

# CONFIRMED MINUTES

## SBHS BOARD MEETING



At the **SBHS Board Meeting** on **6 Mar 2024** these minutes were **confirmed with the following changes:**

*A typo was noted under "International Students" – Mayor not major.*

<b>Name:</b>	Southland Boys' High School
<b>Date:</b>	Wednesday, 6 December 2023
<b>Time:</b>	4:00 pm to 5:02 pm (NZDT)
<b>Location:</b>	Southland Boys' High School - LIBRARY, 181 Herbert Street, Invercargill
<b>Board Members:</b>	Chami Abeysinghe (Chair), Emma Smaill (Chair), Janine Hopcroft, Kieran Middleton, Melissa Kean, Shaun Fitzgibbon, Simon Coe, David Walter
<b>Attendees:</b>	Janine Loader
<b>Apologies:</b>	Nick Brown

## 1. ADMINISTRATION

### 1.1 Welcome

The chair welcomed everyone to the meeting and an apology was received from Nick Brown. The Board accepted this apology.

### 1.2 Board members Interests Register

Two items for Chami have been added to the register; President of the Rotary Club and Director, Space Operations.

### 1.3 Action Item List

Due Date	Action Title	Owner
9 Aug 2023	Incentives System <b>Status:</b> Completed on 12 Dec 2023	Simon Coe
6 Dec 2023	Business Interruption Insurance <b>Status:</b> Completed on 5 Dec 2023	Simon Coe
8 May 2024	International Student Business Plan <b>Status:</b> In Progress	Simon Coe

#### Incentive System

The incentive was discussed during a period of time when it was difficult to recruit. Going forward, this will be discussed on a case-by-case basis. Now closed.

#### International Students

In progress; currently in contact with the Major of Kumagaya and major shareholders, regarding the planning of this venture. Business Plan to be developed and tabled for next year.

## Business Interruption

Met with the Insurance Broker and now finalised.



### Project Management

Letter to be drafted and sent to school clubs outlining the new process as regards project management and financial approval.

**Due Date:** 6 Mar 2024

**Owner:** Simon Coe

## 1.4 Confirm minutes from previous meeting

**SBHS Board Meeting 1 Nov 2023**, the minutes were confirmed as presented.



### SBHS Meeting Minutes - 1 November 2023

Resolved that the minutes of the meeting held on **1 November 2023**, a copy of which has been circulated to each member, be and are hereby taken as read and confirmed.

**Decision Date:** 6 Dec 2023

**Mover:** Simon Coe

**Seconder:** Janine Hopcroft

**Outcome:** Approved

## 1.5 Incoming correspondence

Email tabled from the Ministry regarding access to Salesforce. This is the platform ministry use for funding projects and they are now moving digitally. In doing so, the Board Chair/s need to be given access and approval.

Unanimously agreed for Chami to have delegation and Shaun as a backup.

## 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

All committee reports were taken as read and key discussion points raised as follows:

#### **Curriculum**

Positive meeting. Worked through purpose and constructive as to outcomes.

HOF observations currently being chaired by Leon with a traffic light system. Green by the start of Term 1.

Effective teacher profile and effective student profile to be implemented during Term 1. This will feed into the appraisal system. Data to be presented to the Board in Term 3.

Goal of the Curriculum Committee for 2024 – listening to the student, tone of teacher and how this affects their learning, and voice taken on board. See any patterns that are occurring.

### ***Health and Safety***

Staff wellbeing survey was held over the last few weeks and closed yesterday with some beneficial feedback.

Good feedback from ERO.

Term 1, meeting with subcommittee to set expectations of health and safety for 2024.

### ***Property***

Builders won't be starting the hall roof until next year, which is a delay.

Rectory – due to change in Government, on hold, however \$170k has been released for feasibility/scoping study.

Of note, Andrew Smith worked really hard to roll the Uttley upgrade into the Ministry funding which has enabled the school to progress with the hall upgrade. Quotations have been received and look to start the upgrades in early January 2024.

Awaiting quotations for the Uttley toilet upgrade.

### ***Finance***

#### **Hostel**

Funds have been repaid to the hostel.

Boarding fees for 2024 – key point is timing for parents. Suggest in June an indicative amount is posted, rather than leaving to late November. Forecasts show there would be year on year increase, particularly for inflation.

Draft budget updated based on 98 students rather than the initial 92. No allowance has been forecast for holiday letting.

#### **SBHS**

Budget – appreciation given for reclaiming the teacher staffing for 2024, which puts the school in a better position.

Current figures show a surplus \$413k, however there are lots of costs in December.

School donations are lower this year and understandable given the current climate. The Finance team do actively follow up and appreciation given for this work.

Cricket net redevelopment cost overrun was raised and is a concern and frustration – started with an \$80k budget, funded from gaming trust, ILT, SBHS and Cricket club, now have a \$23k cost overrun. Processes to be updated to ensure this doesn't happen again, with Simon and Mandy as approvers.

For any future projects, better processes need to be put in place, with a single point of authority.

The Rugby Club's current management is moving on, and suggested Mandy offer financial advice. The Board were happy to support this.

Noted the draft finance cost expenses were adding incorrect – showing \$23k total instead of \$33k. Kieran to check.

## **Hostel**

Good numbers for next year.

Newsletter sent with advice of the anticipated increase in fees.

Work in progress regarding food concerns and systems. Good discussion with Cater Plus around the menu and sourcing local produce. This will be followed up in the new year.

Field days for 2024 – marketing underway. Site position has changed with an aim for an increased presence. Traditionally the hostel has been the focus, however looking to shift this to be the school and hostel as an added feature.

Letting document currently being drafted, including discussions with Cater Plus viable meal options.

Staffing - contracts have being updated and in the process of being signed by staff. Next year will be incorporating an extra staff member over dinner/prep time.



### **Cricket Club Nets**

It was moved and seconded that the school would cover the cost overrun of \$23,000 in relation to the cricket net upgrade.

**Decision Date:** 6 Dec 2023  
**Mover:** Chami Abeysinghe  
**Seconder:** Melissa Kean  
**Outcome:** Approved



### **Hostel Dorms - Painting**

It was moved and seconded to accept the painting quotation of \$30k, for the hostel dorms.

**Decision Date:** 6 Dec 2023  
**Mover:** Emma Smail  
**Seconder:** Kieran Middleton  
**Outcome:** Approved

## **4. OTHER**

### **4.1 General Business**

Proposed dates for 2024 tabled. First meeting of 2024 to include strategic plan, re-appoint Co-Chairs and draft budget.

Board members affirmed that they would continue to serve on their current committees.

### **4.2 In committee / Public excluded**

## **5. MEETING CLOSURE**

### **5.1 Close the meeting & next meeting date**

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_