chami Abeysinghe
Outcome: Approved



Draft Budget 2023

The 2023 Draft budget for the school and hostel were accepted. This will be reviewed every three months by the Finance Committee.

Decision Date: 1 Mar 2023
Mover: Janice Ormsby
Seconder: Chami Abeysinghe
Outcome: Approved



Delegation Authority

It was moved and seconded to accept the delegation authority document.

Decision Date: 1 Mar 2023
Mover: Janice Ormsby
Seconder: Simon Coe
Outcome: Approved



Rector's Delegation for 2023

It was moved and seconded to accept the Rector's delegation for 2023, authorisation as per the policy.

Decision Date: 1 Mar 2023
Mover: Janice Ormsby
Seconder: Chami Abeysinghe
Outcome: Approved



Concrete Basketball Courts

It was approved to upgrade the concrete basketball courts at the hostel; with a current quotation in the vicinity of \$35k.

Decision Date: 1 Mar 2023
Mover: Simon Coe
Seconder: Janice Ormsby
Outcome: Approved

2.2 Student Report

Congratulations to Nick Brown being named Deputy Head Boy.

The year has started well and most students are onboard with the phone policy.

A prefect tutor group has been formed and this is going well, along with a common room space (Room 17) being cleaned out for Seniors to use.

The non-uniform day raised \$4,801.32.

Sports day a highlight and the cricket interschool went well and ran smoothly – well done to SBHS on the result.

2.3 Finance Committee Report

3. PLANNING

3.1 Committees

Health & Safety

New form well received. Property to meet once a term, with Health & Safety following.

Property Committee is: Simon, Janine and Chami.

Health & Safety to include: Leon, HoF (Science, Tech, PE), Shaun and Brendon.

First meeting scheduled for Wednesday – 15 March:

Health & Safety - 4pm to 5pm

Property – 2.30pm to 4pm

Curriculum

Scheduled to meet Monday 20 March at 4pm.

Members: Nick, Shaun, Melissa, Simon and Ray.



Health & Safety Terms of Reference

Health and Safety Terms of Reference (3.1) were tabled and accepted.

Decision Date: 1 Mar 2023

Mover: Janice Ormsby

Seconder: Janine Hopcroft

Outcome: Approved



Committee Payments

It was moved and seconded that Committee's be paid as well as Board Meetings; given the increase in time required, expertise and travel involved.

Decision Date: 1 Mar 2023

Mover: Simon Coe

Seconder: Janice Ormsby

Outcome: Approved

3.2 Board Work Plan 2023

Board work plan tabled and this is a guide to work through for each meeting.

4. POLICY

4.1 Strategy

Strategic Plan currently out for consultation with the community.

4.2 Policy

Policy

Annual Policy schedule from School Docs

School Docs has all our policies and procedures.

Role of the Chair

Board Code of Conduct

Documents tabled and taken as read.

Assurances:

The Rector gave his assurances for the following policies:

1. School Planning and Reporting
2. Equal Employment Opportunities
3. Healthcare
4. Safety for Students on Work Experience
5. Boarding House/Hostel Policies

4.3 Process

5. OTHER

5.1 In committee / Public excluded

6. MEETING CLOSURE

6.1 Close the meeting & next meeting date

Next meeting: No date for the next meeting has been set.

Signature: _____

Date: _____