

# CONFIRMED MINUTES

## SBHS BOARD MEETING



At the **SBHS Board Meeting** on **11 Jun 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Southland Boys' High School
<b>Date:</b>	Tuesday, 6 May 2025
<b>Time:</b>	4:00 pm to 5:20 pm (NZST)
<b>Location:</b>	SBHS - BOARDROOM, Main building - Pearce Block
<b>Board Members:</b>	Chami Abeysinghe (Chair), Emma Smaill (Chair), Janine Hopcroft, Kieran Middleton, Ms Melissa Kean, Ray Laurenson, Nic Lamont, Levi Te Amo
<b>Attendees:</b>	Janine Loader

### 1. ADMINISTRATION

#### 1.1 Welcome

The Board Chair officially welcomed everyone and opened the meeting.

#### 1.2 Board members Interests Register

#### 1.3 Action Item List

Due Date	Action Title	Owner(s)
7 May 2025	Application for Laptops <b>Status:</b> Completed on 28 Apr 2025	Chami Abeysinghe
11 Jun 2025	Website <b>Status:</b> In Progress	Ray Laurenson
3 Dec 2025	Rector's Appraisal - Edsol <b>Status:</b> In Progress	Emma Smaill
3 Dec 2025	Reporting <b>Status:</b> Not Started	Ray Laurenson

**Application for Laptops** - Email sent on 19 March and follow up email on 28 April. Yet to hear back, however they have been inundated with applications.

**Website** - With a change in personnel, initial discussions about updating the website have occurred. We anticipate the update will occur within the few next months.

**Rector's Appraisal** – ongoing. Stay in progress.

**Reporting** – stay in progress.

## 1.4 Confirm minutes from previous meeting

**SBHS Board Meeting 5 Mar 2025**, the minutes were confirmed with the following changes:  
*Noted the mistake on page 10; application for laptops were made to MBIE not SIT.*



### Board Meeting Minutes - 5 March 2025

Resolved that the minutes of the meeting held on **5 March 2025**, a copy of which has been circulated to each member, be and are hereby taken as read and confirmed.

Noting the mistake on page 10 - application for laptops were made to MBIE not SIT.

**Decision Date:** 6 May 2025  
**Mover:** Emma Smaill  
**Seconder:** Levi Te Amo  
**Outcome:** Approved

## 1.5 Incoming correspondence

## 1.6 Outgoing correspondence

## 2. REPORTING

### 2.1 Rector's Report

Together with the committee reports, the Rector presented his report, which was approved. Brief report this month, however the June report will be relatively robust with the new reporting systems. Main points raised:

Heath and Safety – completed fire safety and evaluation process, which has been approved.

Jason Dermody – EOTC will be added to his portfolio. With a change in regulations, we will ensure our processes align.

Interschool tomorrow against John McGlashan in Dunedin. Best wishes to all students competing.

**Academic Achievement:** Currently working through the ability to track each student through achievement, attendance and engagement in class. All three components are put together as a score and mapped over the time the student is at school. The last component will be to track reaching the student's potential. The process is still in the early stages and to ensure the data is robust. The aim is to have a working programme this year and schoolwide by next year.

**Super Rugby competition** – Mark Billcliff, has been assigned to assist with the establishment of a competition amongst the 11 schools around the South Island, similar to Super 8 in the North Island. This is in early discussions and nothing has been decided.

**House Building Academy** – the initial setup costs are estimated at \$250k, this does not include timber, and a proposal will be tabled with the Old Boys' seeking their support. A cost breakdown to be tabled with the next Finance Committee.

Low standdown rates, a result of six years working towards this and a true reflection of pastoral at the school.

The numbers of students leaving was raised, we started the year with a roll of 1,200 this is now around 1,100, which is normal for this time of year.



### **Rector's Report - Two**

It was moved and seconded to accept the Rectors "Report Two 2025" dated May 2025.

<b>Decision Date:</b>	6 May 2025
<b>Mover:</b>	Chami Abeysinghe
<b>Seconded:</b>	Ms Melissa Kean
<b>Outcome:</b>	Approved

## **3. PLANNING**

### **3.1 Committee Reports**

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

Brief update given as no real concerns currently. At the next Board meeting a full school audit will be tabled.

Ventilation project going well and on track, running costs to be checked.

Next focus for the committee will be the 10 Year Plan and to start looking at potential projects.

#### ***Curriculum***

Focus is on the development of Academic Dean's and Julia Shannon presented promotion material that she will display in Boston as part of her research. The media clip is very good and this will also be added to our website.

The Curriculum Drive team presented to staff yesterday their proposal. This was met with mixed reviews, mainly the work involved but positive regarding the change.

Year 7/8 structured literacy started this year, focusing on spelling and this has been successful. Platform through Ideal, which is an amazing tool.

#### ***Hostel***

Hostel is going really well, positive feedback from parents and staff.

Looking to replace the van and recommendations to be reviewed at next meeting as to lease or buy and ensuring the right option is fit for purpose.

Hostel Licence renewal has been completed, this is for three years.

SQS cyclical maintenance and 10-year property plan due by Friday.

Health and Safety Audit to be completed, this is in-progress.

Letting of the Hostel went well in the April holidays and we have another booking for the July holidays.

Enrolments for next year are looking very healthy. Boarding to be reviewed and worked through; one suggestion is whether it becomes Y9-13 offering, especially as numbers for these year groups are increasing.

Boarding School Conference in May, which Shaun Fitzgibbon will attend.

Field Days booked for 2026.

#### ***Finance***

Reports taken as read.

## SBHS

No concerns at this stage. We have an operating surplus of \$205k, year to date, reflecting the conservative spending. This will change with the new funding in the second quarter. More robust reporting to be put in place.

Savings to be redistributed in the vicinity of \$62k.

## Coldstream

Total boarding fees are in line with year to date budget. This is promising with a current surplus of \$110k, which will balance out over the year with expenses.



### Draft Finance Reports

It was moved and seconded to accept the tabled draft finance reports for Hostel and School.

<b>Decision Date:</b>	6 May 2025
<b>Mover:</b>	Emma Smail
<b>Seconded:</b>	Janine Hopcroft
<b>Outcome:</b>	Approved

## 4. OTHER

### 4.1 Staff/Student Report

Levi has created two student surveys; 1, open to all students for general submissions and 2, a monthly one for review. The aim is to increase outreach and responses from students and relay this at Board meetings. The Board thanked Levi for his excellent work to date in putting this together and collating the data; a great initiative.

Suggested Levi post his findings to students to keep them informed as well.

Student Council had their first official meeting last month and it was very good. Two representatives from each year group, plus the Student Board Representative and Deputy Head Boy. They plan to work on the Terms of Reference.

### 4.2 General Business

With the resignation of Janine Loader, motion to appoint Melanie Seymour as the new Board Secretary for the June meeting and onwards.



### Board Secretary

It was moved and seconded to appoint Melanie Seymour as Board Secretary, commencing June 2025.

<b>Decision Date:</b>	6 May 2025
<b>Mover:</b>	Kieran Middleton
<b>Seconded:</b>	Ms Melissa Kean
<b>Outcome:</b>	Approved

### 4.3 In committee / Public excluded

## 5. MEETING CLOSURE

### 5.1 Close the meeting & next meeting date

**Next meeting:** SBHS Board Meeting - 11 Jun 2025, 4:00 pm

#### Approved decisions made between meetings



#### **New Flying Minute - Japan Trip**

Motion to approve, in principle, a Japan Trip in September/October 2025. Attached is a brief outline.

Motion moved by: Ray Laurensen

**8 Supported:** Chami Abeysinghe , Emma Smail , Janine Hopcroft , Kieran Middleton , Melissa Kean , Nic Lamont , Levi Te Amo - Sounds like an enjoyable and educational opportunity for the Jap students, would be great for these sorts of trips to be more common now that COVID is less of an issue. , Ray Laurensen - Support this in principle

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 21 Mar 2025

**Outcome:** Approved

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

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