

CONFIRMED MINUTES

SBHS BOARD MEETING



At the **SBHS Board Meeting** on **13 May 2026** these minutes were **confirmed as presented**.

| | |
|-----------------------|---|
| Name: | Southland Boys' High School |
| Date: | Tuesday, 31 March 2026 |
| Time: | 5:00 pm to 6:17 pm (NZDT) |
| Location: | SBHS - BOARDROOM, Main building - Pearce Block |
| Board Members: | Alex Williams, Janine Hopcroft, Janine Loader, Leeann Tautari, Ms Melissa Kean, Nic Lamont, Phillip Botting, Ray Laurenson, Scott Mackereth |
| Attendees: | Melanie Seymour |

1. Opening Meeting

1.1 Welcome

The Board Chair opened the meeting, thanking members for accommodating the change of date and time.

Late additions -

- Football trip to Australia 2026
- Duke of Edinburgh Camp

1.2 Board Members and Interest Register

1.3 Confirm Minutes

SBHS Board Meeting 18 Feb 2026, the minutes were confirmed as presented.

1.4 Incoming Correspondence

1.5 Outgoing Correspondence

2. Board Work Plan

2.1 Board Work Plan

Learning Support Report – 2026

The Board received and tabled the Learning Support report, presented by Nic, providing an overview of the structure and function of learning support within the school. The department is led

by Nic and Michelle, with Michelle overseeing Structured Literacy and spelling interventions, and Nic managing the student register, conducting learning assessments, coordinating special conditions, and overseeing Teacher Aides.

The report noted there are currently 143 students on the Learning Support register with varying needs. The Teacher Aide team consists of seven aides, with additional support internally (up to 10 hours when available), providing 119 hours in Term 1 and 124 hours in Term 2. Support is prioritised for seven specifically funded students, as well as students in lower achievement bands in Mathematics (Years 7–10) and English (Years 9–10). A 10-week Structured Literacy spelling intervention programme is in place, supporting 43 Year 8 students across three groups, meeting twice weekly.

ISSN referrals include four students to Fresh Start (one Year 8 and three Year 10) and one Year 11 student to the Activity Centre. CAA exam tutorials are offered at lunchtimes (Tuesday – Writing, Wednesday – Reading, Thursday – Numeracy) to 72 Year 11–12 students, with 57 accepting the offer and 22 regularly attending. It was noted staff are proactive in identifying and referring students with learning or behavioural needs

The report was well received, with the Board acknowledging the clarity of the data presented and commending Nic, Michelle, and the Teacher Aide team for their valuable and impactful work within the school.

3. Actions from Previous Meetings

3.1 Action List

| Due Date | Action Title | Owner(s) |
|------------|---|-----------------|
| 1 Mar 2026 | The Board will take a review period of the Analysis of Variance d... Status: Completed on 13 Mar 2026 | Melanie Seymour |
| 1 May 2026 | Boyd Creek Quotes Status: In Progress | Ray Laurenson |

4. Rectors Report

4.1 Rectors Report

Rector’s Report – March 2026

Ministry of Education Updates

The Board was advised that, on 26 March, the Government announced that the new curriculum had been passed by Cabinet, with a timeline for implementation communicated to schools and the media. Key changes to NCEA are as follows:

- 2028 – NCEA Level 1 removed and replaced with a Foundational Certificate assessing Literacy and Numeracy.
- 2029 – NCEA Level 2 replaced by the New Zealand Certificate of Education.
- 2030 – NCEA Level 3 replaced by the New Zealand Certificate of Educational Excellence.

The Board was also informed that the Ministry is moving to take over pastoral management of school hostels, resulting in a series of consultation mandates. Of note, the proposed policy requires a Night Manager on-site in each building housing students. For Coldstream Hostel this presents no issues, but separate dwellings for senior boarders would require consideration of staffing implications.

Staffing Departures

- Librarian – Career advancement (farewell acknowledged)

Hostel House

A viable quote for refurbishing the Hostel House has been received, approved by the Director of Boarding, and is now tabled with the Finance Subcommittee for Board consideration.

Capping Assembly (Class of 2025)

The annual Academic Achievement Assembly was held in early March to award academic caps and junior SBHS Club badges. Achievements for the Class of 2025 included:

- Blue Cap (first cap) – 19 students
- Silver Cap (second cap) – 3 students
- Gold Cap (third cap) – 8 students (record number)

Other honours included one All Black, one NZ Schools Rugby selection, two Alman and Alfred Poole scholarships, and one student awarded both Dux and Headboy.

Policies for Review

Board members are asked to review the following policies via School Docs:

- Alcohol, Drugs, and Other Harmful Substances Policy
- Sun Protection
- Digital Technology and Online Safety
- Cellphones and Other Personal Digital Devices
- Safety and Welfare for Students on Work Experience
- Firearms

Fuel Response Plan Update

The Government released a new Fuel Response Plan aligned with the National Fuel Plan. New Zealand is currently at Response Phase 1, with minimal impact on fuel distribution. Schools remain open for onsite learning, with student attendance, achievement, and safety as priorities.

Considerations for the school include:

- Reviewing business continuity plans.
- Monitoring discretionary travel and associated costs.
- Planning practical support for students and families.
- Monitoring attendance fluctuations.
- Checking school security and utilities, including heating and fuel.
- Maintaining relief teacher arrangements.
- Ensuring transport efficiency.

Ray has offered to carpool staff during any jumps in levels, very kind indeed ;o)

5. Sub Committee Reporting

5.1 FINANCE

Finance Report – March 2026

The Board received and tabled the School and Hostel financial reports. Overall, it was noted that it is still early in the financial year, with both areas tracking well against budget.

School income is at 18.54%, with locally raised funds at approximately 30% and uniform sales already reaching 82% of target. Expenditure is under budget at 15.43%, with tight controls in place. Curriculum budgets remain largely unspent, and Heads of Faculty are monitoring spending. Banked staffing is slightly under, with two Board-funded positions in place. The audit is on track.

Hostel income is at 14.52%, with further boarding fee payments expected in July. Expenditure is under budget at 11.56%, with noted higher spend in advertising (Field Days), cyclical

maintenance, and grounds. The audit is on track. Work continues to confirm how to use the Calf Drive balance.

5.2 HOSTEL

Hostel Subcommittee Report – March 2026

The Board received and tabled the Hostel Subcommittee report, noting a revised meeting format is being trialled.

Property discussions focused on proposed senior dorm upgrades, including partitioning Dorm 5 to provide individual lighting and power, improving privacy for Year 13 students. This is likely to be scheduled during the holidays.

Student numbers are steady at 113, with 20 applications already received for next year. Students have settled well. Country visits are planned for May, with earlier timing to be considered in future. Feedback on potential Friday night openings is being worked through, including costings and contracts.

Staffing changes continue, with an administration role filled (starting next term) and recruitment for a Matron role upcoming. A potential restructure of the Night Manager role to a four-day position is being thought through.

Work with the PTA indicates a potential surplus of approximately \$100,000, with a wishlist to be developed in consultation with parents. Bookings include one confirmed and several enquiries. The Coldstream budget has been approved and the hostel is tracking well overall. Strategic goals have been reviewed and will be updated.

The Board noted the hostel is operating well, with steady numbers and positive progress.

Also of note - Coldstream won the Sports Day



Tender

The board move to accept the tender prepared by SQS of \$350,000

Decision Date: 31 Mar 2026

Mover: Janine Hopcroft

Seconder: Ms Melissa Kean

Outcome: Approved

5.3 PROPERTY/ HEALTH AND SAFETY

5-Year Agreement (5YA)

The Board was updated following meetings with Ministry representatives regarding the upcoming 5YA funding allocation (approximately \$2.2M). The revised plan has been simplified and includes essential maintenance, staged window replacement for the Pearce Block, and recladding of prefabs. This outcome was noted as not ideal.

Following further engagement between meetings, the Uttley toilet block has now been reclassified as a higher priority (Priority 2).

Boyd Creek

Progress is being made toward the Boyd Creek Lodge proposal, with a Request for Quote prepared for initial works focused on safety, reliability, and functionality.

Caretaker's House

Planned maintenance to replace windows and a ranch slider is scheduled for completion this month at a cost of \$24,500, as previously acknowledged by the Board.

Cyclical Maintenance (2026)

Planned works include painting across several buildings. Costs are expected to exceed the \$75,000 budget (estimated at \$90,000), and prioritisation may be required.

Hazard Mitigation (MoE)

Ministry-funded works will be undertaken to support a visually impaired student, including high-visibility markings and safety improvements across the school.

Health & Safety

No injuries, hazards, or near misses have been reported this year. A full audit of departmental health and safety processes is underway to ensure compliance. Appropriate support plans are in place for a student with medical needs.

EOTC (Education Outside the Classroom)

A review of EOTC processes is underway in consultation with Education Outdoors New Zealand. Recommendations will be brought back to the Board to ensure continued compliance with best practice and WorkSafe standards.

5.4 CURRICULUM

Faculty Reports

The Board noted that full faculty reports, including achievement and goals review for 2025, are now required rather than summary documents. Reports are due to Leon by 2 April and will then be distributed to the Curriculum Subcommittee.

Staffing

The 1 March roll return has been completed. While junior numbers are slightly lower, higher senior numbers balance staffing funding requirements, and projections indicate the school should align with expected staffing allocations.

Reporting to Parents

Senior student reports will now be issued on Thursday evening before parent interviews, allowing for a more student-centred approach. Junior reports will continue to be sent at the end of Term 2. Reports include information on attendance, engagement, work habits, class progress, and academic results.

All-Staff Literacy PLD

A TOD was held on 6 March, led by Learning Matters, focusing on The Science of Learning and the importance of a whole-school approach to literacy. Follow-up in-house PLD on 23 March addressed CAA exams, including barriers to student success and essential skills. Term 2 will feature workshops on The Reading Brain, High Leverage Teaching Practices, Working Memory and Cognitive Load, Explicit Instruction, Punctuation, Vocabulary, and Sentence Development to further develop a whole-school literacy approach.

Assessments

- SMART testing (Reading, Writing, Mathematics) for Years 7–10 will take place Term 2, Weeks 2–4 (trial of the new SMART tool).
- CAA resits for Years 11–12 will occur Term 2, Week 5.

Academic Dean Report

Academic Deans have met with each year level (10–13) to outline success expectations, assessment and qualification requirements, and introduce academic goal setting. During Terms 1 and 2, Deans will meet with individual students to discuss goals and progress.

5.5 ISSN

ISSN Report – March 2026

The Board received and noted the ISSN update. It was reported that while attendance and feedback remain positive, ISSN is facing a tightening financial environment, with potential funding reductions and increasing operational costs, particularly in food provision.

There is currently no formal contingency plan in place, and the need to develop a clear, forward-looking plan to respond to increasing demand and financial pressures was highlighted. Rising community pressures may lead to increased referrals and greater reliance on ISSN services.

Parking costs continue to be a significant expense due to limited on-site availability, with options for reduced rates or council support being explored. Uncertainty also remains regarding the lease renewal.

Referral data shows most referrals from NZ European and Māori students, and increasing diversity expected over time. These trends, alongside upcoming curriculum changes, are likely to place additional pressure on services.

It was noted the importance of ongoing monitoring of demand and student engagement, and the need for proactive planning to ensure ISSN can respond effectively.

6. Staff/Student Report

6.1 Staff

No issues were raised by staff. However it is fair to say they are looking forward to a well earned break!

6.2 Student

Alex noted that students are accessing the area between the turf and the carpark by going through the fence, as the gate is currently locked. The possibility of opening the gate was discussed, and Ray and Alex will investigate this further.

7. OTHER

7.1 GENERAL BUISNESS

Late Agenda Item – Football Trip Proposal (Australia 2027)

The Board received and considered a proposal from RML seeking approval to begin planning for a football trip to Australia next year, involving two teams and taking place predominantly during the school holidays.

Approval was sought to proceed with initial planning, including community engagement, travel arrangements, fundraising, budget development, and completion of EOTC requirements.

The Board discussed the proposal, including considerations around the age and readiness of Year 9 and 10 students for international travel and competition.

The Board approved the proposal in principle, subject to a full proposal being developed and presented by the end of Term 2 for further consideration.



Duke of Edinburgh Tramp

Late Agenda Item – Duke of Edinburgh Tramp

The Board received and tabled the proposal for a Duke of Edinburgh qualifying adventurous journey for students in Years 10–13. The trip involves a two-day, one-night tramp, supporting students to complete requirements for the Bronze Award while developing outdoor skills, teamwork, and independence.

The board approve the Duke of Edinburgh Tramp as presented.

| | |
|-----------------------|-----------------|
| Decision Date: | 31 Mar 2026 |
| Mover: | Janine Loader |
| Seconder: | Phillip Botting |
| Outcome: | Approved |

8. Close Meeting

8.1 Close the meeting

Next meeting: SBHS Board Meeting - 13 May 2026, 4:00 pm

Approved decisions made between meetings



Financial Delegation – SBHS Cricket Club Golf Day Fundraiser 2026

The BoT approve a financial delegation to the Chair of the SBHS Cricket Club to have cash handling authority for Southland Boys' High School. This motion extends to Mr Michael Manson (Chair SBHS Cricket Club) the authority to procure and manage a cash float (including cash transactions into and from the float) for the purpose of the SBHS Cricket Club Golf Day fund raiser 2026.

9 Supported: Alex Williams , Janine Loader , Janine Hopcroft , Leeann Tautari , Melissa Kean , Nic Lamont , Phillip Botting , Ray Laurenson , Scott Mackereth

0 Opposed:

0 Abstained:

Decision Date: 5 Mar 2026

Outcome: Approved



Analysis of Variance

That the Board approves the SBHS Analysis of Variance 2025, noting its review of academic trends and progress towards strategic goals.

9 Supported: Alex Williams , Janine Loader , Janine Hopcroft , Leeann Tautari , Melissa Kean , Nic Lamont , Phillip Botting , Ray Laurenson , Scott Mackereth

0 Opposed:

0 Abstained:

Decision Date: 8 Mar 2026

Outcome: Approved

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: _____