

CONFIRMED MINUTES

SBHS BOARD MEETING



At the **SBHS Board Meeting** on **8 May 2024** these minutes were **confirmed as presented**.

Name:	Southland Boys' High School
Date:	Wednesday, 6 March 2024
Time:	4:00 pm to 5:40 pm (NZDT)
Location:	Southland Boys' High School - LIBRARY, 181 Herbert Street, Invercargill
Board Members:	Chami Abeysinghe (Chair), Janine Hopcroft, Kieran Middleton, Melissa Kean, Shaun Fitzgibbon, Simon Coe, David Walter
Attendees:	Janine Loader
Apologies:	Emma Smaill (Chair)

1. ADMINISTRATION

1.1 Welcome

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

Urgent items for addition to the agenda

Cleaning contract from Cleanmaster has been received and to be added to the agenda, under Property, for discussion.

1.2 Board members Interests Register

1.3 Elect a Chairperson/Co-Chairs and Deputy Chair for 2024

Nominations were sought for the position of Chair/Co-Chairs for 2024. Both Ems Smaill and Chami Abeysinghe were nominated to continue as Co-Chairs.

As the Board has two Co-Chairs, a Deputy Chair was not elected.



Chair/Co-Chairs for 2024

It was moved and seconded 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: 6 Mar 2024

Mover: Simon Coe

Seconded: Melissa Kean
Outcome: Approved

1.4 Action Item List

Due Date	Action Title	Owner
9 Aug 2023	Incentives System Status: Completed on 12 Dec 2023	Simon Coe
12 Jun 2024	Project Management Status: Not Started	Mr Ray Laurenson
7 Aug 2024	International Student Business Plan Status: In Progress	Simon Coe

Project Management

The Rector recently met with Michael Frecklington, outgoing treasurer of the Rugby Club and will meet with the Cricket Club, once their members have been re-elected. Ideally the school would like a staff member with a financial interest to sit across both committees and the board would support the Bursar in this position also. This would enable the coordination of joint projects, consistency and oversight of the financials.

The Board requested assurances for overseeing projects, and that expenditure is closely managed.

Once the committees have been established, a financial person from SBHS will be appointed.

International Students

Work continues with this venture. Appointments have been made with key agents in Japan during the upcoming Sanix trip.

Accommodation is currently being worked through with the Hostel as a possible option - implications for this would depend if they were based on five or seven days. To keep the Hostel open on weekends and to be financially viable, basic funding of \$45k per year is required.

A preliminary budget is presently being worked on and will be presented for review.

1.5 Confirm minutes from previous meeting

SBHS Board Meeting 6 Dec 2023, the minutes were confirmed with the following changes:
A typo was noted under "International Students" – Mayor not major.



Board Minutes - 6 December 2023

Resolved that the minutes of the meeting held on **6 December 2023**, a copy of which has been circulated to each member, be and are hereby taken as read and confirmed. Noting a typo under "International Students" - Mayor not major.

Decision Date: 6 Mar 2024
Mover: Kieran Middleton
Seconded: Simon Coe
Outcome: Approved

1.6 Incoming correspondence

An article was tabled from Southern Outlook showcasing the hall upgrade with Floc. The Board were very pleased with the result. Floor repairs start tomorrow, with sanding and final finish within the next two weeks. Once this is completed new vinyl strips will be laid to complete the makeover.

Unfortunately, this week water damage has occurred, and some of the hall walls have been affected. This will fall under the builder's insurance; however it is upsetting news.

1.7 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

Curriculum

Very pleasing 2023 NCEA results and these were promoted via social media.

Literacy/numeracy tests for Year 10/11 this year.

Question raised as to what "Equite Index Band" meant, and this has replaced the decile system.

Effective teacher profile ongoing throughout the year and will be linked to professional development.

HOF reports will be tabled at the next board meeting.

Of note, the UE summary graph is very pleasing, showing an increase in results from 27 in 2019 to 61 in 2023.

Hostel

Proposed that Cameron Davis be invited to one of the Board meetings in order for him to meet the team.

Generally good start to the year with numbers currently sitting at 101.

The quality and quantity of food has improved from last year, and this will continue to be monitored. A survey will be sent to the boys next week and this will be presented to Cater Plus.

An evening supervisor has been employed and a rolling shift of management and senior staff has been put in place.

Recent events have identified active supervision is required.

Finance

SBHS results are pleasing. Currently the 2023 Annual Report for hostel and SBHS are being reviewed by the Auditor. This is the earliest it has been, and the board were complimentary of the Bursar and team.

The interim results show a surplus of \$300k for the school.

The hostel shows a small surplus of \$6k. This is pleasing considering the amount of work undertaken with property and increased salaries for 2023.

Property

Update provided on current projects and these mostly fall under cyclical maintenance.

Boiler replacement is going well, and the concrete was poured today.

The roof is continuing and should be completed by the end of March; however the inclement weather isn't helping.

The new Student Services space upgrade in 2P is coming together and hope to have this functional by Term 2.

A site assessment has been completed for Cornwall Block and four tenders received. This is to include roof replacement, dust and fume extraction.

Concern raised regarding the pathway to the rectory which is uneven from tree routes. South Roads and Asplund have visited and will supply quotations in due course. Until a solution is sorted, signs will be posted advising of the hazards.

With the cleaning contract being the single biggest contract for the school it was agreed that this be tabled at Board level for approval. The current contract is up for renewal and is in the vicinity of \$200k per year. Two contracts have been received, one from the current provider, OSC and one from Cleanmaster, who currently clean the Hostel. Both proposals to be emailed to the Board for consideration.

Health and Safety

Good meeting with Leon and the excellent work in this area is continuing.

Meeting dates to be arranged with HoF's and subcommittees.

Agreements have been updated and provide clear guidelines for volunteers and team managers etc.

An updated Park Run outcome was tabled and it was proposed that an E-scooter be provided to help PE teachers during park runs, as classes can be spread out over a considerable distance. Costings would be in the vicinity of \$3k and a proposal to be put to the Board for consideration.

RAMS are yet to be provided for the Japan Rugby trip. The goal is that the trip will be fully fundraised.

3.2 Draft Budget for 2024

The Finance Committee were pleased to present the draft budget and tabled the Bursar's well-written summary. A couple of adjustments have been made with the investment percentages, to move these to more conservative rates, otherwise the goal is to reach a \$170k surplus.

The hostel budget was initially based on 98 students, however there has since been an increase to 101, which is expected to contribute positively to the revenue.

It was noted that the learning salary of 19.19% was lighter than the average of 31-38%. It was advised that this number can change with staffing movements and funding allocation fluctuations.

This year, the Bursar has taken the HOD's "wish lists" into account and there is a healthy budget for curriculum.



2024 Draft Budget

It was moved and seconded that the draft budgets for the School and Coldstream Hostel, be accepted.

Decision Date: 6 Mar 2024
Mover: Kieran Middleton
Seconded: Shaun Fitzgibbon
Outcome: Approved

3.3 Strategic Plan 2023-2025

Targets One and Two of the Strategic Plan were updated and tabled for Board approval.



Strategic Plan - Targets One and Two

It was moved and seconded that the 2024 Targets One and Two of the Strategic Plan be approved.

Decision Date: 6 Mar 2024
Mover: Simon Coe
Seconded: Janine Hopcroft
Outcome: Approved

4. OTHER

4.1 General Business

It was discussed and decided that during Term 2, the entire Management team would attend board meetings as part of professional development and support for the Acting Rector.

Question raised regarding the introduction of BYOD and how this is going. Teachers have provided mixed reviews, and more work is needed to integrate the resource effectively into the curriculum. 30 laptops have arrived this week and these will be added to circulation. 90 more laptops have been ordered to cover damaged laptops from last year. This is a significant investment of \$100k.

Update provided from David Walters, student representative; students are settling in well and coping with the phones away policy. Sports day went well.

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: _____