

# MINUTES (in Review)

## SBHS BOARD MEETING



<b>Name:</b>	Southland Boys' High School
<b>Date:</b>	Wednesday, 18 February 2026
<b>Time:</b>	4:00 pm to 5:09 pm (NZDT)
<b>Location:</b>	SBHS - BOARDROOM, Main building - Pearce Block
<b>Board Members:</b>	Alex Williams, Janine Hopcroft, Janine Loader, Leeann Tautari , Ms Melissa Kean, Nic Lamont, Phillip Botting , Ray Laurenson, Scott Mackereth
<b>Attendees:</b>	Melanie Seymour

### 1. Opening Meeting

#### 1.1 Welcome

The Board Chair warmly welcomed all attendees to the meeting, expressing appreciation for their time and ongoing commitment to the Board. The Chair looked forward to a productive and successful 2026!

#### 1.2 Board Members and Interest Register

The Board received and accepts the letter regarding Leon Dunn and Regal Floors and is satisfied that no conflicts of interest exist.

#### 1.3 Confirm Minutes

**SBHS Board Meeting 26 Nov 2025**, the minutes were confirmed as presented.



#### SBHS Board Meeting Minutes - 26 November 2025

Resolved that the minutes of the meeting held on November 26, 2025, a copy of which has been circulated to each member, be and are hereby taken as read and confirmed.

**Decision Date:** 18 Feb 2026  
**Mover:** Ms Melissa Kean  
**Seconder:** Leeann Tautari  
**Outcome:** Approved

#### 1.4 Incoming Correspondence

#### 1.5 Outgoing Correspondence

## 2. Actions from Previous Meetings

### 2.1 Action List

## 3. Rectors Report

### 3.1 Rectors Report

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

The report, highlighting key focus areas for 2026: unconfirmed roll, new staffing and positions, student leadership, and board funding. Following two reactionary years (2024–2025) focused on structural and curriculum changes, 2026 is starting with settled staffing, a stable roll, and a clear focus on budget management.

#### **Unconfirmed Roll:**

The unconfirmed roll stands at 1,121 students, slightly above the Ministry of Education projection of 1,119. The senior school roll exceeds projections significantly, which is expected to result in increased funding and a minor adjustment to the staffing allowance once the March 1st roll return is confirmed.

#### **New Staffing and Positions:**

The school is fully staffed, with six new staff settling in well. New appointments include permanent and fixed-term teachers across faculties, junior school maternity cover, and specialist roles. Feedback indicates staff are comfortable and happy, bringing strong skills that will benefit the students.

#### **Student Leadership:**

The 2026 prefect team has been appointed, including Headboy, Deputy Headboys, and leaders in academic, community, and values portfolios.

#### **Board Funding – Staffing and Positions:**

Current projections indicate the Board will fund 1.0 teaching staff and associated allowances, including hostel-funded management units. Following the March roll return, the staffing component is expected to reduce to approximately 0.5.

#### **Additional Initiatives:**

Structured Literacy and Step Attendance programs have been implemented across the school.

The Rector noted that 2026 presents an opportunity to consolidate gains, focus on curriculum and student development, and continue stable, effective school operations.

The Rector noted that the Analysis of Variance had been previously circulated, with printed copies also provided. He called for questions, highlighting that the main focus for the Board is the 2026 annual goals. The Board will take a review period of the document, and a flying minute will be circulated by the end of February. Board members are asked to email the Rector with any questions prior to the flying minute.



#### **The Board will take a review period of the Analysis of Variance d...**

The Board will take a review period of the Analysis of Variance document, and a flying minute will be sent at the end of February. Board members are asked to email the Rector with any questions prior to the flying minute being circulated.

**Due Date:** 1 Mar 2026  
**Owner:** Melanie Seymour

### 3.2 Renovating Boyd Creek Camp

#### **Boyd Creek**

Boyd Creek is a school-owned property located in Milford Sound, adjacent to Fiordland National Park. The property now requires upgrades/maintenance. Identified repairs include water tank replacement or repair, toilet and shower maintenance, and re-roofing. A previous quote has been obtained; however, this is now outdated. The Rector requested that the Board approve the tabling and obtaining of several updated quotes for the required maintenance.

The intention is to utilise Boyd Creek for Year 9 camps, with Year 9 staff supportive of this proposal. The Board acknowledged the significant value of the space for student experience and engagement.



### **Boyd Creek Quotes**

The Rector will obtain updated quotes for the required maintenance and repairs to the Boyd Creek property

**Due Date:** 1 May 2026  
**Owner:** Ray Laurensen

## **4. Sub Committee Reporting**

### **4.1 FINANCE**

#### **Finance Subcommittee Report**

##### **Coldstream**

Coldstream accounts are reporting a \$196,000.00 surplus for the 2025 accounting year, although this is only an initial indication and final figures are due by end of March.

The projected 2026 Coldstream budget shows a healthy surplus, which includes anticipated letting income. It was noted that this income cannot be guaranteed, although the figure is based on 2025 actuals.

Staffing adjustments in 2026, due to several pending retirements, are expected to impact budgeted staffing costs.

##### **SBHS**

The 2025 actuals are currently being finalised, and the annual audit is ongoing and is expected to be completed by 31 March. The SBHS budget will not be formally approved until the audit process has concluded and all recommendations have been assessed. In the meantime, the school will continue to operate within the proposed budget.

The Business Manager confirmed that checks and balances will continue throughout the year to ensure income and expenditure align. A query regarding (\$17,000.00) allocated to insurance expenses is currently being followed up.

The Board agreed for the renewal of the school term deposits, with a formal motion to be tabled.



### **Term Deposit - Southland Boys' High School**

That the Board approves \$750,000 from the Southland Boys' High School account to be placed into a nine-month term deposit.

**Decision Date:** 18 Feb 2026  
**Mover:** Janine Hopcroft  
**Seconded:** Janine Loader  
**Outcome:** Approved

## 4.2 HOSTEL

### Hostel Subcommittee Report

The subcommittee discussed the format of future meetings, with the intention of developing a yearly plan similar to that of the school. RL will meet with SF to progress this.

SF reported a positive start to the year, with boys settling in well. There are currently 113 boys in the hostel. The hostel is running smoothly overall. Attendance at Field Days was reported as positive and worthwhile.

SF is working with PG on the 2026 Coldstream budget, which is currently awaiting Board approval. The draft budget includes \$65,000 allocated for cyclical maintenance.

Staffing structure and future requirements were discussed and remain a work in progress. Staff appraisals have been completed, and updated job descriptions are close to completion.

There was discussion regarding the increasing need for additional senior/single rooms and the potential development of a “senior wing” extension. RL will engage with the Ministry before any further steps are taken.

With regard to previous matters, two lettings have been confirmed for the year to date, with further bookings possible.

The Manager’s House project (Board-approved budget of \$400,000) has now gone to tender for builders. Work is ideally scheduled to begin during the July holidays; however, a contingency plan may be required should timelines shift. Plans are nearing final approval, with final details currently being worked through

## 4.3 PROPERTY/ HEALTH AND SAFETY

The subcommittee reviewed completed cyclical and structural maintenance over the Christmas holidays. Works completed included painting of the Uttley Block north façade and Pearce Block south and west façades, hedge removal and wire fence repair on the top courts, gravel replacement for hedge footing, tree felling at the Music Block, replacement of doors at Uttley exterior, Alabaster exterior, and Gym 2 for safety reasons, sump repairs in Grant Quad, roof cleaning and minor repairs across the school, and carpet replacement in high-use areas such as the Main Office, Upper Pearce, Grant stairs, and Room 17, removing trip hazards. Painted lines in these areas remain to be completed.

Outstanding 10-Year Property Plan (10YPP) projects include Pearce Block windows, which remain delayed due to Historic Buildings Trust requirements. Funding of \$2,049,171.00 has been allocated for the 2026–2030 10YPP, and a planning meeting is scheduled for 17 February with the Ministry of Education and Southern Quantity Surveyors. Ray will advocate for the upgrading of the science laboratories and the Uttley toilet block, noting these facilities require modernisation and should be prioritised within future property planning. Additionally, prefabs 50 and 51, along with the Music Block have been noted for upgrade as well.

Ray and Janine met with the Ministry regarding the 10 Year Funding. A priority list was discussed, with emphasis on upgrades to the Uttley toilets and the science laboratories. As the Pearce Block windows are still to be completed, the Ministry see this as a priority. Ray will continue to advocate for improvements to the Uttley toilet block, from a health and safety perspective, and science laboratories, noting that additional funding for windows would allow funds to be redirected to both the toilets and the laboratories. The student representative highlighted that boys often avoid using the Uttley toilets during the day, emphasizing the importance of upgrading these facilities.

## 4.4 CURRICULUM

The Rector’s Report was ratified. Overall results were very pleasing, particularly at the senior level, with a fantastic pass rate. It was noted that academic caps have been an effective motivator for the top-performing students; however, the school will need to focus on supporting “middle of the road” students to help them strive for higher achievement.

It was highlighted that NCEA Level 1 has changed over the years, and this needs to be considered when comparing results. Julia noted that the presence of the Academic Dean for Year 12 students has increased awareness among students of their progress, potentially contributing to positive outcomes. For Year 13, MBK commented that this cohort experienced lower attendance at exams and sometimes exhibited poor exam etiquette, indicating a need for a targeted focus on improving achievement and attainment for these students.

The subcommittee also discussed upcoming changes to NCEA in 2028. While effort will continue to be placed into the current system, the financial investment will not be at the same level. The focus will remain on extending our top learners while also implementing strategies that lift and motivate all students, encouraging them to progress beyond simply achieving.

### **Reporting to Parents/Caregivers**

Following Government requirements, Year 1–10 students must be assessed twice a year with specific markers for Literacy and Numeracy. SBHS will provide reports for all Year 7–10 students at the end of Terms 2 and 4, and for Year 11–13 students at the end of Terms 1 and 3. These reports will include a summary of grades, learning habits, and comments. Live reporting will continue after each assessment, providing grades only. Parent interviews will be held at the end of Terms 1 and 3.

### **Year 9/10 Curriculum and Learning**

The Year 9 and 10 Certificate will continue in its current format this year, with grades of Achieved, Merit, and Excellence. In 2027, the system will shift to percentage-based grades (A, B, C, etc.) to prepare students for the changes coming to NCEA in 2028. The new curriculum changes will be evaluated using student voice and certificate results.

### **General Observations**

The increase in roll has placed pressure on all systems, including classroom space and resources, and will require careful monitoring to ensure continued student success.

## **4.5 ISSN**

### **SSN Report**

Rex Capill has offered to be the independent chair. He was involved with ISSN from the beginning and helped draft the trust deed, with a particular interest in youth education and sport.

Fresh Start has successfully reintegrated students, with all but one returning to school this year. Extending capacity to 15 students with an additional staff member has helped create a more school-like environment. Registrations for 2026 are open, with six students currently enrolled; 12 would be preferable. Amelia McKenzie, a Learning Mentor, will leave to pursue further social work experience.

The Activity Centre is at full capacity, with some students on short-term placements if preparing for Frontline. Alternative Education has a challenging outdoor-based programme led by Thomas Stenning, with positive engagement; half of the students who left the programme have transitioned to work. MSD accreditation has been achieved, though the Alternative Education contract for 2026 has not yet been confirmed.

The Attendance Service has produced four substantial documents in the past two months, and a new Attendance Advisor has been appointed. The additional administrative work has been recognised, and support has been included in the draft 2026 budget. Attendance Service funding also allows the purchase of service vehicles, reducing annual lease costs.

Currently, around 120 students are disengaged from education in the region. Southland Boys' High School has only two students attending ISSN, the lowest usage in the region; however, the service is effective, with the majority of students supported through ISSN successfully re-engaging in education or work.

## **4.6 Budget Motion (1) - note Motion (2) was a flying minute**

## 5. Staff/Student Report

### 5.1 Staff

#### Staff Report

There was nothing significant to note from staff. Staff are reported to be happy and settling well into a busy 2026.

### 5.2 Student

#### Student Report

It was noted that the new windowed doors in the Pearce Block near the bike stands are a little hard to open. Brendon has inspected the doors and advised that they should ease over time as the gas mechanisms settle.

## 6. Board Work Plan

### 6.1 Board Work Plan



#### Board Work Plan

The board moves to formally adopt the 2026, 2027, and 2028 Board Work Plan.

<b>Decision Date:</b>	18 Feb 2026
<b>Mover:</b>	Janine Hopcroft
<b>Seconder:</b>	Leeann Tautari
<b>Outcome:</b>	Approved

## 7. OTHER

### 7.1 GENERAL BUISNESS

### 7.2 SOUTHLAND BOYS' HIGH SCHOOL EUROPEAN KOTAHITANGA TOUR

#### Kotahitanga Tour – Honouring the Legacy of Southland Boys' High School

Originally planned for April 2026, the educational and commemorative tour to significant WWI and WWII sites in Germany, Brussels, and France has been deferred to 2027 due to insufficient student numbers. The trip aims to foster respect, awareness, and a sense of brotherhood by honouring the sacrifices of past students. The Board also discussed the possibility of establishing a scholarship, Board- or Old Boys-funded, to ensure financial hardship does not prevent participation.

The Board acknowledged that the Kotahitanga Tour is a valuable and meaningful opportunity. While the Board would be pleased to support an individual student, it was agreed the Board funding is best prioritised for initiatives benefiting the wider student body. The idea of a scholarship remains supported and could be explored through alternative funding, such as the The Workingmens Club, fundraising etc.



## Kotahitanga Tour

The board approve, in principle the European Tour in 2027 contingent upon the completion of EOTC requirements and satisfactory financial estimates.

**Decision Date:** 18 Feb 2026  
**Mover:** Ray Laurenson  
**Seconded:** Leeann Tautari  
**Outcome:** Approved

## 7.3 Delegation to the Rector



### Delegation to the Rector

The board empowers the Rector to act on behalf go through Board regarding specific defined tasks, as listed in the policy.

**Decision Date:** 18 Feb 2026  
**Mover:** Janine Loader  
**Seconded:** Scott Mackereth  
**Outcome:** Approved

## 7.4 AIMS Games

### Zespri AIMS Games 2026

The Zespri AIMS Games, Australasia's premier junior sporting event for Years 7 and 8 students, will be held in Tauranga from Saturday 5 September to Friday 11 September 2026.

Southland Boys' High School intends to send one Year 7 and one Year 8 basketball team, comprising 12 students, accompanied by three staff/parent helpers. The EOTC documentation has been circulated to the Board.

The Board expressed its support for the trip and endorsed the recommendation that three staff members attend to ensure appropriate supervision.



### Zespri AIMS Games 2026

That the Board approves, in principle, the sending of a team to the Zespri AIMS Games in Tauranga, contingent upon all EOTC requirements being met.

**Decision Date:** 18 Feb 2026  
**Mover:** Janine Loader  
**Seconded:** Scott Mackereth  
**Outcome:** Approved

## 8. Close Meeting

### 8.1 Close the meeting

**Next meeting:** SBHS Board Meeting - 1 Apr 2026, 4:00 pm

Approved decisions made between meetings



### Approval of Budgeted Statement of Financial Position and Cash Flow

Now that the 2024 audit has been finalised Solutions & Services have provided a full budgeted statement of financial position & statement of cash flows extracted from the Board approved operating & capital budgets for use in the 2025 annual accounts. We acknowledge that these reports are prepared post

2024 audit finalisation to ensure accuracy and usefulness in the 2025 annual accounts. On this basis the Board approves the use of these documents in the 2025 annual reports.

**7 Supported:** Janine Loader , Janine Hopcroft , Leeann Tautari , Melissa Kean , Nic Lamont , Phillip Botting , Ray Laurenson

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 3 Dec 2025

**Outcome:** Approved



**New Flying Minute- regarding First XI travel**

Move that the Board approve, in principle, that the First XI travel to Australia (Melbourne) in October 2026 school holidays, contingent upon completion of EOTC requirements and satisfactory financial estimations

**7 Supported:** Janine Loader , Janine Hopcroft , Leeann Tautari , Melissa Kean , Nic Lamont , Phillip Botting , Ray Laurenson

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 9 Feb 2026

**Outcome:** Approved

**New Actions raised in this meeting**

Item	Action Title	Owner(s)
3.1	The Board will take a review period of the Analysis of Variance d... <b>Due Date:</b> 1 Mar 2026	Melanie Seymour
3.2	Boyd Creek Quotes <b>Due Date:</b> 1 May 2026	Ray Laurenson

The public portion of the meeting closed at 4:19 pm, with the Board moving into In-Committee for the remainder of the session.

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