

# CONFIRMED MINUTES

## SBHS BOARD MEETING



At the **SBHS Board Meeting** on **4 Dec 2024** these minutes were **confirmed with the following changes:**

*Noting that 4.1 should say "along with staff report" not although with a staff report.*

*3.1 Committee Reports - Discussion on how to manage the committee reports between general public and in-committee meetings. Preference was for reports with identifiable information relating to sensitive subject matters would be added to In-Committee reports.*

<b>Name:</b>	Southland Boys' High School
<b>Date:</b>	Wednesday, 6 November 2024
<b>Time:</b>	4:00 pm to 5:15 pm (NZDT)
<b>Location:</b>	SBHS - BOARDROOM, Main building, along from the Meeting Room
<b>Board Members:</b>	Chami Abeysinghe (Chair), Emma Smaill (Chair), David Walter, Janine Hopcroft, Kieran Middleton, Ms Melissa Kean, Ray Laurenson
<b>Attendees:</b>	Janine Loader, Levi Te Amo
<b>Apologies:</b>	Shaun Fitzgibbon

## 1. ADMINISTRATION

### 1.1 Welcome

The Board Chair opened the meeting and welcomed everyone, and a special welcome to our new Student Representative, Levi Te Amo.

An apology was accepted from Shaun Fitzgibbon.

### 1.2 Board members Interests Register

### 1.3 Action Item List

Due Date	Action Title	Owner(s)
6 Nov 2024	Rector's Appraisal - Edsol <b>Status:</b> In Progress	Emma Smaill
6 Nov 2024	Ray/Shaun to meet with (disciplinary) students <b>Status:</b> Completed on 6 Nov 2024	Ray Laurenson

Contract received from Edsol and this will need to be formulised. Action item to stay as in progress.

## 1.4 Confirm minutes from previous meeting

**SBHS Board Meeting 11 Sept 2024**, the minutes were confirmed as presented.



### SBHS Board Meeting Minutes

Resolved that the minutes of the meeting held on **11 September 2024**, a copy of which has been circulated to each member, be and are hereby taken as read and confirmed.

**Decision Date:** 6 Nov 2024  
**Mover:** Chami Abeysinghe  
**Second:** Kieran Middleton  
**Outcome:** Approved

## 1.5 Presentation by Julia Shannon & Nikki Boyce

Julia Shannon and Nikki Boyce gave a presentation to the Board on their recent trip to attend the IBSC Conference in London and appreciation given for the wonderful opportunity. The conference was motivating and inspiring and they made many excellent connections. Nikki has been invited to correspond with another school in Barcelona, via pen pal, and is very excited for this opportunity.

*Chami arrived 4:10pm.*

They attended the workshop 'Real World Learning' presented by St Bedes regarding curriculum change, who shared their journey and as part of the Curriculum Drive, the team will continue this relationship.

Approximately ten New Zealand Schools attended, with 2-3 delegations per school. The ability to share ideas is a vital investment and would like to ask the Board for an annual contribution.

Ray to formalise a proposal and put forward to the Board. This to include criteria regarding eligibility, costings and what the school would get out of it.

Appreciation given to Julia and Nikki for sharing their experiences.

## 1.6 Incoming correspondence

## 1.7 Outgoing correspondence

# 2. REPORTING

## 2.1 Rector's Report

Together with the committee reports, the Rector presented his report, which was approved.

A brief outline was given regarding the staffing proposals, with the Director of Sport's position explained with a commencement date of 2025.

The Board directed that a complete redesign of the website was required by 2025 and requested that the start of year dates also be visible on the website.

### 3. PLANNING

#### 3.1 Committee Reports

Reports taken as read.

Discussion on how to manage the committee reports between general public and in-committee meetings. Preference for reports to redact any names and put into In- Committee.

##### **Hostel**

The report was taken as read. Shaun and Sue working really well together. 200 parents and whanau attended the Hostel Prizegiving on Friday which was a great turnout.

Request for increased administration support at the Hostel, was approved. This will be in the vicinity of 20-25 hours per week.

Quotation tabled from Regal Floors to re-carpet the Hostel House.

##### **Finance**

Reports taken as read. The preliminary budget for 2025 was the main item of discussion, along with the final finance report for August and September being approved.

##### **Hostel**

Current student numbers are now 97 with a projected surplus of \$67k for the full year and the result is adequate.

##### **Budget**

Draft budget prepared and presented based on 98 boarders for 2025. This is conservative and using the revised fee, which has a \$130k surplus projection. However the Finance Committee have asked the Bursar to revise some key areas including; addition of admin support, training and development to be addressed and added. General increase in the maintenance budget. No provisions for early leavers or lets.

##### **SBHS**

The operating surplus for the month was break even, with a year-to-date surplus of \$170k. This will probably end up around the \$120k mark as the contingency has had to be used.

Audit arrangement for 2024 and 2025 still in progress and yet to be tabled.

The focus will be on cyclical maintenance as we estimate we are three years behind with overdue projects. The cyclical maintenance plan has been submitted to SQS to update.

##### **Budget**

School Budget submitted showing a projected surplus of \$435k. Some minor increases to expenditure proposed and discussion around the cyclical maintenance and overdue projects that will need to be completed next year.

##### **Property/Health and Safety**

The main topics of discussion at the committee meeting were the cyclical maintenance and Trades Academy proposal.

Painting quotes received and accepted by the Committee to paint the east side of Leadbetter building, south side of Pearce Block and east side of the hall.

Funding has been received for the catering room and this will be tabled at the next Property Committee meeting.



##### **Committee Reports with Confidential Information**

It was moved and seconded that any confidential information put into Committee Reports, are redacted and submitted to the In-Committee meeting.

**Decision Date:** 6 Nov 2024

**Mover:** Chami Abeysinghe  
**Seconded:** Janine Hopcroft  
**Outcome:** Approved



### **Hostel - Additional Administration**

It was moved and seconded that additional administration support at the Hostel be approved.

**Decision Date:** 6 Nov 2024  
**Mover:** Janine Hopcroft  
**Seconded:** Emma Smail  
**Outcome:** Approved



### **Hostel House Re-Carpet**

It was moved and seconded to accept the quotation from Regal Floors, of \$10,660.00 (ex GST) to re-carpet the Hostel house.

**Decision Date:** 6 Nov 2024  
**Mover:** Chami Abeysinghe  
**Seconded:** Ms Melissa Kean  
**Outcome:** Approved



### **Finance Reports for August and September**

It was moved and seconded that the Finance Reports for August and September be approved.

**Decision Date:** 6 Nov 2024  
**Mover:** Kieran Middleton  
**Seconded:** Chami Abeysinghe  
**Outcome:** Approved

## **4. OTHER**

### **4.1 General Business**

#### **Staff/Student Report**

Student Council has been formed and the first meeting has been held, with the Board Student Rep in attendance.

Further appreciation given to David for his contributions this year and wish him all the very best for the future.

It was suggested to diary a meeting with the Board to start framing up the Strategic Plan for 2025-2027. A date of Monday 2 December has been set. This to also include the Senior Management Team and an end of year dinner will be provided.

It was requested that a Student Report be tabled at each meeting, although with a Staff Report.

### **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 - 4 Dec 2024, 4:00 pm

## Approved decisions made between meetings



### Hostel - Quote to Paint Window & Door Frames

Quotations attached for the painting of window and door frames throughout Coldstream.

**The Hostel Subcommittee would like support for the quote from Phoenix of \$12,553.54 (ex GST).**

This work will be carried out over the Christmas holidays, however it needs to be booked asap.

**8 Supported:** Chami Abeysinghe , David Walter , Emma Smail , Janine Hopcroft , Kieran Middleton , Melissa Kean , Ray Laurenson , Shaun Fitzgibbon

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 23 Sept 2024

**Outcome:** Approved

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

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