

CONFIRMED MINUTES

SBHS BOARD MEETING



At the **SBHS Board Meeting** on **12 Jun 2024** these minutes were **confirmed as presented**.

Name:	Southland Boys' High School
Date:	Wednesday, 8 May 2024
Time:	4:00 pm to 5:25 pm (NZST)
Location:	SBHS - BOARDROOM, Main building, along from the Meeting Room
Board Members:	Chami Abeysinghe (Chair), Emma Smaill (Chair), David Walter, Janine Hopcroft, Kieran Middleton, Melissa Kean, Mr Ray Laurenson
Attendees:	Janine Loader
Apologies:	Simon Coe, Shaun Fitzgibbon
Guests/Notes:	In attendance: Leon Dunn, Julia Shannon and Cameron Davis

1. ADMINISTRATION

1.1 Welcome

The chair welcomed everyone to the meeting, introductions made with the Senior Management Team and an apology was received from Simon Coe and Shaun Fitzgibbon. The Board accepted these apologies.

1.2 Board members Interests Register

1.3 Action Item List

Due Date	Action Title	Owner
12 Jun 2024	Project Management Status: In Progress	Mr Ray Laurenson
7 Aug 2024	International Student Business Plan Status: In Progress	Simon Coe

Project Management – yet to commence. Robust policy to be put in place. Basic outline to go to Ray and he will action.

International Business Plan – A robust Business Plan to be put forward and work needs to be done to determine staffing and progress to recruitment thereafter, if the venture is determined to proceed. Date to be moved to Term 3 to be actioned on the Rector's return.



BYOD - for 2025

BYOD to be introduced for Year's 9-13 in 2025. To be tabled for consideration at the June meeting.

Due Date: 12 Jun 2024
Owner: Mr Ray Laurenson

1.4 Confirm minutes from previous meeting

SBHS Board Meeting 6 Mar 2024, the minutes were confirmed as presented.



Board Meeting Minutes - 6 March 2024

Resolved that the minutes of the meeting held on **6 March 2024**, a copy of which has been circulated to each member, be and are hereby taken as read and confirmed.

Decision Date: 8 May 2024
Mover: Chami Abeysinghe
Seconder: Janine Hopcroft
Outcome: Approved

1.5 Incoming correspondence

Resolutions 1 and 2, have been actioned via email prior to the departure of the Japan trip, these were tabled as confirmation. The Board expressed their concern at the lateness of these resolutions, having only received them days before departure. Going forward, completed RAMS and full costings need to be provided to the Board, for approval, four weeks prior to the departure date.

Resolution 3: the Professional Development expenditure was unanimously agreed to, by the Board.

ERO Assurance Statement and Analysis of Variance documents tabled and accepted.



IBSC - Conference 2024

The Board approve Professional Development for Julia Shannon, Ray Laurenson and Nikki Boyce to attend the International Boys' Schools Coalition (IBSC) Conference being held in London, July 2024. The cost will be an estimated \$35K. The costs will be funded by the Board.

Decision Date: 8 May 2024
Mover: Emma Smail
Seconder: Kieran Middleton
Outcome: Approved

1.6 Outgoing correspondence

2. REPORTING

2.1 Rector's Report

The Acting Rector's report was tabled in conjunction with the committee reports and noted the following main points.

- Ongoing relationship with SGHS strengthens. Julia has done a lot of work with reintroducing socials and Leon's continued work on the Balls.
- The ANZAC commemorations were successful and a good presence of SBHS students at the city service on the day.
- The Degustation luncheon was once again a success and showcased some of our catering students. An excellent opportunity and any fundraising proceeds will be for the upgrade of our catering facilities.
- A PPTA PUM meeting is scheduled for next Wednesday, which also falls on OBHS interschool. There is also a mandated Teacher Only Day on 7 June regarding the curriculum refresh.
- Numeracy and literary – resit exams last week of May. Second resit will be end of September.
- The new Student Services Centre in 2P is now completed. Final signage underway.
- SQS report tabled for the music suite. This includes a complete refloor, carpet etc and to be undertaken during the September holidays.

3. PLANNING

3.1 Committee Reports

Reports taken as read.

Leon, Julia and Cameron gave an update on the phone policy, BYOD and PD.

Phone policy – Teaching team are finding a difference in the classroom with students connecting more. As a school we do allow phones during break and tutor time and this is working well.

BYOD – looking to bring in BYOD for Year's 9-13 next year and would like to have this in place to market during Open Day. We are currently the only school not full BYOD at this point. Next Board meeting to be tabled for consideration.

PD – the PD investment in staff is having an encouraging effect and during Term 1 and 2 the focus has been on BYOD, Te Reo and showcasing the Museum to staff. New workshops will be introduced for Term 3 and 4.

Curriculum

Reports tabled for information, and to be reviewed at the next Curriculum meeting.

Hostel

Discussion regarding provisioning for capital expenditure, in particular, in the kitchen with ageing appliances and increasing the staff training budget for Orah.

Work is progressing on letting the Hostel during the holiday breaks. Kings College stayed recently, and a booking is confirmed for 5 nights in January for a softball tournament. Conversations with the Rotary and Ken Bowie have taken place and quotations provided.

Confirmed numbers for 2025 looking very positive.

Field Days – this was a worthwhile experience and the only thing to consider changing next time would be a smaller tent site and an allowance for advertising/marketing to be considered in future budgets.

Expenditure might be required soon for a new van. The current van will require door repairs. Quotes to be obtained for a new van - both leasing and owned options to be provided. Go Bus to be approached also.

A survey regarding the catering will go out later this term.

Finance

The February and March 2024 finance reports were accepted.

Hostel

Largely on track to make a surplus for the year. Student numbers also ahead of budget.

Key immediate expenditure is for the replacement of the windows, which are due to commence end of this month. A revised quotation has been received and this is for \$237,000. Recommendation to proceed with updated quote. This is a logical increase from when the initial quotation was given.

Suggested negotiations with suppliers regarding clauses for overruns, timeframes and duty of care be considered when drafting contracts.

Repair/capital works will be required for the Matron's accommodation. Engaging Andrew Smith to meet with Ray next week and scope of works to be put forward.

Yet to receive a recommendation from SQS in relation to the ablutions block and whether work can be carried out by way of refurbishments for accommodation. There is a massive crack externally, which needs to be tested.

SBHS

Relatively early into the year, however MOE have reduced the operational grant by \$120k. Reduction in grant is due to Star courses off site. Planning for 2025 to be considered late this year. However we have a budget contingency of \$150k, which will help offset this deficit.

Overall trading of the uniform shop has been positive, although there were some start-up issues. Finance Committee to review again end of the year.

Timing of information raised, with receiving the SBHS 1st XV trip costs and itinerary, only days before their departure. Requested processes and policies be in place early.

Proposal put forward for the purchase of EPro8 construction kits.

In order to give families early notice of the expense, it was suggested that the hostel fees for next year be presented in June, as opposed to at the end of the year.

Property

Comprehensive report received prior to the meeting. Three major works currently in progress.

Weather delays have caused a major time overrun with the hall roof. Assurances given by the contractors that this will be completed within eight weeks.

MOE funding has been received in the order of \$137k for the windows in Pearce Block to be redone.

Health and Safety

General consensus from the sub-committee that the level of engagement in health and safety is improving and great gains have been made across the board mainly thanks to Leon Dunn's efforts and leadership.

RAM forms are being updated, and the subcommittee is being consulted regarding which activities are considered high-risk or otherwise. A revised EOTC flowchart was presented.

Leon, Julia and Cameron departed 5.20pm.



Hostel Windows

It was moved and seconded that the quotation from Lewis Windows of \$237k be approved.

Decision Date:	8 May 2024
Mover:	Kieran Middleton
Seconded:	Emma Smail
Outcome:	Approved



EPro 8 Contruction Kits

It was moved and seconded to accept the proposal to purchase 6 construction kits to the value of \$10,108.50 (inc GST), be accepted.

Decision Date: 8 May 2024
Mover: Mr Ray Laurenson
Seconded: Janine Hopcroft
Outcome: Approved

4. OTHER

4.1 General Business

David Walter provided a student update and felt all was going well. There was a request for the Year 13 common room to be considered again.

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 - 12 Jun 2024, 4:00 pm

Signature: _____

Date: _____