

CONFIRMED MINUTES

SBHS BOARD MEETING



At the **SBHS Board Meeting** on **26 Nov 2025** these minutes were **confirmed as presented**.

Name:	Southland Boys' High School
Date:	Monday, 20 October 2025
Time:	4:00 pm to 4:57 pm (NZDT)
Location:	SBHS - BOARDROOM, Main building - Pearce Block
Board Members:	Janine Hopcroft, Ms Melissa Kean, Ray Laurenson, Janine Loader, Leeann Tautari , Nic Lamont, Alex Williams
Apologies:	Scott Mackereth , Phillip Botting , Levi Te Amo

1. Opening Meeting

1.1 Welcome

1.2 Election of Presiding Member

The Board Secretary called for nominations for the role of Presiding Member. A nomination was received from Janine H for Janine L. As no further nominations were received, the motion was put to the Board. All members were in favour. **Carried unanimously**. Congratulations to Janine L on her appointment.

1.3 Confirmation of Presiding Member and Initial Board Actions



Appointment of Deputy Chair

Motion made that Janine H be appointed as Deputy Chair.

Decision Date:	20 Oct 2025
Mover:	Ray Laurenson
Seconder:	Nic Lamont
Outcome:	Approved

Janine L, as Presiding Member, assumed the Chair. The first item of business was the election of Deputy Chair. Janine L nominated Janine H. With no further nominations, a motion to appoint Janine H as Deputy Chair was moved. Congratulations Janine H!

As a formality, the Board noted the need to officially co-opt Melissa Kean as a sixth member.



Co-Opt - Melissa Kean

The board moves that Melissa Kean be co-opted to the Board as the sixth member.

Decision Date: 20 Oct 2025
Mover: Ray Laurensen
Seconder: Nic Lamont
Outcome: Approved

1.4 Apologies

Late Apology noted for Scott Mackereth, who's traveling received Monday 20/10 at 2:42pm.

1.5 Interest Register

1.6 Confirm Minutes

SBHS Board Meeting 10 Sept 2025, the minutes were confirmed as presented.



Confirmation of Minutes

Resolved that the minutes held on the 10th September , a copy of which has been circulated to each member, be taken as read and confirmed.

Decision Date: 20 Oct 2025
Mover: Ray Laurensen
Seconder: Janine Hopcroft
Outcome: Approved

1.7 Incoming Corrospodence

1.8 Outgoing Corrospodence

2. Major Decisions and Discussions

2.1 Induction and Governance Overview

Board Processes and Subcommittees

The chair provided an overview of how the Board operates, including an outline of the existing subcommittees. She noted that subcommittee participation allows members to contribute according to their strengths and interests.

There are five subcommittees: **Finance, Health and Safety, Property, Curriculum, and Hostel.** Subcommittee meetings are no more than one hour and are generally held on the week **prior to a Board meeting**, commencing at **4:00pm**. The Chair invited discussion regarding the scheduling of these meetings, with the consensus being that maintaining Wednesday meetings works well for the Board. Minutes from subcommittee meetings are completed using the Board template and provided to the board secretary for entry into **BoardPro**.

Board Remuneration and Engagement

Board members are paid an **honorarium of \$55 per meeting**. To offset the time required for attending subcommittee meetings, these are also remunerated at **\$28 per meeting**.

Moving forward, Board members are encouraged to be present and visible throughout the school. This presence is seen as a vital link to students, staff, and the wider community. Board members are invited to attend all school events, and their participation is warmly welcomed.

In Committee

Board meetings are generally public; however, **in committee** meetings are held in a public-excluded session. These meetings address matters such as complaints, staffing, or documents containing staff names that must remain private and confidential. Minutes of in committee meetings are recorded separately.

Student and Staff Representatives

The Student Representative is **Alex**, elected with strong support, and will hold the role for 12 months. The Staff Representative is **Nic**; congratulations were extended for another successful election.

2.2 Committee Structure and Portfolios

The board discussed where they ideally fit in the subcommittees -

FINANCE - **Janine L**, **Janine H**

PROPERTY/HEALTH AND SAFETY - **Leanne**

HOSTEL - **Melissa**, **Janine H**

CIRRICULUM - **Alex**, **Nic**, **Melissa**

As there were two Board members absent from this meeting, the Chair and Deputy will meet with them separately to catch up and discuss their individual strengths and areas of interest.

The **ISSN meetings** were also noted. Board members attending these meetings are expected to focus solely on this commitment and not participate in other subcommittees, as attendance requires a full commitment. These meetings are held at **Number 10**, commencing at **8:00am**.

Note - Property and Health and Safety are together

Hostel and Finance ideally run back to back to accommodate board members

2.3 First item for discussion...

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner(s)
29 Aug 2025	Consulation regarding the purposed changes to NCEA Status: Completed on 12 Sept 2025	Chami Abeyasinghe, Emma Smaill, Janine Hopcroft, Kieran Middleton, Ms Melissa Kean, Nic Lamont, Ray Laurenson
10 Sept 2025	Heath and Safety Audit Status: Completed on 20 Oct 2025	Ray Laurenson
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

4. Management Reports

4.1 Rectors Report

Health and Safety

There have been no recorded significant injuries or near misses since the last Board report.

School / Principal Activities

Term 4 is an exceptionally busy period, with multiple awards evenings, farewell events for Year 13 students, student leader selection, staffing planning for 2026, budget finalisation, timetable preparation, and maintenance planning.

Key highlights include:

- Attendance at a Community of Practice hui in Auckland as part of ongoing appraisal requirements.
- Resolution of a complaint from School Sport New Zealand regarding player eligibility at a recent basketball tournament, resulting in a minor adjustment to team standings. The process was managed professionally, with accountability addressed, and no sanctions applied to the school.
- Completion of the penultimate building project in the current 10-Year Property Plan: installation of a fresh air system in Pearce Block. Assessment of energy consumption impact will continue over the next six months. The remaining project (replacement of front Pearce Block windows) is delayed due to Historic Places Trust requirements.
- Launch of the new curriculum structure for Years 9 & 10, with plans to embed the system throughout 2026. Staff anticipate minor adjustments as the curriculum is implemented.
- Receipt of the 2024 Audit results, with a final accounting deficit of \$140,000 due to corrected historic depreciation issues. Cash resources remain unaffected.
- Keynote speaker at the annual Alternative Education conference, highlighting collaboration with supporting agencies to enhance student outcomes.

Highlights under Previous Board of Trustees

- Major property projects including re-roofing and installation of HVAC in Pearce Block, and modernisation of the upper Uttley block.
- Development and oversight of the 2026–2028 strategic plan.
- Implementation of new curriculum structures and literacy initiatives.
- Recruitment of key staff: Rector, Associate Rector, Deputy Principals, Sports Coordinator, and Hostel Manager.
- Return to operating surplus and significant roll growth across multiple year levels.
- Modernisation of staffroom and catering facilities.
- Successful overhaul of the pastoral system, contributing to low exclusion rates.

Initial Undertakings for New Board

- Appointment of Board positions and formation of subcommittees.
- Adoption of the 2026 strategic plan.
- Development of the next 10-Year Property Plan.
- Prizegiving and school communications (Southlandian article).
- Staffing agreements for 2026.
- Adoption of the Health and Safety Plan and review of policies and procedures.

Staffing

- New fixed-term Head of Science: Scott Godfrey.

- 2iC Science: Mark Billcliff.
- Social Sciences teacher (Piper Munro) appointed for 2026.
- Notable staff celebrations: Mrs Bridget McKenzie on birth of first child; Midori Sasaki led Year 12 students to win places in an international debating competition, fully funded for travel.

Professional Learning & Development

- Teachers Only Day scheduled for 21 November to explore the Science of Learning, embedding new pedagogical approaches across all learning areas.

Policies for Review

- Bullying and Harassment
- Behaviour Management
- Minimising Physical Restraint

Pastoral Reporting

- Stand Downs and Suspensions show significant improvement compared with 2024.
- Guidance appointments continue to support student well-being.

Attendance

- Overall attendance remains strong across all year levels, with some year-on-year variation.
- Data indicates a high proportion of students regularly attending (>90%), with small numbers moderately or chronically absent.

Sport

- High student participation (Years 9–13) and strong staff involvement.

Points Noted / Discussion at Meeting

- Ray commented on the extremely busy term, with events scheduled on 11 consecutive days.
- The recent complaint has been addressed successfully, with no builders currently on site.
- The new curriculum launching in 2026 is exciting and welcomed by the Board.
- Staffing discussions were tabled until the next meeting; the aging middle management may see future changes as staff step back.
- Ray highlighted Midori Sasaki's fully funded international debating trip as an exciting opportunity for students and staff.
- The pastoral system continues to deliver excellent outcomes in student engagement, attendance, and behaviour, which was acknowledged with pride by Ray.



Rectors Report

It was moved and seconded to accept "Rectors Report"

Decision Date:	20 Oct 2025
Mover:	Janine Loader
Seconded:	Ms Melissa Kean
Outcome:	Approved

4.2 Finance Reports

Finance Update

Ray provided an overview of the 2025 finance reports. Key points noted:

- 2025 has been a year of “cut-back” budgeting, with reductions in certain areas proving successful.
- The school is currently three-quarters of the way through the financial year. While overall tracking is positive, Term 4 is heavy with events, which can result in higher-than-expected bills.
- **Operations Grant (OPS):** Tracking well overall. It was acknowledged that heat, light, and water costs are over budget, largely due to the new boiler and weather conditions. The government will adjust next year’s OPS grant to offset this overspend with a new baseline
- Peaks in income shown in the graphs reflect **MOE Operations Grants**, which are paid in installments.
- Term deposits and income goals are in place to allow for investment of accrued interest moving forward.
- **Hostel Finance:** The hostel is in excellent financial health, partly due to Shaun letting the hostel to groups, generating approximately **\$80,000 in additional income**. The hostel remains self-funded and, despite carrying a high number of staff, is well-positioned for 2026.

4.3 2024 Audit

2024 Audit – Finance Report

The Board received the results of the **2024 School Audit**, which was completed later than expected due to changes in the Finance staffing team. Paula Gilbert, the new Business Manager, worked extensively with the auditors to recode and strengthen the school’s accounting systems, ensuring they are now robust, reliable, and aligned with best practice.

Key points from the audit:

- Initial projections anticipated a small surplus at the end of the 2024 financial year. However, after accurately accounting for depreciation, the final result was a **deficit of \$140,000**.
- The deficit primarily reflects corrections to historic miscalculations of depreciation and other accounting adjustments. It does **not** indicate a shortfall in cash resources, and working capital remains unaffected.
- All historic financial issues have been addressed, providing a clear and accurate picture of the school’s financial position.
- The Board was assured that the deficit is a one-off accounting adjustment and that such discrepancies are unlikely to recur.
- The audit confirms that financial reporting and internal controls are now robust, and systems are in place to ensure accurate, reliable reporting moving forward.
- The school’s accounting systems have been recoded and fully aligned with current accounting standards.
- Internal controls and reporting processes have been strengthened to prevent future miscalculations.
- A robust monitoring framework has been implemented to ensure accurate and timely financial reporting going forward.
- Finance staff have received targeted support and training to embed best-practice procedures across all financial operations.
- External audit recommendations have been addressed, and ongoing engagement with auditors will continue to ensure compliance and transparency.
- The school engaged **Solutions and Services**, an external accounting firm, to assist with the audit and the correction of historic financial issues.

The involvement of Solutions and Services, together with strengthened internal processes, ensures accurate reporting and a sustainable financial position for the school moving forward. They will be employed for the next few years to oversee the process.

4.4 Hostel Update

Hostel Update

The Deputy Chair received an email with update on hostel operations from Shaun and Sue. Key points noted:

- Hostel Prizegiving is scheduled for Thursday.
- Hostel management are in the process of interviewing and voting for Year 13 leadership positions for 2026.
- Planning for the 2026 budget is underway.
- Shaun is exploring several changes for 2026, including reducing prep to two nights per week and improving overall efficiency.
- Shaun has been commended for implementing innovative ideas and maintaining excellent communication with both whanau and staff.
- Hostel numbers for 2026 are strong; while operations are busy, management report a positive and well-organised environment.

Additional Notes from Rector

- The hostel is “humming,” with fantastic growth and operating at capacity.
- Shaun is doing an outstanding job; food quality has improved significantly under Caz, and overall operations are well-aligned.
- The school owns two houses—the Matron’s house and the Caretaker’s house. Ongoing maintenance and upkeep of these properties is critical to ensure they remain in good condition.

5. Other Business

5.1 Next Meeting 26th November - time adjustment

Due to the retirement of the SGHS Principal and her leaving dinner being scheduled on the same day as the next Board meeting, it was proposed that the meeting time be adjusted to allow Ray sufficient time to attend the dinner. The Board agreed to a **3:00 pm start**, noting that subcommittee meetings will be held the week prior and that their minutes will be uploaded to BoardPro as soon as possible.

5.2 General Buisness

Clarification on Spend Amount without Board Approval

Prize Giving will be held on 4 December from 6:00 pm at the Civic. All are invited, with particular anticipation for Janine’s speech!

The Board discussed providing a morning tea for staff, which will take place on Wednesday, 3 December. Board members are invited to attend, and Mel will organise the catering. Invitations will be extended to the main hostel staff, namely Sue, Jenna, Richard, and Shaun.

Board confidentiality agreements to be signed at the next meeting

6. Close Meeting

6.1 Close the meeting

Next meeting: SBHS Board Meeting - 26 Nov 2025, 3:00 pm

Approved decisions made between meetings



New Flying - Hostel Oven

Motion:

That the Board approve the purchase of a new Brat Pan from BCE Catering Equipment at a cost of \$12,368.50 (excl. GST), with associated freight and installation costs to be covered from the existing Maintenance and Equipment Maintenance budgets.

Action:

Upon Board approval, the order will be placed and installation arranged as soon as possible.

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

0 Opposed:

0 Abstained:

Decision Date: 12 Sept 2025

Outcome: Approved



Hostel - Approval to engage HR South for recruitment, job descriptions, and appraisals.

Resolution : That the Board approve the engagement of HR South to support the upgrade of staff recruitment, appraisal, and reporting systems, including the development of job descriptions and appraisal processes.

8 Supported: Chami Abeysinghe , Emma Smail , Janine Hopcroft , Kieran Middleton , Levi Te Amo , Melissa Kean , Nic Lamont , Ray Laurensen

0 Opposed:

0 Abstained:

Decision Date: 16 Sept 2025

Outcome: Approved

Signature: _____

Date: _____