

# CONFIRMED MINUTES

## SBHS BOARD MEETING



At the **SBHS Board Meeting** on **20 Oct 2025** these minutes were **confirmed as presented**.

|                       |   |
|-----------------------|---|
| <b>Name:</b>          | Southland Boys' High School   |
| <b>Date:</b>          | Wednesday, 10 September 2025  |
| <b>Time:</b>          | 4:00 pm to 6:20 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>Guests/Notes:</b>  | Leon Dunn, Julia Shannon  |

### 1. ADMINISTRATION

#### 1.1 Welcome

Chami, as Chair, opened the meeting, noting she was thrilled to be chairing the last Board meeting for three members, with two members standing for re-election. Before beginning the formalities, she welcomed Julia and Leon, who were present to give a presentation.

#### 1.2 Associate Rector's Report – Boys' School Conference, Boston

##### Associate Rector's Report – Boys' School Conference, Boston

Leon provided an update following his attendance at the International Boys' School Conference in Boston.

- Expressed gratitude to the Board for the opportunity, noting the conference was highly valuable.
- Highlighted the benefit of connecting with schools of much larger scale and resource, and the affirmation that Southland Boys' is competitive in many areas despite more limited resources.
- Reported international trends where schools are restructuring to better meet students' needs, rather than being constrained by staffing models. This aligns with ongoing curriculum development at Southland Boys'.

##### Key Takeaways:

- **Teaching & Learning Guidelines (Westlake Boys' Model):**
  - Westlake Boys' have implemented clear, research-based teaching and learning guidelines for all staff.
  - Leon intends to adapt this concept for Southland Boys', ensuring consistency and clarity for current and new staff.

- Implementation likely from 2026, phased to align with professional learning and curriculum review, and to avoid staff overload.

- **Engagement Data:**

- Westlake Boys' have developed a deeper, more systematic model for reporting and responding to student engagement, including staff and community input.
- Leon to review Southland Boys' current approach, exploring improvements to reporting, data use, and follow-up with students.

**Discussion Points:**

- Consider including teaching/learning guidelines in staff handbooks, enrolment material, and digital platforms.
- Opportunities to improve digital systems (including AI-supported tools) to make staff procedures, policies, and data management more accessible.
- Importance of ensuring all initiatives align with the school's strategic plan and current curriculum development.

**Action Items:**

- Leon to begin work on a Southland Boys' version of the Teaching & Learning Guidelines (target: 2026 phased introduction).
- Review and strengthen engagement data processes.
- Explore integration of guidelines into staff and parent-facing resources (handbook, intranet, enrolment documentation).
- Future Boards to consider investment in digital/AI-supported systems for documentation and data analysis.

Leon concluded by thanking the Board again for the opportunity, noting the conference was inspiring and provided practical models that could be adapted locally.

### **1.3 Deputy Principal Report - Boys' School Conference, Boston**

#### **Deputy Principal's Report – Boys' School Conference, Boston**

Julia provided an update on her two-year research project, which concluded with her presenting at the International Boys' School Conference in Boston.

- Expressed gratitude to the Board for the opportunity to complete the project and represent the school on an international stage.
- Her research focused on **using whakapapa to foster belonging among Year 7 boys**, with the goal of strengthening connection, wellbeing, and resilience.

**Key Takeaways:**

- Exploring whakapapa improved boys' communication of empathy, understanding, and compassion.
- Built camaraderie and brotherhood within the class, and strengthened relationships between students and teachers.
- Increased self-esteem and confidence through affirmations of values.
- Strengthened intergenerational connections, with families (including grandparents) engaging in new conversations about whakapapa and values.
- Introducing the programme at the start of the school year is likely to have even greater impact for new entrants.

**Highlights:**

- Julia's project was recognised as a **Featured Report**, ranking among the top projects of the international programme, and she was shortlisted for the overall award.
- Built strong international networks, with ongoing connections to schools including Wellington College.
- Plans to share findings with Year 7 staff and embed practices into teaching and learning.

#### **Board Acknowledgement:**

The Board expressed pride in Julia's achievement, acknowledging the significant recognition her work has brought to Southland Boys' and the school's contribution to international educational practice.

## **1.4 Deputy Principal's Report - Curriculum Booklet**

### **Deputy Principal's Report – *Te Ara Whakamua: The Pathway Forward – Year 9 & 10 Curriculum 2026***

Julia provided an update on the development of the new Year 9 and 10 curriculum, which has been in progress for the past 18 months. She thanked the Board for its support in enabling the Drive Team to lead this work.

- The aim of the redesign is to **reinvigorate Year 9 and 10 learning**, ensuring boys are at the centre of their education through relevant, engaging, and choice-driven curriculum pathways.
- This initiative complements recent changes in Years 7–8 (aligned with the revised NZ Curriculum) and anticipates upcoming changes in Years 11–13.

#### **Key Takeaways:**

- **Curriculum Structure:**

- English and Maths will be delivered in **banded courses**, allowing boys to select at an appropriate level. Mid-year movement will be possible to better match student progress.
- Science, Social Studies, and PE will be taught through **kaupapa (contexts/themes)**, e.g. *Wild Aotearoa, Things That Go Bang, Human Performance*, ensuring boys cover required skills and knowledge through topics of interest.
- All subjects retain their academic integrity while being framed in engaging, boy-relevant contexts.

- **Options and Electives:**

- Faculties have redesigned option choices with practical, motivating end points (e.g. *School of Rock* in Music, Screen Printing and branding in Visual Arts, Small Motor Mechanics in Technology).
- Student consultation has guided offerings, ensuring strong alignment with boys' interests.

- **Consultation and Engagement:**

- Extensive student voice has been gathered, with boys selecting kaupapa of interest.
- Faculties have refined offerings based on this feedback.
- The new **Curriculum Pathways 2026 booklet** has been developed and will be distributed to current Year 8 and 9 families to support subject selection.
- The Board noted their strong approval of the **professional design, format, and language** of the booklet, reflecting the significant work that has gone into this project.

- **Staff Engagement:**

- Teachers have been on a journey through this process. There was some initial pushback, as expected with a significant shift, but through ongoing conversations and shared understanding, staff are now **converted and excited** about the opportunities this curriculum offers.

- **Success Criteria:**

- The impact of the new curriculum will be measured through:
  - Student **engagement** levels.
  - **Pastoral outcomes** (including reduced behavioural issues).
  - **Academic progress** across core and option subjects.
  - **Attendance data**.
  - Direct **student feedback** on their experiences.

- **Implementation:**

- Senior options have already gone live this term.
- Junior options will open early next term, with full implementation scheduled for 2026.
- Boys will be grouped by interest for kaupapa subjects, supporting engagement and reducing potential pastoral issues.

**Board Acknowledgement:**

The Board commended the Drive Team's extensive work and Julia's leadership in developing an innovative, student-centred curriculum. They were particularly pleased with the professional presentation of the booklet, noting that the hard work and attention to detail is evident. This initiative reflects both community values and international best practice, positioning Southland Boys' as a leader in curriculum design.

**Action Items:**

- Roll out the *Curriculum Pathways 2026* booklet to Year 8 and 9 families.
- Continue staff professional development to support kaupapa-based delivery.
- Monitor success criteria (engagement, pastoral, academic, attendance, student feedback) and report progress back to the Board.

## 1.5 Deputy Principal's Report – Implementation of Academic Deans

### Deputy Principal's Report – Implementation of Academic Deans

Julia thanked the Board for funding three Academic Deans, noting the early successes of this initiative and its potential for long-term impact.

- There are currently **three Academic Deans and Julia**, each responsible for a focus year level. Together they meet regularly, monitor progress, make timely interventions, and provide targeted academic support.
- While the work is proving successful and constantly evolving, Julia noted that at this stage of the year it can feel like an **ambulance at the bottom of the hill**, as some conversations occur later than ideal. With the prospect of the initiative continuing into 2026, she expressed confidence that the deans could "hit the ground running" from the start, creating **front-footed support systems** from day one.

**Key Takeaways:**

- Academic Deans provide a **clearer, more evidence-based process** for academic tracking and interventions.

- Reporting tools created by Darran Roberts have been highly valued by the deans, ensuring monitoring is **factual and data-driven**.
- Having Academic Deans has **streamlined communication**: Board members noted that academic conversations with deans were more efficient and better informed than those with house deans, who may not have had the same insights or information.
- The initiative is contributing to a reduction in pastoral incidents, and further improvements are expected as systems embed.

#### **Staffing and Structure:**

- Positions were advertised, candidates applied, and interviews were conducted through a standard process.
- The current appointments are **fixed-term until the start of 2026**.
- Julia suggested the model might be best considered on a **two-year cycle**, with evaluation and refinement as needed.

#### **Board Discussion and Feedback:**

- The Board noted the strong positive impact and expressed a desire to see this initiative **maintained moving forward** (though no formal decision was made at this meeting).
- Members expressed gratitude to the Senior Leadership Team for stepping up and delivering initiatives that directly support boys' learning and development.
- Leon commented that the **team culture within the SLT is central to the school's success**, noting that even during passionate discussions, the boys remain the clear focus.
- The Board expressed pride in the **significant work being done to shape the young men** of Southland Boys' High School.

#### **Action Items:**

- Monitor outcomes of the Academic Dean model through academic, pastoral, and attendance data.
- Review and evaluate the initiative at the end of its fixed term in 2026.
- Consider extending the model on a two-year cycle if outcomes continue to be positive.

## **1.6 Tour of the Catering Facilities**

### **Board Tour – Catering Room**

The Board toured the newly refurbished catering room, now proudly named the **Scott Richardson Culinary Arts Kitchen**. The facility officially opened on 1 April, and this was the first opportunity for the Board to view the improvements. Members were pleased to see the much-needed refurbishment, and Ray thanked the Board for their significant contribution, noting the project was largely Board-funded.

**Board Acknowledgement:** The Board expressed pride in supporting this project and the benefits it will bring to students' learning opportunities.

## **1.7 Board members Interests Register**

## 1.8 Action Item List

| Due Date     | Action Title   | Owner(s)  |
|--------------|--|---|
| 29 Aug 2025  | Consulation regarding the purposed changes to NCEA<br><b>Status:</b> Completed on 12 Sept 2025 | Chami Abeyasinghe,<br>Emma Smaill,<br>Janine Hopcroft,<br>Kieran Middleton,<br>Ms Melissa Kean,<br>Nic Lamont, Ray<br>Laurenson |
| 10 Sept 2025 | Heath and Safety Audit<br><b>Status:</b> Completed on 20 Oct 2025                              | Ray Laurenson   |
| 3 Dec 2025   | Rector's Appraisal - Edsol<br><b>Status:</b> Completed on 13 Oct 2025                          | Emma Smaill   |
| 3 Dec 2025   | Reporting<br><b>Status:</b> Completed on 20 Oct 2025   | Ray Laurenson   |
| 1 Feb 2026   | Website<br><b>Status:</b> Completed on 20 Oct 2025   | Ray Laurenson   |

## 1.9 Confirm minutes from previous meeting

The following adjustments to be made-

Section- Sub Committee - Hostel

Re - Matrons house wording to read

**FLAG FOR REWORDING**

Spelling error - Penny **Simmonds**

## 1.10 Incoming correspondence

### Proposed Industrial Action – Secondary Teachers

At this stage there has been no formal confirmation of industrial action, although rolling strikes are proposed for **Week 10**. Union voting remains open until **Thursday, 11 September**, with results expected to be made public shortly after. Indications suggest that the action is likely to proceed.

The Board queried the position of **Year 7 and 8 teachers**. It was noted that this is a personal choice; some may choose to move to **PPTA**, while others remain with **NZEI**.

#### Southland Adventist Christian School – Roll Increase Application

The Ministry of Education has received an application from the Proprietor of Southland Adventist Christian School (a state-integrated Year 1–8 Seventh-day Adventist school) to increase its maximum roll from 130 to 260 students. The proposal indicates the increase would occur in increments of approximately 30 students per year from 2026 to 2030.

The application also seeks a change of class to include Years 9–13, with the roll increase accommodating these additional year levels. The current non-preference roll is set at 5% of the total maximum roll, with four non-preference students currently enrolled.

As part of the Ministry's process, consultation is required with schools whose rolls may be affected.

The Board discussed possible implications for our school and noted that it is not expected to have an impact on future planning. The Board viewed the proposal positively, recognising that it provides increased schooling options for families in the region.

## 1.11 Outgoing correspondence

## 2. REPORTING

### 2.1 Rector's Report

#### Rector's Report

The Rector presented his report, highlighting key activities and updates since the last meeting.

- **MoE Supervisor Site Visit:** Following significant lobbying, the Ministry carried out a site visit to assess Prefabs 50 & 51A, the Old Gymnasium, and the Music Block. Initial findings were highly concerning, with some spaces deemed below Healthy Homes standards and the Music Block assessed as not fit-for-purpose. A full report is pending, and an emergency repair/replacement budget of \$3m has been requested. If unsuccessful, the assessment will support the next 10YPP.
- **Industrial Action:** The school has managed the recent full strike day (20 August). Rolling strikes are proposed for Week 10, though confirmation is pending. Some negative feedback has been received from the community.
- **Enrolments:** Enrolments are complete, with ballots conducted at multiple year levels. Projections for 2026 indicate a roll growth of **1,100–1,180**, which will significantly exceed the official capacity of 1,020. Staffing is confirmed and fully secured for 2026.
- **Tournament Week:** A highly successful week, with eight teams competing nationally. The 1st XI Hockey retained Rankin Cup status, the 1st XV placed 3rd nationally, and other codes performed strongly. Senior Debating also placed 1st in Southland. A complaint was received following the CBHS 1st XV match and has been addressed with an apology issued and accepted. Damage to fencing at Les George Stadium during the same game was promptly repaired by the caretaking team.
- **Mid-Year Exams:** Exams (including CAA assessments for Year 10) are underway across Weeks 8 and 9. Parent–teacher interviews will follow.
- **Illness and Absences:** High levels of staff and student illness in August led to one rostering-home day for Years 11–13 (29 August). Student absences peaked at around 30%. Since then, the Senior Leadership Team has managed without further rostering home, using the library as additional teaching space.

**Strategic Plan 2026–2028:** The Rector presented the finalised draft of the new Strategic Plan. *“You have seen it in draft, now it is here!”*

- **Page 1** outlines the vision, essentials, and universal components of Southland Boys' High School, focusing on high performance, academic excellence, positive masculinity, and values of Manaakitanga, Rangatiratanga, Manawanui, and Kotahitanga
- **Page 2** sets out the key components of “Our Essentials and Our Engine,” reflecting staff culture, applied research, systems thinking, engagement, and belonging
- The Rector emphasised the strong **staff engagement and collaboration** in shaping the plan, and noted pride in the symbol that reflects both the school's identity and creative vision.
- The plan commits to clear **annual goals** in student achievement, hauora, and pastoral wellbeing (e.g. raising NCEA endorsement rates, lifting attendance, reducing suspensions, increasing participation in extracurricular activities, and embedding structured literacy)

The Board congratulated Ray and the team on the quality of the plan, noting the **professional presentation, clear structure, and alignment to school values**. The Board voted to **endorse the plan** and confirmed the next step is to release it to the community for consultation. The incoming Board will formally adopt the plan in 2026.

**NCEA Consultation:** The Rector confirmed he will be sending a formal **letter of feedback** as part of the national consultation process.



## Rectors Report

It was moved and seconded to accept Rectors Report dated September 2025.

|                       |                  |
|-----------------------|------------------|
| <b>Decision Date:</b> | 10 Sept 2025     |
| <b>Mover:</b>         | Chami Abeysinghe |
| <b>Seconded:</b>      | Ms Melissa Kean  |
| <b>Outcome:</b>       | Approved         |

## 2.2 Strategic Plan

**Strategic Plan 2026–2028:** The Rector presented the finalised draft of the new Strategic Plan. *“You have seen it in draft, now it is here!”*

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## 2.3 Perposed Changes to NCEA

## 3. PLANNING

### 3.1 Committee Reports

#### Finance Committee Report

The Finance Committee presented their report, noting strong financial performance across both the Hostel and the School.

- **Finance Report (Hostel):**
  - Net surplus for July: **\$33K**.
  - Year-to-date surplus: \$210K (compared to a budget of \$98K).
  - Additional unbudgeted revenue to date includes \$59K from external hires during school breaks, \$10K from international boarding fees, and \$11K from the calf drive.
  - Projected year-end surplus: \$150K, based on actuals to 31 July and forecasts through to December 2025.
  - Hostel finances are tracking well, and without the effects of one-off costs during the year, the surplus will only strengthen moving forward.
- **Finance Report (School):**
  - Net surplus for July: \$167K.
  - Year-to-date surplus: \$388K (compared to a budget of \$347K).

- Projected year-end surplus: \$325K, based on actuals to 31 July and forecasts through to December 2025.
- The Committee noted that “this has been the year of sticking to the budget,” and the school is now sitting on a very pleasing surplus of around \$235K.

- **Other Matters:**

- A flying minute will be circulated regarding the purchase and installation of a new oven for the hostel.
- The Committee agreed this is a great position to end Kieran’s final term on the Board on.

**Board Acknowledgement:**

The Board acknowledged the positive financial results and commended the Finance Committee for their oversight and budget management. The Board agreed it is a great note to finish the year on and emphasised the importance of **keeping things on track as we move forward with a new Board and a new year in sight.**

## Hostel Committee Report

The Hostel Committee provided their report, noting positive progress across property, enrolments, and operations.

- **Property & Maintenance:**

- The SQS cyclical maintenance plan and 10-year property plan have been received and implementation is underway.
- Quotes for painting Dorms 1, 2, and 3 (along with carpets and curtains) were provided. The aim is to schedule this work for the December holidays, to be included under cyclical maintenance once the plan is approved.
- The BBQ area construction has begun and already looks excellent.
- Work on the Manager’s House is being progressed with SQS, aiming for a July 2026 start, with possible work on wet areas to begin in the January holidays.

- **Bookings & Numbers:**

- October holiday bookings are nearly confirmed.
- Current roll: **104 students**, with next year’s intake projected at **112–116**. This may require continued upgrading of senior dorms.
- Overall bookings remain strong, and the hostel is full — if not over full — heading into 2026.

- **Engagement & Feedback:**

- A parent survey regarding the potential opening of the hostel on Friday nights during winter sports season received a strong response. A cost analysis is underway.
- The Committee commended Shaun for his **open communication with whānau** and the positive feedback received.

- **Operations & Staffing:**

- Shaun is currently preparing job descriptions for hostel staff (now up to 17 staff).
- Discussion was held around sourcing HR support (e.g., through HR South) to assist with job descriptions, appraisals, contract renewals, and wages management. Shaun will provide a quote for consideration.
- Shaun also presented exciting ideas to refresh **Prep next year**, which may require funding if additional tutors can be sourced. An analysis will be brought to the next meeting.

- **Income & Fundraising:**

- The Stock Drive provided income to support the new outdoor BBQ area.

**Recommendations to the Board of Trustees:**

- Approval of painting costs for Dorms 1, 2, and 3.
- Approval for HR input (quote to be provided by Shaun).
- Approval for funding of additional tutors for Prep in 2026.

**Board Notes:**

The Board approved the painting of Dorms 1–3. Shaun will provide a quote for HR South support, with a flying minute to follow. Trustees expressed satisfaction at the strong enrolments and bookings, praised Shaun’s open engagement with families, and welcomed the exciting ideas to further develop Prep.

## Student Representative Report

Levi delivered his report, noting that it had been a short cycle since the last Board meeting but highlighted several key updates and reflections:

- **Highlights:**

- **Tournament Week** was a strong success, with excellent performances across codes.
- **Polyfest** was also a highlight, particularly the **Toa Moana group**, who gave a memorable performance.
- **Prefect nominations for 2026** are now open, with Levi hopeful for a good showing in numbers.

- **Board of Trustees Student Rep:**

- Voting is currently open with a record **six candidates** standing.
- Some candidates are running their own unprompted campaigns, which Levi noted has been both humorous and encouraging to see, reflecting strong engagement.
- Levi confirmed he will continue in his role until the end of the year to support the transition of the new Student Representative.

- **Other Updates:**

- **Course selection** for the new academic year is now open.
- Levi raised several student questions regarding the **quarter zip uniform**:
  1. *Why can't it be for seniors (as it is currently limited to Years 8–10)?*
  2. *Why wait until later to introduce it?*
  3. *Why does it need to be redesigned for seniors?*
- **Board Response:**
  1. Pride in the uniform was emphasised, with seniors expected to portray professionalism through their blazers, reflecting the image of the school both inside and outside the community.
  2. The process of designing, manufacturing, and supplying uniform items is lengthy, with production based overseas. Introducing items at the start of a school year is the most practical and efficient approach.
  3. For seniors, the quarter zip will require redesign to ensure it reflects professionalism and aligns with expectations of senior presentation.

## 4. OTHER

### 4.1 Staff/Student Report

#### Student Representative Report

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#### Staff Representative Report

It was noted that this has been a long term, with many staff exhausted and unwell, holding on for the holidays to rest and recuperate. Staff are ticking along until then. The staff also expressed thanks to the Senior Management Team for the morning tea shout last Friday.

### 4.2 General Business

### 4.3 Scoreboard

#### Scoreboard

Ray has investigated multiple designs for a portal scoreboard, which the Board has identified as a

priority. The scoreboard should be multifunctional in design, with the potential to also serve as signage for events. The preferred size is approximately 2m x 2m, with further consideration needed regarding power supply options.

At this stage, the estimated outlay is \$11,995 (excluding installation and trailer costs). The Board noted the need to obtain at least two quotes and will approach Singleton Signs to compare options. Members agreed it is important to take the time to make the right choice to ensure the scoreboard is both cost-effective and fit-for-purpose.

#### 4.4 Farewell

### 5. MEETING CLOSURE

#### 5.1 Close the meeting & next meeting date

**Next meeting:** SBHS Board Meeting - 20 Oct 2025, 4:00 pm

Approved decisions made between meetings



#### **SBHS CRICKET COMMITTEE- resolution required**

Request from Peter Skelt -

The SBHS Cricket Committee has passed a resolution to apply for funding to support the replacement of the artificial wickets used at the school. To move forward with this application, the committee requires a formal resolution from the Board approving the Cricket Committee to apply for funding under the school's name.

**7 Supported:** Chami Abeysinghe , Emma Smail , Janine Hopcroft , Kieran Middleton , Levi Te Amo , Nic Lamont , Ray Laurenson

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 18 Aug 2025

**Outcome:** Approved

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

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