

# CONFIRMED MINUTES

## SBHS BOARD MEETING



At the **SBHS Board Meeting** on **6 May 2025** these minutes were **confirmed with the following changes:**

*Noted the mistake on page 10; application for laptops were made to MBIE not SIT.*

<b>Name:</b>	Southland Boys' High School
<b>Date:</b>	Wednesday, 5 March 2025
<b>Time:</b>	4:00 pm to 5:34 pm (NZDT)
<b>Location:</b>	SBHS - BOARDROOM, Main building, along from the Meeting Room
<b>Board Members:</b>	Chami Abeysinghe (Chair), Emma Smaill (Chair), Janine Hopcroft, Kieran Middleton, Ms Melissa Kean, Ray Laurenson, Levi Te Amo, Nic Lamont
<b>Attendees:</b>	Janine Loader

### 1. ADMINISTRATION

#### 1.1 Welcome

The Board Chair officially welcomed Nic Lamont to the Board and declared the meeting open.

#### 1.2 Peter Gall, Edsol - Moved to In-Committee

#### 1.3 Elect a Chairperson and Deputy Chair for 2025

Nominations were sought for the position of Chair/Co-Chairs for 2025. Both Ems Smaill and Chami Abeysinghe were nominated to continue as Co-Chairs.



#### Co-Chairs

Moved that Ems Smaill and Chami Abeysinghe be nominated to the position of Co-Chairs for the ensuing year, until Elections. No further nominations received, Ems and Chami duly elected.

<b>Decision Date:</b>	5 Mar 2025
<b>Mover:</b>	Janine Hopcroft
<b>Seconder:</b>	Kieran Middleton
<b>Outcome:</b>	Approved

#### 1.4 Board members Interests Register

## 1.5 Action Item List

Due Date	Action Title	Owner(s)
3 Dec 2025	Rector's Appraisal - Edsol <b>Status:</b> In Progress	Emma Smaill



### Website

The Rector to keep the Board informed on the redesign and improvement of the website.

**Due Date:** 11 Jun 2025  
**Owner:** Ray Laurensen



### Reporting

Reporting to include results for all of our cohort of learners.

**Due Date:** 3 Dec 2025  
**Owner:** Ray Laurensen



### Application for Laptops

Chami to make an application on behalf of SBHS for 120 laptops.

**Due Date:** 7 May 2025  
**Owner:** Chami Abeysinghe

## 1.6 Confirm minutes from previous meeting

SBHS Board Meeting 4 Dec 2024, the minutes were confirmed as presented.



### Board Meeting Minutes - 4 December 2024

Resolved that the minutes of the meeting held on **4 December 2024**, a copy of which has been circulated to each member, be and are hereby taken as read and confirmed.

**Decision Date:** 5 Mar 2025  
**Mover:** Chami Abeysinghe  
**Seconder:** Ray Laurensen  
**Outcome:** Approved

## 1.7 Incoming correspondence

### Changes to Funding for Resource Teachers Literacy and Resource Teachers Māori

A letter and consultation document from the Ministry were tabled. The Board acknowledge receipt of the document and no further action was required.

## 1.8 Outgoing correspondence

## 2. REPORTING

### 2.1 Rector's Report

Together with the committee reports, the Rector presented his report, which was approved. The Rector advised that there is quite a lot of material for the Board and the majority was for information only and will be presented at a later date, as deemed necessary. It was noted that the

pastoral report was a very good document and appreciation to be given to Jason for all his work on this.

The Rector asked for comment if the Board prefer the report to be kept as one document, with each meeting noted underneath, or a fresh report each meeting. No decision was made.

Key points raised from the report:

- The timetable is up and running and going well.
- Met with the Richardson Group to talk through the proposed House Building Academy. They have agreed to fund 90% of the build including designs which is great news.
- Leadership camp for Year 12 and 13's was successful, and we will continue to support this.
- It is the intention of the Rector to attend an array of leadership conferences, primarily to help build networks.
- As at the start of the year, we are fully staffed and the new staff members were noted. It was noted that we are underfunded in Guidance and this will be a priority going forward.
- We farewell Junior Tonga on Friday. The Board noted his huge contribution to the School and wish him all the best for the future. Restaffing has been done to cover Junior's absence, and this has been achieved internally.
- The major focus for PLD this year will be structured literacy. With heavy financial and time investment in this area, planning is underway to upskill staff.
- We have received a complaint from a community member regarding the size of the trees by the Hostel. Quotations will be sourced for the maintained and/or removal. This will come with a big price tag and the Board will need to consider these once they are to hand.



### Rector's Report

It was moved and seconded to accept the Rectors "Report One 2025" dated 5 March.

<b>Decision Date:</b>	5 Mar 2025
<b>Mover:</b>	Ms Melissa Kean
<b>Seconded:</b>	Levi Te Amo
<b>Outcome:</b>	Approved

## 3. PLANNING

### 3.1 Committee Reports

With elections in September, the Board will continue with the current format of committee meetings and their frequency. This can be revisited when a new Board is elected.

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

First Aid refresher due this year, currently 92 staff accredited and aiming for all staff to be certified.

An overrun of approximately \$30k with the Cornwall block upgrade due to leaking pipes under the concrete floor.

Ventilation upgrade to start 28 March and this will be really invasive. Work is likely to take six months and thankfully the face of the school won't be affected. Marr Electrical, Gore have won the contract.

The windows upgrade is yet to be determined.

#### ***Curriculum***

Very pleased with the NCEA results, especially when comparing to other schools and SBHS being above the national average.

Board requested that they would like to see reporting on all learners. This to be an action item.

BYOD going well and 90 laptops are available through Student Services for students that currently don't have a device. Chami advised that SIT are offering laptops and she will apply for 120 on behalf of the school.

### **Hostel**

Majority of painting has been carried out during the holidays. Blinds to be carried out in stages.

Will engage SQS to put together a 10-year property plan and cyclical maintenance plan.

Awaiting final approval of the Hostel License. Thanks given to all those involved as it was quite an involved process.

Work is being done in the background to align the Hostel policies with the School policies. This will also include the opportunity for community consultation.

It suggested and agreed that Shaun attend the financial committee meetings on behalf of the Hostel. It was also moved to give financial delegation to Sue and Shaun to authorise repairs and maintenance up to the \$5,000.

Hostel Head Boy/Deputy will be attending a NZ Boarding School Hui in Palmerston North, this was very beneficial last year by those that attended.

### **Finance**

Reports taken as read.

#### **Annual Report/2025 Budget**

Annual report is being prepared at the moment with a draft surplus of \$18k, compared to the budgeted surplus of \$41k. Some areas of overspend throughout the year contributed to this and given everything that took place last year a pretty positive result.

Hostel Budget for 2025 was presented and updated to increase the boarder numbers to 101, giving a projected surplus of \$39k.

School budget has been revised since the first draft was prepared late last year. This is now showing a surplus of \$280k.

The Uniform Shop has been successful with the first year of trading and the rebate has had a positive effect around the school with sports teams benefiting from supplied uniforms.

To provide a better indicator throughout the year, the Finance Committee to consider a re-forecast be completed in the middle of the year.



#### **Hostel Financial Delegation**

It was moved and seconded that the Hostel Manager/Master in Charge be given financial delegation to authorise up to \$5,000 for repairs and maintenance.

**Decision Date:** 5 Mar 2025  
**Mover:** Kieran Middleton  
**Seconded:** Janine Hopcroft  
**Outcome:** Approved



#### **Annual Report/2025 Budget**

It was moved and seconded to accept the tabled Annual Reports for both the Hostel and School, along with the revised 2025 budgets.

**Decision Date:** 5 Mar 2025  
**Mover:** Kieran Middleton  
**Seconded:** Chami Abeysinghe  
**Outcome:** Approved

## 4. OTHER

### 4.1 General Business

Two proposals from staff were tabled; One is a trip to Europe to trace our Old Boys through the battle fields of World War I and II, and the other is a Media Studies trip to LA.

The Rector has been given authority to approve both trips, in principle, and the Board to be given an in-depth report at a later date for final sign-off.

#### Staff/Student Report

Levi conveyed it was a good start to the year and sad to see Junior leaving.

Sports day was awesome and congratulations to Pearce house being the champions of the shield. The next shield challenge will be Attendance rates.

Voting opens tomorrow for Student Council representatives. This is for two representatives from each year level.

The debating competition held on the weekend saw SBHS coming 1, 2 and 3<sup>rd</sup>! Thanks given to Mrs Welsh for all her support.

### 4.2 In committee / Public excluded

## 5. MEETING CLOSURE

### 5.1 Close the meeting & next meeting date

**Next meeting:** SBHS Board Meeting - 6 May 2025, 4:00 pm

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

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