

MINUTES (in Review)

SBHS BOARD MEETING



Name:	Southland Boys' High School
Date:	Wednesday, 6 August 2025
Time:	4:00 pm to 6:29 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 everyone and declared the meeting opened at 3:56pm

1.2 Board members Interests Register

1.3 In committee / Public excluded

1.4 Action Item List

Due Date	Action Title	Owner(s)
3 Dec 2025	Rector's Appraisal - Edsol Status: Cancelled on 13 Oct 2025	Emma Smaill
3 Dec 2025	Reporting Status: Completed on 20 Oct 2025	Ray Laurenson
1 Feb 2026	Website Status: Completed on 20 Oct 2025	Ray Laurenson

1.5 Confirm minutes from previous meeting

SBHS Board Meeting 11 Jun 2025, the 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.

Clarification and Updates to Board Meeting Minutes

The Board reviewed the draft minutes and noted the need for several edits to improve clarity and completeness. The following actions were agreed upon:

- 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 proposed changes will be added under the action items to ensure follow-up and accountability.

These updates aim to enhance the transparency and accuracy of board records.



SBHS Meeting 11th June, Minutes confirmed as presented - with changes

-Resolved that the minutes held on the 11th June, a copy of which has been circulated to each member, be taken as read and confirmed subject to the changes noted above.

Decision Date: 6 Aug 2025
Mover: Chami Abeysinghe
Seconder: Kieran Middleton
Outcome: Approved

1.6 Incoming correspondence

1.7 Outgoing correspondence

Board Elections – Staggered (Split) Elections

The Board expressed disappointment upon receiving confirmation that a staggered (split) election process cannot proceed at this time. In hindsight, it was acknowledged that planning for this should have commenced 12 months ago. This information will be passed on to the incoming Board for their consideration and discussion.

The Board felt that a staggered election would have offered greater continuity, support, and a smoother transition for Ray. Ray acknowledged that this has been a challenging year, marked by the loss of key staff and the impending departure of the entire Board.

The Board discussed the possibility of co-opting members, particularly in relation to the Hostel Subcommittee. Upon further investigation, it was noted that a board may consist of 3–7 parent representatives, with the ability to co-opt up to 5 additional members if needed. This provided some reassurance.

Hostel parent representatives currently on the Board were encouraged to consider standing in the upcoming election. They will give it some thought.

2. REPORTING

2.1 Rector's Report

Rector's Report Main Points discussed

Strategic Plan Consultation Process

- Draft Strategic Plan has been shared with staff for consultation.
- Sections 1 and 2 completed; Stage 3 consultation to be finalized shortly.
- There maybe a spanner in the works with the purposed Government NCEA changes
- Before the document goes to community consultation, it will be brought to the next board meeting for review by the Board.

The board asked what the staff thoughts were, and it was p[ositive, changes only were around wording not context.

The board looks forward to seeing it next meeting.

Ministry of Education Meetings – Roll Growth

- Multiple meetings with MoE officials (Anna McFaul, Annie Nelson, David Tapp).
- Discussions focused on:
 - Rapid student roll growth.
 - Aging infrastructure at SBHS and Coldstream Hostel.
 - Potential building academy on Coldstream site.
- Key findings:
 - SBHS capacity exceeded (capacity: 1020–1060; current roll: 1064; projected 1151 in 2026).
 - Majority of students are out-of-zone, limiting chances for infrastructure expansion.
 - Zone rearrangement requires wider Southland agreement and sustained growth.
 - Next 10 Year Property Plan (10YPP) will focus on maintenance (roof, cladding, windows).
 - Hostel growth unlikely to be supported.
- Operating above capacity supports higher funding, allowing strategic small classes.
- Limited impact on class availability can be managed through effective timetabling.

In short our student roll is growing faster than our current capacity can accommodate. However, due to the constraints of our enrollment zone, the high number of out-of-zone students limits the justification for additional building projects. Consequently, we will focus on investing in and maintaining our existing facilities.

It was suggested Ray meet with Penny Simons to discuss. Also worth noting was Trish Boyle is running for council and would be a great advocate.

School in the Park (School Book)

- Old Boys' history book given to Rector for editing.
- Significant gaps and issues due to author's health (early onset dementia).
- Editing process is extensive.

Stocktake – Uniform Shop

- Full inventory stocktake completed during holidays.
- Auditor received updated stock figures.
- Overtime paid to four administrative staff during stocktake.

South Island Boys' School Network (SIBSN)

- Ongoing negotiations with 13 South Island boys' schools to establish a coalition.
- Focus on connections through sport, professional learning development (PLD), and competition.
- Phase one: rugby competition launch.

- Pros:
 - Reduces isolation from other boys' schools.
 - Increased exposure and potential TV coverage.
 - Potential for increased sponsorship.
 - Higher-level regular competition.
- Cons:
 - Travel costs and logistics.
 - Time away from classes for players and coaches.
 - Player fatigue from frequent games.
 - Need for financial support for coaching staff.
- SBHS mitigation steps:
 - Control of logistics and costing.
 - Active participation in meetings.
 - Open communication with rugby coaches/managers.
- Not participating could negatively impact hostel enrolments over five years.
- Final decision on rugby competition entry due August 1st.

There was an interesting article in this weeks Southland Times regarding this. That would be found and sent.

Printer Contract

- 'All of Government' process followed for renegotiation.
- Current supplier retained at 2020 pricing with new machinery provided.

Van and Transport

- Pending quote from GoBus for 3 vans (2x17-seater, 1x12-seater) for 2026.
- Purchase options to be assessed once quotes are received.

Board comments-

Sport Participation Rates

The Board noted positively that student participation in sport is being well matched by staff involvement and support. This alignment between student engagement and teacher contribution was seen as a strong and encouraging indicator of school culture and commitment.

Stand-Downs and Suspensions

To date, there have been 17 stand-downs and 1 suspension, compared to 100 stand-downs and 16 suspensions during 2024.

This significant reduction was attributed to a more proactive and restorative approach to behaviour management, contributing to a more positive school environment. It was noted that there is a great feel around school this year. 😊

Additionally, low staff absenteeism has further supported improved student behaviour and engagement. Overall, a positive trend.



Rectors Report

It was moved and seconded to accept "Rectors Report" and "Proposed NZEA Changes" dated August 2025.

Decision Date: 6 Aug 2025
Mover: Janine Hopcroft

Seconded: Chami Abeysinghe
Outcome: Approved



Health and Safety Audit

The Board reviewed the current format of the Health and Safety Audit list and agreed that revisions are necessary to better reflect the status of compliance and ongoing progress. Specifically, the audit list will be updated to include clearly defined sections, as well as additional response options beyond the current “Yes/No” format.

A motion was passed to revise the audit list to include two new response options:

- “Not Applicable”
- “Working Towards”

These additions aim to ensure a more accurate representation of compliance status and ongoing efforts. The revised format will support greater clarity and accountability, in line with the Board’s responsibilities for oversight and assurance in matters of health and safety.

Due Date: 10 Sept 2025
Owner: Ray Laurensen

2.2 Proposed NCEA Changes

What's proposed to change?

Under the proposed changes, Year 11 students would no longer sit NCEA Level 1. Instead, they would focus on building foundational skills in literacy and numeracy, recognised through a new standalone Foundational Skills Award.

From Year 12, students would work towards two new national qualifications: the New Zealand Certificate of Education (NZCE) in Year 12, and the New Zealand Advanced Certificate of Education (NZACE) in Year 13. These would replace the current NCEA Levels 2 and 3.

Key changes include:

Mandatory English and Mathematics in Year 11.

Five-subject requirement in Years 12 and 13, with students needing to pass at least four to earn each certificate.

New grading system featuring marks out of 100 alongside letter grades (A–E)

New subjects and standards co-designed with industry experts.

The Ministry of Education said the changes are designed to ensure students leave school with the skills and knowledge they need to succeed in further education, training, or employment.

Board Feedback and Discussion Points

- **Red Flags Identified:**

- Concern over current **Year 13 students working toward Level 2** – unclear if these students would need to repeat a full year under the new system.
- Managing **dual assessment systems** during the transition period may create logistical challenges.
- Questions raised about the **resources and support** available to schools during implementation.

- **External Marking and AI Use:**

- Mixed views on the introduction of **AI-based marking**:
 - Positive: More consistent marking across schools.

- Concern: Loss of teacher-specific feedback, which is valuable for student learning.
- Acknowledgement that AI could potentially be trained to provide feedback in the future.
- **Consultation Process:**
 - Consultation period is **open until 15th September** – noted as a relatively short window for feedback.
 - The board stressed the importance of **multiple submissions** representing different perspectives:
 - Submissions to come from the **school, teaching staff, board, and wider community**.
 - Discussion around communicating the consultation process to the community, including:
 - Sharing the **official link** for direct submissions.
 - Offering an option for **community members to contribute** to a collective school submission.
- **Next Steps:**
 - The **Board will prepare its own submission**, outlining key concerns, observations, and recommendations.
 - A **deadline for community feedback** will be set for **two weeks' time**, to allow sufficient time for the Rector (Ray) to incorporate relevant points into the final board and school submission. **Add these next steps to actions**



Consultation regarding the purposed changes to NCEA

- **Next Steps:**
 - The **Board will prepare its own submission**, outlining key concerns, observations, and recommendations.
 - A **deadline for community feedback** will be set for **two weeks' time**, to allow sufficient time for the Rector (Ray) to incorporate relevant points into the final board and school submission.

Due Date: 29 Aug 2025

Owners: Chami Abeyasinghe, Emma Smail, Janine Hopcroft, Kieran Middleton, Ms Melissa Kean, Nic Lamont, Ray Laurenson

3. PLANNING

3.1 Committee Reports

Health & Safety

- LD reported positive progress across all departments.
- Only one documented incident since the last report – considered a positive trend.
- Discussion held around proposed 2026 regulatory changes, including:
 - Compulsory police vetting for all school-related activities.
 - Stricter requirements for overnight excursions.
 - First Aid certification: Aim is for a majority of staff to hold valid certificates.

- The board noted LD is proactively preparing for these upcoming changes, taking early steps to align with future guidelines.

Property Update

Completed Projects:

- Wood pellet boiler installation completed; full maintenance protocols are signed off.
- Boyd Creek Lodge insurance to be maintained by the school.
- Block D (Food Tech) remodel: Final documentation completed.

Ongoing Projects:

- HVAC installation – Pearce Block: Progress is on track, with expected completion by end of Term 3. System now temporarily operating in the school hall for 2 weeks.
- Passive Fire Penetration Remediation – Pearce Block:
 - Historical fire safety issues identified in roof cavities.
 - MoE funding approved to address these.
 - SQS assigned to scope project; will go to tender. Timeline pending.
- Pearce Block windows: Replacement currently on hold – no set timeline.

Hostel Cyclical Maintenance:

- Planning and financial scoping underway.
- Will be discussed further in Hostel and Finance Subcommittees before presentation to the Board.

Potential Capital Works:

- Awaiting Science Faculty proposal aimed at improving lab efficiency, safety, and compliance.
- Key priority: Installation of a compliant gas system.
 - Board acknowledged this is a significant project, to be included in the next 10-Year Property Plan (10YPP).
 - Noted there is no possibility of an external gas link – however, it is confirmed to be safe.

Hostel

Van

- RL is currently in discussions with Go Bus for the supply of three vans for the school, with one allocated for hostel use if needed. This remains an ongoing item for monitoring.

Letting

- Hostel letting was successful during the July holidays, with 51 beds booked. Further bookings for the October holidays are being finalized.
- Current occupancy is 104 students, with projections for 104-105 next year. Two additional interviews are underway to confirm numbers.

Stock Drive

- Stock Drive funds are earmarked for the development of an outdoor BBQ area. SF has provided one quote and is awaiting a second to finalize the project.
- The subcommittee recommends approval of this capital expenditure.

Maintenance and Staffing

- There is potential to employ or contract an existing contact for 2-5 hours per week to support maintenance and general work at the hostel. This arrangement will be reviewed next year.

- The updated behaviour management system has been implemented successfully and has received positive feedback from parents.

Community Engagement and Survey Feedback

- A parent survey conducted by SF revealed an overall positive response.
- The main suggestion from parents was to consider opening the hostel on Friday nights during the winter sports season.
- SF will conduct a cost analysis and prepare a formal proposal for Board consideration.

Managers' House Refurbishment

- RL presented two options for the Managers' House refurbishment:
 - Full refurbishment to modern standards (recommended by the subcommittee to future-proof the asset).
 - Refurbishment to meet minimum healthy homes standards.
- The Board agreed that building a new house is not feasible.
- It was decided to proceed with refurbishment, allocating \$133,000 to upgrade the house to at least healthy homes standards by the end of Term 2, 2026.
- SQS will be appointed as building supervisor for the project.
- RL will present a detailed report on the Ministry versus school ownership of the land and assets.

Board Comments and Acknowledgments

- The ongoing van procurement was noted.
- The hostel letting continues to perform well, with SFN's efforts having a real positive impact on operations and community engagement.
- The Board supports the Stock Drive project for the outdoor BBQ area, pending final quotes.
- Positive feedback from the hostel community survey was welcomed, with the Board keen to consider the Friday night opening proposal following SF's cost analysis.

Finance

Carried Forward Items

- Ray to discuss the proposal to engage a project manager for a full assessment of the proposed CAPEX at the hostel.

Hostel Finance Report

- Net surplus for July: \$18K.
- Year-to-date surplus: \$175K, exceeding the budgeted \$70K.
- Additional revenue of \$52K year-to-date from external hires during school breaks.
- Unbudgeted income includes \$7K from international boarding fees and \$10K from the Calf Drive.

Hostel Boarding Fees 2026

- Recommended CPI increase of 2.71% to be applied to current boarding fees.
- Discussion of CAPEX recovery fees similar to other hostels, suggested at approximately \$450 per boarder.
- KJM proposed \$150 added to fees, with the remaining \$300 funded through other revenue sources (external letting fees, international boarding fees, etc.).

Capital Expenditure and Property

- Ministry of Education will not fund new buildings due to zoning restrictions; focus is on upgrading existing premises including the Matron's house.

- Renovation quote (excluding project manager) received at \$353,000 + GST.
- Recommendation to commence renovation works based on the SQS cost estimate.

Stock Drive Funds

- Decision ratified to allocate Stock Drive funds to the outdoor BBQ area project.
- Shaun to obtain final quote for presentation at the upcoming full Board meeting.
- Committee recommends approval of this capital expenditure.

School Finance Report

- Year-to-date profit stands at \$388K, exceeding the budgeted \$347K.
- Projected surplus for the year ending 31 December 2025 is \$324K.
- Recommendation to write off \$3,500 in historic receivables deemed unlikely to be recovered.

Recommendations to the Board of Trustees

- Approve commencement of renovation works based on the SQS estimate.
- Approve the capital spend related to the Stock Drive BBQ project

Curriculum

Structured Literacy and Professional Development

- Structured Literacy remains a key focus for Years 7–8.
- Michelle Roberts is leading professional development in this area.
- Cornelle White has been appointed as the SBHS representative on a national panel developing a literacy learning model specifically for male learners.
- CAA results show SBHS performing 20% above the national average (SBHS: 80.8% vs National Average: 61.2%).
- Continued implementation of Structured Literacy is expected to further improve these results over time.

Curriculum and Faculty Engagement

- Each faculty has developed curriculum units for Year 8 and 9 students as part of the Drive Team initiative, which is now in the consultation phase.
- Staff have fully embraced both the literacy and curriculum initiatives.
- Staff are also currently being consulted on the Strategic Plan.

Assessment and Moderation

- National Moderation of school assessment practices was largely positive.
- Key area for development: aligning school-wide assessment practices and improving orientation processes for new staff.
- Michael Buick will lead the development of an Assessment Hub, where all assessment resources will be centralised and managed.

Curriculum Leadership and Support

- SBHS now has five curriculum-supported and funded positions:
 - Two Literacy positions
 - Three Academic Deans (focused on Years 10–12, with Julia Shannon overseeing Year 13).
- Deans are strategically positioned alongside Pastoral Deans, allowing for effective collaboration and student support.

Board Support and Acknowledgment

- Both Ray and Julia acknowledged that the Board's funding and support have been critical in driving these initiatives forward.

Key Focus Areas – Term 3 & Beyond

- Staffing planning for 2026.
- Year 12 assessments and planning future pathways.
- NCEA achievement at Year 13.
- Options Expo for Years 9–13.

Student Report

Student Representative's Report

Presented by: Levi

Academic Progress and Assessment

- Senior students are currently completing their final internal assessments. Focus will now shift to derived grade assessments and exam preparation.
- CAA students have been notified of their September assessment schedules.

Leadership and Engagement

- Five new Year 8 Ambassadors have joined the junior leadership team.
- The *Boys to Men* programme continues to be positively received by both Year 7 and Year 12 participants. Sessions are held during Monday and Wednesday tutor time, facilitated by Ms. Shannon and Mr. Bakker.

Events and Activities

- Selected catering students and senior students will support the *Scott Richardson Memorial Trust's Dinner for Scott 2025* as kitchen and wait staff.
- The *Invercargill Model United Nations* will be held off-site at SIT next Friday. Registrations are open to students from Year 10 upwards, with strong participation expected from the SBHS Debating Club.
- SBHS sporting teams are preparing for *Tournament Week*, scheduled for Week 7.

Student Council Update

- The Student Council has not yet held its second termly meeting for this cycle.
- Student Council representative attended today's Board meeting to present on the proposed revision of the school's shaving policy.

Student Voice Survey and Communication

- No Student Voice Survey was conducted in July due to the school holidays.
- Recommendation for future surveys to move to a termly cycle with consistent promotion during open periods.
- July's survey had fewer responses (10, down from 16) but showed stronger engagement, with 8 confirmed participants (up from 7).
- A request was made for the creation of a Student Representative Outlook account to enable official survey distribution and communication in future, subject to Board approval.

Some Student Feedback

State of the bathroom in Ledbetter block

Enjoyment of the House competitions

The board acknowledge the Ledbetter block bathrooms were an issue, a target and hard to maintain due to destruction. This bathroom will be prioritized



Hostel - Establishment of Capex Fund

The Board resolves to establish a Capex Fund to support Hostel maintenance. Operational profits from the Hostel can be added to the Capex Fund as deemed appropriate by the SBHS Board of Trustees.

Decision Date: 6 Aug 2025
Mover: Chami Abeysinghe
Seconder: Kieran Middleton
Outcome: Approved



Hostel - Increase of Boarding fees

The Board resolves to increase the 2026 Boarding Fees by 2.71% per student to support the increased costs to run the Hostel.

Decision Date: 6 Aug 2025
Mover: Ms Melissa Kean
Seconder: Janine Hopcroft
Outcome: Approved



Hostel - additional fee

The Board resolves that an additional payment of \$150 per Boarder will be charged from 2026 onwards, that contributes directly to the maintenance of the Hostel. The amount is to be held in the Capex Fund.

Decision Date: 6 Aug 2025
Mover: Chami Abeysinghe
Seconder: Kieran Middleton
Outcome: Approved

4. OTHER

4.1 Staff/Student Report

4.2 General Business

4.3 IRD Authority



IRD Signaturee

That the Board formally acknowledges **Ray Laureson** as the **Rector** of Southland Boys' High School, and **Paula Gilbert** as the **Business Manager**. The required form has been duly signed by a Co-Chair of the Board.

Decision Date: 6 Aug 2025
Mover: Emma Smail
Seconder: Chami Abeysinghe
Outcome: Approved

4.4 Bidfood close unused account

4.5 Board Elections Update

5. MEETING CLOSURE

5.1 Close the meeting & next meeting date

Next meeting: SBHS Board Meeting - 10 Sept 2025, 4:00 pm

Approved decisions made between meetings



New Flying Minute

The Board are requested to vote on a motion to purchase of a replacement Coldstream Hostel Van.

- **Auto World Car Dealership**
- **2013 Ford Transit 17-seat Deisel Van**
- **\$34,995.00**
- **3-Year Warranty**
- **Current Registration, CoF and WoF**
- **Agreed trade price for existing Colstream Van \$10,000.00**
- **Actual after trade agreed price for 2013 Ford Transit 17-seat Deisel Van \$24,995.00**

Agreement is subject to the following condition.

- **Van passes an independent mechanical inspection (arranged for Thursday 19th June at Waverly Motors).**

Amendments to the agreed price are as follows

- **Auto World Car Dealerships will provide a quote for a tow bar to be fitted to the van, if the price is agreeable, it will be added to the purchase price of the van.**
- **Following the purchase of the van, it will be sent to the signwriters to have the Coldstream decals added (this will be separate from the purchase price, but should be taken into account.**

There is some urgency to this vote as final decisions need to be made following the mechanical assessment tomorrow.

7 Supported: Emma Smail , Janine Hopcroft , Kieran Middleton , Levi Te Amo , Melissa Kean , Nic Lamont , Ray Laurenson

0 Opposed:

0 Abstained:

Decision Date: 19 Jun 2025

Outcome: Approved



New Flying Minute

The Board of Trustees are called to vote on a motion to enter an agreement to join the South Island Boys' School Network and its associated Rugby competition as long as the following stipulations are met;

A minimum of 10 schools agree to join.

The right to withdraw from the competition is granted, without penalty, if no major sponsor is in place prior to the start of the 2026 season.

SBHS retains an oversight role of the logistical management of the first year of the competition.

All other clauses within the proposed agreement are ratified.

7 Supported: Emma Smaill , Janine Hopcroft , Levi Te Amo , Melissa Kean , Nic Lamont , Ray Laurensen ,

Chami Abeysinghe - I would like to see another clause added that we have the right to withdraw should the BoT identify significant reputational risk to the school due to the controversies surrounding this. Also, I am supporting this proposal on the basis that this is so much more than a rugby competition and will support the wider school activities including other sporting disciplines, staff development and leadership opportunities for our young men.

1 Opposed:

Kieran Middleton - My vote to oppose the proposal is based on a few factors including the current financial position of the school, the lack of concrete sponsorship to support the Rugby competition, this competition should be the product of NZR (rather than driven by the Schools administration), our School managers focus/finances would be better directed towards the Curriculum Drive initiative to get the perceived "benefits" from networking with other Schools.

0 Abstained:

Decision Date: 1 Aug 2025

Outcome: Approved

Signature: _____

Date: _____