

CONFIRMED MINUTES

SBHS BOARD MEETING



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

A section under School Board Elections will be revised to provide clearer wording and better reflect the discussion.

Specific areas throughout the minutes will be re-read and edited to ensure clarity and accurate representation of board deliberations.

Additional actions discussed during the meeting will be formally documented and included in the minutes.

Health and Safety Audit list purposed changes will be added under the action items to ensure follow-up and accountability.

Name:	Southland Boys' High School
Date:	Wednesday, 11 June 2025
Time:	4:00 pm to 5:58 pm (NZST)
Location:	SBHS - BOARDROOM, Main building - Pearce Block
Board Members:	Chami Abeysinghe (Chair), Emma Smaill (Chair), Janine Hopcroft, Kieran Middleton, Ms Melissa Kean, Ray Laurenson, Nic Lamont, Levi Te Amo
Attendees:	Melanie Seymour

1. ADMINISTRATION

1.1 Welcome

The Board Chair welcomed Melanie Seymour as the new Board Security and declared the meeting open.

1.2 Board members Interests Register

1.3 Action Item List

Due Date	Action Title	Owner(s)
3 Dec 2025	Rector's Appraisal - Edsol Status: In Progress	Emma Smaill
3 Dec 2025	Reporting Status: Not Started	Ray Laurenson
1 Feb 2026	Website Status: In Progress	Ray Laurenson

1.4 Confirm minutes from previous meeting

SBHS Board Meeting 6 May 2025, the minutes were confirmed as presented.



Confirmation of Minutes

Resolved that the minutes of the meeting held on 6th May 2025, a copy of which has been circulated to each member, be and are hereby taken as read and confirmed

Decision Date: 11 Jun 2025
Mover: Janine Hopcroft
Second: Ms Melissa Kean
Outcome: Approved

1.5 Incoming correspondence



A great opportunity for a group of students to travel and give ba...

A great opportunity for a group of students to travel and give back, organized and accompanied by a staff member.

An in principal request granted to support this opportunity.

Decision Date: 11 Jun 2025
Mover: Janine Hopcroft
Second: Ms Melissa Kean
Outcome: Approved

Purposed new ES for Hedgehop School.

A receipt to acknowledge has been sent to Hedgehop School, no further action required as there is no impact to our school.



School Board Elections

The board had a conversation around split elections. This would ensure continuity.

Promotion the board through information evenings, meet the Board sessions with a light kai.

The board confirmed the length of

Decision Date: 11 Jun 2025

The board had a conversation around split elections. This would ensure continuity.

Promotion the board through information evenings, meet the Board sessions with a light supper.

The board confirmed the length of time the Staff Rep had been appointed for, confirming it was until the end of the election term.

Ray and Mel will investigate the process of starting a split election, using a flying minute to keep the board updated.

Darran would be contacted regarding the main role.

The board agreed a split election would take place which would be a benefit to the school and Ray.

Mel and Jess would work together to use old templates and improve for promotion of the elections as well as information evenings.



Appointment of Returning Officer

The Board appoints Mel Seymour as the returning officer for the upcoming School Board Elections.

Decision Date: 11 Jun 2025
Mover: Nic Lamont
Seconder: Kieran Middleton
Outcome: Approved



Board Elections - Split Election

The Board moves to hold a split election for the upcoming Board Elections. A nominal budget has been appointed for costs obtaining to the elections and promotion evenings.

Decision Date: 11 Jun 2025
Mover: Kieran Middleton
Seconder: Chami Abeysinghe
Outcome: Approved

1.6 Outgoing correspondence

2. REPORTING

2.1 Rector's Report

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

Main points discussed -

House Building Academy - Ray has secured sponsorship for 2026 from Niagra Sawmill. They have agreed to supply us with timber framing and a full house design plan at no charge for the first house. Ideally this would start 2026/2027. Ray has been looking at PNBHS which have a large trade academy doing similar.

Ball - Wonderful night enjoyed by all. Great staff turn out. Huge testament to Leon!

South Island Boys School Rugby Competition - Now public, looking into the cost and time implications.

SPANZ Conference - Great chance to network with a few ideas to implement in 2026.

Academic House Competition - Fantastic success, will be an annual event.

Staffing -

New Business Manager has hit the ground running. Strong understanding of Education process.

Executive Assistant - New role, currently juggling a few Porfilios with our receptionist on extended leave.

Student Services Administrator - New hire to assist Student Services lead, a great fit and addition to the team.

Policies - The associate Rector has been working to update the Emergency and Disaster management systems which are now more robust. No review needed.



It was moved and seconded to accept the Rectors “Report Two 2025”...

It was moved and seconded to accept the Rectors “Report Two 2025” dated June 2025.

Decision Date: 11 Jun 2025
Mover: Chami Abeysinghe
Seconded: Ms Melissa Kean
Outcome: Approved

3. PLANNING

3.1 Committee Reports

Health and Safety

No formal meeting as such.

Discussions included 10 year property plan, ministry will outline the dates. The hostel is requiring an asbestos report.

Health and Safety new reporting format - good but the board would like to see flags added and noted sections ticked but not completed. This document needs to be as correct as possible as is a Board Reassurance. Chami will send her feedback to Mel to flow on. Reminder this is ongoing as Health and Safety is ongoing.

Fire Safety - this was ticked, but not completed. If it is not completed, it cannot be ticked a simple yes, no or N/a could be added as best practice to keep as correct as possible. Perhaps even a in progress check box to show this is been working towards.

Action - All highlighted sections of the document to be added to the action list to track.

Curriculum

New tracking system is ready to go.

Academic Dean positions - Interviews have completed expect an announcement by the end of the week

CAA Assessments - Round 1 completed and results should be in 1st Week of Term 3 with the next round beginning Week 3-4 or Term 3.

The board discussed the option of the Government implementing an end of Level 1, and the implications of this including possible substitutes. Looking at the current models for Cambridge and James Hargest, but something more real and engaging for our students.

Finance

The summary provided is self explanatory.

Hostel is in a good surplus. A general discussion came up about the Hostel requiring a new van.

House Capex. discussions around getting these houses to a live able standard and having someone with the skillset to manage. The board then discussed the option of obtaining a property manager which would hold many benefits.

The board decided to endorse this, adding it to the action list moving forward. Once quotes are obtained, they will be sent via flying minutes.



Motion to Endorse a Project Manager

The Board move to endorse SQS to do a multiple versions replacement

Decision Date: 11 Jun 2025

Hostel

Numbers are looking great for 2026 - sitting at 103-110. Applications are closed and interviews are being conducted now.

The discussion was had around the acceptance of Year 8s to boarding. It was decided that this will be decided on a case-by-case basis at the discretion of The Matron and Shaun.

The stock drive income needs to be spent with the possibility of an outdoor BBQ area discussed.

Matrons House - discussion re need to make decision re either fix up for DoB or Yr 13 accommodation and /or new build

To note - Stock Drive BBQ Area - Shaun will work with Paula or a sub committee around this.

Van - Go Bus will be approached with the option of extending the lease. Ray is looking into the purchase of x3 Vans, (x2 School, x1 Hostel) looking into Quotes

Change of title -Shaun



Change of title - Shaun

Motion made to change Shaun's title from Master of Hostel to Director of Hostel.

Decision Date: 11 Jun 2025

Mover: Ray Laurensen

Seconder: Kieran Middleton

Outcome: Approved

Student Rep -

Academic Comp was a huge success.

School Production a real hit with 3 three nights sold out before hand a first!

The Student Council have met twice, the shaving policy being the main subject of discussion.

4. OTHER

4.1 Staff/Student Report

Key points

House competition, a huge success. Enjoyed by boys, well organized and great to see the boys buzzing about academics.

School production, a huge success - sold out all three nights, a first.

Survey, nothing to add of significance except the shaving policy for now. There are 4 other things in the pipeline however.

4.2 General Business

Staff Opportunities - Two staff members have had the exciting opportunity to head to a debating Trip to Kumagaya February 5-12th 2026. This trip will be completely funded including accommodation and flights for a total of 3 staff (1 to act as chaperone) and 3 students.

This is an exciting opportunity which will be great for our international image, with many benefits. This will also be an ideal opportunity to sign the friendship agreement!

Scoreboards

The committee discussed the purchasing of an Electronic portable scoreboard as would be fitting of a premier sport school. The PTA have funds to spend, perhaps they be approached.

Action - Ray to send a memo to Cyclone to look into options.

4.3 In committee / Public excluded

The Board was moved into Committee.

No minutes from previous meeting to be confirmed.

Shaving

Although a very thorough proposal sent from Sjann, it still has some flaws. The main one being how measurable is it.

The board applaud him, for going through the right channels, however it still leaves a lot of grey areas.

The board have many follow-on questions including - is this manageable, for staff, have enough students been polled, is this measurable without invading a student or staffs' personal space?

This has been on the table for a year now with no real outcome, and the students need a real and absolute answer.

The board requires a policy that is universal and manageable. If the board declines, this will inevitably end up in the press.

The board decided to table this proposal due consideration they would ask Sjann for the following to be clarified/added

* More numbers surveyed -to ensure a fair representation - x16 staff and ideally all Year 12-13s with a cross section outlining of the years.

* Reach out to other schools locally to see what their policies are

* Invite Sjann to the next meeting to speak.

The board would look into adjusting/writing a new policy through School Docs.

Staff Matters - Sabbatical

Robyn Welsh has applied for a Teach N.Z study award for secondary teacher study sabbaticals for Term 3 2026.

Throughout this sabbatical, she will investigate local and international teaching strategies proven to improve boys' engagement with writing, ensuring literacy instruction is both relevant and effective. The outcome will be a resource toolkit for teachers, offering practical strategies that can be integrated into classrooms to support improved literacy outcomes.

The board were reminded it is a staff members right to take refreshment leave under the collective agreement. Ray is happy to support this, ensuring Robyn knows the implications of taking a term off school and what this may mean to her senior classes for 2026.

OIA

Glen Marshall has emailed asking for information under the OIA in relation to your state school and its Old Boys Association.

Ray has drafted his responses, which he has 20 days to send.

A flying minute will be sent with the responses for the board to read.



Kumagaya Debating Competition

The board move to approve the Kumagaya Debating trip in 2025 for the following staff

Ambrose Bisschops

Midori Sasaki

Ray Laurenson

Decision Date: 11 Jun 2025
Mover: Emma Smaill
Seconder: Chami Abeysinghe
Outcome: Approved



Staff Sabbatical

The board move to accept Robyn Welsh's application for a funded sabbatical in Term 3 2026 under the provision she agrees to any class changes that will need to occur.

The board wish her all the best

Decision Date: 11 Jun 2025
Mover: Ray Laurenson
Seconder: Levi Te Amo
Outcome: Approved

5. MEETING CLOSURE

5.1 Close the meeting & next meeting date

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

Signature: _____

Date: _____