

CONFIRMED MINUTES

SBHS BOARD MEETING



At the **SBHS Board Meeting** on **7 Aug 2024** these minutes were **confirmed as presented**.

Name:	Southland Boys' High School
Date:	Wednesday, 12 June 2024
Time:	4:00 pm to 5:45 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, Shaun Fitzgibbon, Ray Laurenson
Attendees:	Janine Loader
Apologies:	Simon Coe
Guests/Notes:	Leon Dunn, Julia Shannon and Cameron Davis

1. ADMINISTRATION

1.1 Welcome

Julia Shannon and Leon Dunn in attendance.

The chair welcomed everyone to the meeting, and noted it was a busy day for everyone due to the interschool. An apology was received from Simon Coe. The Board accepted this apology.

1.2 Board members Interests Register

1.3 Action Item List

Due Date	Action Title	Owner
12 Jun 2024	BYOD - for 2025 Status: Completed on 23 Jul 2024	Ray Laurenson
12 Jun 2024	Project Management Status: Completed on 23 Jul 2024	Ray Laurenson
7 Aug 2024	International Student Business Plan Status: Completed on 7 Aug 2024	Simon Coe

BYOD 2025 - work in progress and looking to extend our policy in 2025 to Year 9-13. Meeting held with Cyclone, and they understand the necessity to include chrome books as part of options for parents, due to the price point. Information will be sent to parents in Term 3 and 4.

Project Management – this is nearly completed and the final document will be tabled at the next meeting.

International Business Plan – Chami to follow up with Simon advising the Board’s request for a detailed business plan.

1.4 Confirm minutes from previous meeting

SBHS Board Meeting 8 May 2024, the minutes were confirmed as presented.



Board Meeting - 8 May 2024

Resolved that the minutes of the meeting held on **8 May 2024**, a copy of which has been circulated to each member, be and are hereby taken as read and confirmed.

Decision Date: 12 Jun 2024
Mover: Emma Smaill
Seconder: Kieran Middleton
Outcome: Approved

1.5 Incoming correspondence

With the ISBC Conference only weeks away, the attendees, Julia, Ray and behalf of Nikki, thanked the Board for the great opportunity and were looking forward to the experience.

1st XI Cricket Trip

RAM’s form submitted for consideration. The Board requested final timeframes including full itinerary, cost analysis, Police Vets to be tabled in due course. Final approval to the Board by 30 August.

Kumagaya

It was noted that there will be a second school trip to Kumagaya in September. This is aimed at Japanese language students and with Midori Sasaki and Ambrose Bisschops unable to attend, Leon Dunn will now be the Lead Teacher, with his wife as second Teacher. Once the trip details have been finalised, the EOTC forms will be submitted to the Board for approval. There are ten students interested and the trip covers 14-15 days.



1st XI Cricket Trip

It was moved and seconded that the 1st XI Cricket Trip to Melbourne, be approved in principal, subject to the Board receiving the final documentation by 30 August.

Decision Date: 12 Jun 2024
Mover: Chami Abeysinghe
Seconder: Shaun Fitzgibbon
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 since the last Board meeting it has been a really busy time at the school. Highlights from the report:

Curriculum Drive Team has been formed with 5 staff members. The mission statement of this group is to design curriculum possibilities for the school. Members will visit selected schools around New Zealand to see how well they cater to their students and build a concept for SBHS. The aim is to have the new model in place for the start of the 2026 academic year.

Two interschools recently held with Kings College and John McGlashan. The connection between the schools is vital. Internal systems to be improved upon, to make the day run smoother, otherwise enjoyable for the school and community.

Teacher Only Day – this was the final mandated day focusing on the curriculum refresh.

Our allocation of Youthmark's for this year is five awards and these will be presented to Thomas Spain, Will Cairns, Charlie Hopcroft, Magnus Jamieson and James McLeay. It was phenomenally hard this year to choose the recipients due to the calibre of applications.

The Board were briefed on two additional items; (1) the Cricket Pavilion has been stated as an earthquake prone building. A seismic test is required to be carried out. As the notice has only just come to hand, we have reached out to the Council requesting an extension, which verbally has been given to three months. Cost could be in the vicinity of \$200k. (2) PWWP have been appointed to carry out the fire evacuation plans for the school and the hostel. This is a requirement of the MoE.

Y13 now have a common room in the music block.

3. PLANNING

3.1 Committee Reports

Curriculum

Discussion of annual analysis of variance. This tracks 5 years of data and will be published on our website. Key Indicators will largely show NCEA results. Information on the website will be graph data and explanations included.

ERO spent a day and a half at the school talking with students and Head of Faculty. Then met with the Senior Leadership Team. Currently rated 3 out of 4, which is pleasing.

Literacy and numeracy resit last week.

Curriculum Drive Team has been formed. Funding request for \$35k over 18 months. The focus will be on Year 9 and 10. 'Blue sky' thinking also discussed on how best to lift the boys that need the extra assistance.

Hostel

Quotes received for kitchen equipment and repairs will be looked into before replacement items will be purchased.

Hostel van repairs have been approved. School van to be considered in the meantime for after school activities, as currently the rental is costing a lot of money. Ray to action.

The parents survey has still not been actioned – this to be followed up. Requested that the survey be sent to families before Matriki, and giving a two week window for replies.

Window replacement is commencing next week.

Southland Quantity Surveyors meeting next week to assess the Matron's house.

Wording in the parent's contract for 2025 will be updated as we currently bill twice a year rather than once. This is causing confusion when parents request and expect refunds. Kieran has done some investigation around the GST; currently we are invoice based and will change to payment based. Amended wording has been drafted and to be verified by our Lawyer.

Hostel fees for 2025 will be made available in time for open day. This is an early announcement compared to past years, intended to assist our community with budgetary planning. A 4% increase was proposed and as a result of increased costs we are facing.

Finance

Reports as read.

SBHS

Summary of major requests were tabled. Of note fixed asset register for the school. Classroom furniture is ageing and it has been identified an under investment in this area in recent years. A rotation, per year per classroom, has been recommended, which would give a 12-year cycle. Initial outset is for six rooms, with 4 per year following. \$70k indicative for the first outset.

Approval also given for the following:

- \$750 for an electric piano.
- Purchase of 2 x GoPro devices with associated attachments and software and 2 x iPads. The total allowable funding for these purchases is \$2,706.00 (as per the quote you supplied)
- The ODE and HPW faculty are able to move ahead with the quoting and purchase of a Mountain bike trailer. The maximum allotted funds for this purchase is \$6,000.00

Property

Major works all on target.

Pending projects are the music block floor and coverings, Pearce block ventilation and Pearce block windows going out for tender.

Health and Safety

Excellent work continues in this area and thanks given to Leon and his team.

Leon, Julia departed 5:15pm



Hostel Invoices

It was moved and seconded that the recommendation to move the hostel accounts to 'payments' based, be approved.

Decision Date: 12 Jun 2024

Mover: Emma Smaill
Seconded: Kieran Middleton
Outcome: Approved



Classroom Furniture

It was moved and seconded to approve spending up to \$70k for classroom furniture, with a recommendation to look at the best feasible economy option.

Decision Date: 12 Jun 2024
Mover: Emma Smaill
Seconded: Chami Abeysinghe
Outcome: Approved



Hostel Fees for 2025

It was moved and accepted to accept the proposed increase in hostel fees for 2025 of 4%. This will be \$15,250 inc GST.

Decision Date: 12 Jun 2024
Mover: Kieran Middleton
Seconded: Emma Smaill
Outcome: Approved

4. OTHER

4.1 General Business

4.2 In committee / Public excluded

5. MEETING CLOSURE

5.1 Close the meeting & next meeting date

Next meeting: SBHS Board Meeting - 7 Aug 2024, 4:00 pm

Signature: _____

Date: _____