

CONFIRMED MINUTES

SBHS BOARD MEETING



At the **SBHS Board Meeting** on **6 Dec 2023** these minutes were **confirmed as presented**.

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| Name: | Southland Boys' High School |
| Date: | Wednesday, 1 November 2023 |
| Time: | 4:00 pm to 5:39 pm (NZDT) |
| Location: | Southland Boys' High School - LIBRARY, 181 Herbert Street, Invercargill |
| Board Members: | Emma Smaill (Chair), Janine Hopcroft, Kieran Middleton, Melissa Kean, Nick Brown, Shaun Fitzgibbon, Simon Coe, David Walter |
| Attendees: | Janine Loader |
| Apologies: | Chami Abeysinghe (Chair) |

1. ADMINISTRATION

1.1 Welcome

Open Meeting

In addition to extending a warm welcome to David Walter, the new student representative for 2023–2024, the co-chair welcomed everyone to the meeting. David has signed the Code of Conduct and participated in a workshop titled "Welcome on Board – New Student Representatives."

Accept apologies

An apology was received from Chami Abeysinghe. The Board accepted this apology.

Accept any urgent items for addition to the agenda

A further staff leave application has been received and tabled for the In-Committee meeting.

1.2 Board members Interests Register

1.3 Action Item List

| Due Date | Action Title | Owner |
|------------|--|-----------|
| 9 Aug 2023 | Incentives System Status: Completed on 12 Dec 2023 | Simon Coe |
| 6 Dec 2023 | Consultation about changes to school uniform Status: Completed on 1 Nov 2023 | Simon Coe |

| Due Date | Action Title | Owner |
|------------|---|-----------|
| 6 Dec 2023 | Business Interruption Insurance Status: Completed on 5 Dec 2023 | Simon Coe |
| 8 May 2024 | International Student Business Plan Status: In Progress | Simon Coe |

International Students

Update tabled; the budget and hostel numbers are having an impact on this moving forward at the moment. For 2024 the hostel is near capacity and would have limited room to accommodate students. The substantial reduction in our staffing entitlement for 2024 is also having an effect on the budget.

As a projection, for a 12-18 month period, costings are in the vicinity of \$50k, this would cover staffing and the ability to access agents and students. A proposal has been put forward to loan this amount from the school to the international department until it was fully up and running.

Ongoing planning underway.

School Uniform

Very well received and action item now completed.

Business Interruption

Annual insurance review meeting is scheduled tomorrow with our Broker.

1.4 Confirm minutes from previous meeting

SBHS Board Meeting 13 Sept 2023, the minutes were confirmed as presented.



SBHS Board Meeting Minutes

Resolved that the minutes of the meeting held on **13 September 2023**, a copy of which has been circulated to each member, be and are hereby taken as read and confirmed.

Decision Date: 1 Nov 2023
Mover: Simon Coe
Seconder: Melissa Kean
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.

Assurances given to the 9 applicable points for Term 4, apart from the Evacuation/Emergency Kits and Supplies; this relates to the lockdown kits that were distributed quickly after Christchurch. No

instructions were given at the time and SBHS have adopted not to have these kits. There is no legislation to have them in place.

Additional point to note regarding school donations, is where the Government draw the line between donation and curriculum costs – “donations” could include camp, course costs etc and the Board to consider the impact this would have on the school’s income.

Currently staffed for 2024; new appointments made are 2x in the Junior area and 1 x English/Drama.

Delegation for the Director of Boarding : currently there isn’t a delegation of budget for the DOB, and full agreement for the Rector to create one plus Cameron to attend the Finance Committee when relating to Hostel finances.

Sabbatical confirmed for Term 2, 2024 – Co-Chairs and Rector will arrange to meet shortly and put forward some options for staffing solutions around this time.

SBHS has begun another 3-year ERO compliance cycle for the school and Hostel.

3. PLANNING

3.1 Committee Reports

Committee reports were tabled and key points raised:

Curriculum

BYOD information will be sent home shortly to parents.

Co-requisite re-sit this week for Year 10’s.

Curriculum review underway regarding the upcoming changes, led by Leon Dunn and Julia Shannon. Starting with HOF’s, Loretta our local advisor will meet to explain and provide understanding as to why it is changing, following this will be wider consultation within the school. Christ College have offered their assistance, as they have already implemented the change.

Year 13 students held their graduation last week, and it was encouraging to see more caps being awarded. With programmes like the Year 9 certificate, there has been a noticeable change in achievement, and part of this is the importance of celebrating success.

It was put forward that the Curriculum Committee meet with HoF’s to discuss improvements, recommend that additional moderation be necessary, and prioritise work on KPI’s. KPI’s are set by the Board, and the Curriculum Committee should be reviewing data before any approach is made to HoF’s.

Proposed that staff members receive more comprehensive professional development opportunities, rather than courses that primarily benefit a small portion of students.

Property

Roofing work is progressing well and no further leaks have been found. Roofers will halt work around the hall during exam time and aim to finish at the start of the new year.

Boiler being installed over the Christmas break.

Quotes are currently being obtained for the Hall upgrade, and the Uttley toilet block. The Finance Committee will review these, with the Uttley upgrade being the priority.

The work completed in the Leadbetter corridor, and in collaboration with Andrew Smith, may be reimbursed by the Ministry.

Ventilation – questions raised by the Ministry regarding the roof design and funding to be approved.

Ministry funding for the Rectory has been approved, plans to be drafted for consultation.

Heath & Safety

Several Board members participated in the online training, which focused on well-being for staff and students. Felt that the care being given at SBHS was comparable.

To review trip procedures, a meeting has been held with the Sports Department. Plans for emergencies will be revised, and communication will be sent to parents. All sports teams will also be given an updated first aid kit.

Discussion around the stays on the hostel dorm windows. They are compliant, however if there is a fire in the room, the only exit would be the door. DOB to investigate.

Finance

Provisional staffing shows 3 teachers less for 2024 and inquiries are underway to have this reconsidered.

Throughout the year, especially with industrial action, has affected our ability to use internal relief and therefore we are over staffed by 3FTTE. However, forecast for the end of year looking positive.

Fixed term deposits working well.

Ministry directive that we have \$80 per student set aside and the school can access \$250,000 funds if ever needed.

Draft budgets have been prepared, currently showing a deficit for 2024 and mainly relating to the cost associated with the staffing number allocation.

Hostel – currently the breakeven number is 92 students, however forecasts are showing this figure will increase to 100, due to rising costs.

Kieran arrived 5:20pm.

Discussion around the \$500 early payment offered to 2023 families and whether this will be offered in 2024. The driving force was to allow cash into the hostel, the uptake was considerable and in the region of \$17,000.

Shaun left at 5:29pm

Hostel

Date changes proposed for 2024.

Hostel letting – work in progress and finalising a cost breakdown to ensure options can be offered and are correct.

Property Plan – work in progress. Next major projects are windows and options for the matrons house.

Strategic plan – draft done and will be tabled at the Board next meeting.

Student leavers form to be developed and emailed to parents seeking feedback.

Aim for next year will be developing a prep plan.

Current building capacity is 110 and further consultation to be undertaken if this can be increased.



Transfer of Balance to Hostel

It was moved and seconded that the balance of \$200k be transferred back to the Hostel balance sheet.

Decision Date: 1 Nov 2023
Mover: Kieran Middleton
Seconder: Simon Coe
Outcome: Approved



Hostel Window Replacement

It was moved and seconded that the window replacement project be approved, and the reserves from the repayment of the advance to the school, be used for this purpose.

Decision Date: 1 Nov 2023
Mover: Kieran Middleton
Seconder: Shaun Fitzgibbon
Outcome: Approved



Boarding Fee Increase

It was moved and seconded that a 10% increase be applied to fees, with no early repayment discounted offered.

Decision Date: 1 Nov 2023
Mover: Kieran Middleton
Seconder: Simon Coe
Outcome: Approved

4. OTHER

4.1 General Business

As this will be Nick Brown's last meeting in attendance, appreciation and thanks were given to Nick for his year of service to the Board and SBHS.

4.2 In committee / Public excluded

5. MEETING CLOSURE

5.1 Close the meeting & next meeting date

Next meeting: SBHS In-Committee/Public Excluded Meeting - 1 Nov 2023, 5:30 pm

Signature: _____

Date: _____