

CONFIRMED MINUTES

SBHS BOARD MEETING



At the **SBHS Board Meeting** on **1 Nov 2023** these minutes were **confirmed as presented**.

Name:	Southland Boys' High School
Date:	Wednesday, 13 September 2023
Time:	4:00 pm to 5:46 pm (NZST)
Location:	Southland Boys' High School- STAFF ROOM, 181 Herbert Street Invercargill 9810
Board Members:	Chami Abeysinghe (Chair), Emma Smaill (Chair), Janine Hopcroft, Kieran Middleton, Melissa Kean, Nick Brown, Shaun Fitzgibbon, Simon Coe
Attendees:	Janine Loader

1. ADMINISTRATION

1.1 Welcome

The Chair opened the meeting by welcoming all Board members.

Urgent Items for addition to the agenda:

Staff welfare/Mental Health Awareness Week, 18-24 September 2023.

1.2 Board members Interests Register

1.3 Action Item List

Due Date	Action Title	Owner
9 Aug 2023	Incentives System Status: On Hold	Simon Coe
6 Dec 2023	International Student Business Plan Status: In Progress	Simon Coe
6 Dec 2023	Consultation about changes to school uniform Status: Completed on 1 Nov 2023	Simon Coe

International Student

Simon and Lucy visited schools in the North Island last week that currently have an international programme; Whanganui Colligate, Tauranga Boys' College and Takapuna Grammar, and they also attended the SEBA conference in Christchurch. Japanese market the preferred option with a possible player exchange programme. Bespoke international programme preferred - as an indication seven international students would bring in \$138k income, plus hostel as a possibility.

Market shows that a sports connection with the school would be the key, especially given recent results.

Staffing – initially Director of International, proposing Lucy for this role in addition to her marketing role, plus two ESOL teachers (Midori and Francine).

A proposed upgrade of the Hostel would be incorporated with this initiative to house additional students and staffing requirements.

Plan to be tabled at the next meeting.

Invitation has been received for the 1st XV to attend SANIX (World Rugby Youth Tournament) in April next year. This could coincide with a visit to Kumagaya.

Uniform

Working with Kukri to finalise the brand and full school uniform. We will be hosting, in conjunction with Kukri, a full uniform try-on night of 24 and 25 October.

The current blue shirt for the junior school will be replaced with a collared polo – short sleeve, or long sleeve option, full Board approval given.

An all purpose Jacket will also be included as an option and look to include a soft shell at a later date, depending on the demand.

Generic hoodie to be offered for sports teams, sponsors can be included, and we have been offered a great price from Kukri.

Currently designing a sports tracksuit that the school will hold in stock and travelling teams will be able to use these.



Business Interruption Insurance

Check the school's policy and increase limit, at renewal time of 31 October 2023, if required.

Due Date: 6 Dec 2023

Owner: Simon Coe

1.4 Confirm minutes from previous meeting

SBHS Board Meeting 9 Aug 2023, the minutes were confirmed as presented.



SBHS Board Minutes

Resolved that the minutes of the meeting held on **9 August 2023**, a copy of which has been circulated to each member, be and are hereby taken as read and confirmed.

Decision Date: 13 Sept 2023

Mover: Chami Abeysinghe

Seconder: Janine Hopcroft

Outcome: Approved

1.5 Incoming correspondence

1.6 Outgoing correspondence

2. REPORTING

2.1 Rector's Report

The Rector's report was tabled in conjunction with the committee reports.

3. PLANNING

3.1 Committee Reports

Reports taken as read.

Apology accepted for the oversight that the curriculum and property sub-committee meetings weren't held in Term 3.

Curriculum

Verbal update tabled.

Current Year 10 literacy and numeracy results are slightly below the NZ average. We will continue working with the whole year group and reassess in October.

Look to Year 9 to start testing to ensure once they reach Year 10, they are familiar with the process.

Property

Verbal update tabled.

With the inclement weather of late, there has been several roof leaks, otherwise the Pearce roof upgrade is tracking along nicely. Only other issue is asbestos in the channels, and this will be removed in accordance with health and safety.

Wool acoustic panels tabled and quotes to be obtained. Looking at upgrading the Hall.

Health & Safety

Report was tabled. Referrals and stand-down's on the rise and the SMT are looking into this and ascertaining if there is another inhouse alternative that can be offered before it becomes a stand-down. Generally, three options for stand-down's; continual disobedience, behaviour likely to cause harm to yourself or others and gross misconduct.

Unfortunately, external agencies are full and unable to take referrals, which is making it difficult on schools.

Finance

Key points discussed:

Full comprehensive reports were tabled. Going forward the Board will be happy with a summarised option. Last year to be also included as a comparison with the current year.

The Bursar requested Monty software, to assist with budget and reporting and this has been approved. The software integrates with Xero.

Discussion around the BOT funding for staffing and how Units of \$5,000pa and MMA's (Middle Management Allowance) \$2,000 are allocated. The school are given an annual allocation and anything over and above would be Board funded.

\$300k surplus looking viable for the year for the Hostel.

The Board has been informed that it is their responsibility to oversee the school's numerous sporting clubs, and the Bursar is creating purchase regulations to guarantee they comply with auditing.

There was an historic transaction where the Hostel advanced the school \$200k and repayment options discussed. The School is making good progress and a plan to be put forward at the next finance meeting.

Business Interruption Insurance was discussed for the Hostel and an action to be created to look at this during the insurance renewal process.

Hostel

Report was tabled and key points were:

Welcome to Cameron Davis as the new Director of Boarding, who is settling in well.

Good numbers for 2024, in the vicinity of 100+. The Board believes that maintaining care is a top concern, even with an increase in capacity.

40 mattresses to be replaced. Quotations currently being sourced.

Fees for 2024 to be set shortly.

Property Plan will be the next priority.

4. OTHER

4.1 General Business

First aid training to be completed by the end of the year for teaching staff. This has been delayed due to the teachers strikes and coordinating a new date with the provider.

Staff Mental Wellbeing

With it being Mental Health Awareness Week next week, the Board were advised that currently the school has systems in place to support staff and EAP is offered with the first three sessions covered by the school. The School Guidance Councillor has communicated with staff in preparation for week.

4.2 In committee / Public excluded

4.3 Museum tour with Ken Bowie, Jim Watson and Lynley Dear at 6:00pm

5. MEETING CLOSURE

5.1 Close the meeting & next meeting date

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

Signature: _____

Date: _____