

CONFIRMED MINUTES

SBHS BOARD MEETING



At the **SBHS Board Meeting** on **11 Sept 2024** these minutes were **confirmed as presented**.

Name:	Southland Boys' High School
Date:	Wednesday, 7 August 2024
Time:	4:45 pm to 5:50 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

1. ADMINISTRATION

1.1 Welcome

The chair welcomed everyone to the meeting, and acknowledged the additional time the Board are committing to at the moment.

An In-Committee item has been added to the agenda.

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 – A letter will be sent soon to the community outlining an extension to our BYOD programme. Action now completed.

Project Management – A School Clubs process has been drafted and the action is now complete. Question raised around the obligation of the school to cover relief for travelling groups etc. It is stated in the EOTC form and in our policy that unless it is directly curriculum, then it will fall to the group to cover these expenses. Suggested communication surrounding this to be made clear to all groups.

International Business Plan – a further submission has been made and tabled In-Committee. Action can be closed.

1.4 Confirm minutes from previous meeting

SBHS Board Meeting 12 Jun 2024, the minutes were confirmed as presented.



Board Meeting Minutes - 12 June 2024

Resolved that the minutes of the meeting held on **12 June 2024**, a copy of which has been circulated to each member, be and are hereby taken as read and confirmed.

Decision Date: 7 Aug 2024
Mover: Chami Abeysinghe
Seconder: Janine Hopcroft
Outcome: Approved

1.5 Incoming correspondence

1st XI Cricket Trip

Completed Rams forms where tabled for consideration and approval.



1st XI Cricket Trip

It was moved and seconded that the 1st XI Cricket Trip to Melbourne, be approved.

Decision Date: 7 Aug 2024
Mover: Ray Laurenson
Seconder: Shaun Fitzgibbon
Outcome: Approved

1.6 Outgoing correspondence

2. REPORTING

2.1 Rector's Report

Acting Rector gave his assurances for Term 3 and his report was tabled in conjunction with the committee reports. Highlights:

Open Day is tomorrow, and the Board were briefed of the evening and how it will run.

The front school fence was damaged on Saturday morning. Wasteco have admitted liability, and currently doing an internal investigation. We have started a claim.

Mid-year exams letter is going out soon to those affected, advising of exam week from 11 to 17 September. The focus will be on Year 10 and 11 students.

A meeting has been scheduled with Cater Plus next week to discuss the contract.

3. PLANNING

3.1 Committee Reports

Reports taken as read.

Curriculum

Verbal report given.

Feedback was tabled on the recent overseas trip to London; all attendees gained a lot of knowledge and insight and felt our school is on the right track.

Support has been requested to send delegates to the next International Boys' Schools Conference, which will be in Boston, USA 2025. As Julia is part of the research programme, she will be attending, and it was felt the Board scholarship for an additional staff member to be given the opportunity would be vital for professional development.

The drive team are very excited to visit various schools throughout New Zealand and are looking forward to the challenge. Commencement of visits in Term 4.

The Science Department have requested for the Board to do a tour, as they believe it is in desperate need of repair. Property Sub-Committee and Curriculum Committee to table, or they can inspect the rooms on Open Night.

Level 2 and 3 looking really good for NCEA.

Hostel

Taken as read.

Windows are currently underway and the next stage will be replacement of curtains. Quotations to be sought.

Administrative assistance and pastoral care have been taken into consideration as support at the Hostel. Leon is currently attending to pastoral issues and it has been suggested he be co-opted to the Hostel Committee to assist with this process. Redistribution of work within the SLT has given the ability for Leon to be able to fulfil these duties.

Chami left at 5:39pm.

Drafting a Strategic Plan for the Hostel was proposed and would be very beneficial for the Board to plan, and identify goals and objectives for the future.

Finance

Reports taken as read.

Hostel

The window installation has been delayed, however as a result we have gained some interest, which was positive. Paint and finishing weren't taken into account when originally quoted for the window work. As such, a price has been submitted for \$41k to complete, which was agreed as too expensive. Further quotes to be provided.

With the recent repairs on the van and having to hire a rental, this has been an added cost. Van replacement options to be tabled.

Less salaries for the year, could provide a surplus. However, with the current number of requests for refunds, this could impact the bottom line.

SBHS

Discussion on major works with a value of over \$20k to be facilitated through a qualified expert.

The contingency in the budget set for the year, has had significant use in the past few months. Original surplus was \$171k, the projected surplus is now \$52k.

The audit is nearly completed and Mandy has been commended for her efforts throughout this process.

Property/Health and Safety

Mr Welsh presented to the Committee an update from the Science department.

RAMs forms working really well and easy to navigate.

Path to rectory – this is a work in progress. Aim is to remove the hedge and upgrade the path.

The new boiler is up and running well.

Pavilion – seismic testing commenced today.



Hostel Sub-Committee

It was moved and seconded that Leon Dunn be co-opted to the Hostel Committee.

Decision Date: 7 Aug 2024
Mover: Janine Hopcroft
Seconder: Chami Abeysinghe
Outcome: Approved



Major Works

It was moved and seconded that any significant projects or works over \$20k in cost, and requiring project management, be overseen by a qualified individual.

Decision Date: 7 Aug 2024
Mover: Chami Abeysinghe
Seconder: Melissa Kean
Outcome: Approved



Financial Reports

It was moved and seconded to accept the May/June financial reports.

Decision Date: 7 Aug 2024
Mover: Emma Smail
Seconder: Kieran Middleton
Outcome: Approved

4. OTHER

4.1 General Business

Praise given to the students that attended Simon's handover in Napier; it was a phenomenal event and they did the school proud.

Student elections for 2024/25 will be held 19 September. Janine Loader will be appointed as Returning Officer.



Returning Officer

It was moved and seconded to appoint Janine Loader as Returning Officer.

Decision Date: 7 Aug 2024
Mover: Kieran Middleton
Seconder: Janine Hopcroft
Outcome: Approved

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 - 11 Sept 2024, 4:00 pm

Signature: _____

Date: _____