

CONFIRMED MINUTES

SBHS BOARD METING



At the **SBHS Board Meeting** on **23 Jun 2026** these minutes were **confirmed as presented**.

Name:	Southland Boys' High School
Date:	Wednesday, 13 May 2026
Time:	4:00 pm to 5:07 pm (NZST)
Location:	SBHS - BOARDROOM, Main building - Pearce Block
Board Members:	Alex Williams, Janine Hopcroft, Janine Loader, Melissa Kean, Nic Lamont, Phillip Botting, Ray Laurenson, Scott Mackereth
Attendees:	Melanie Seymour
Apologies:	Leeann Tautari

1. Opening Meeting

1.1 Welcome

1.2 Board Members and Interest Register

1.3 Confirm Minutes

SBHS Board Meeting 31 Mar 2026, the minutes were confirmed as presented.



Confirmation of Minutes

Resolved that the minutes of the meeting held on 31 April 2026, a copy of which has been circulated to each member, be and are hereby taken as read and confirmed

Decision Date:	13 May 2026
Mover:	Ray Laurenson
Seconder:	Melissa Kean
Outcome:	Approved

1.4 Incoming Correspondence

The Board received correspondence from the Ministry of Education advising that consent has been granted for the Board-funded property project to upgrade the Coldstream Hostel Manager's House.

The Ministry confirmed it may contribute up to \$350,000 (GST exclusive) towards the project, including a contingency fund. The correspondence also noted that the Board will be responsible for the full amount of any opportunity costs associated with the property project.

1.5 Outgoing Correspondence

2. Board Work Plan

2.1 Board Work Plan

Board Work Plan

Student Voice Survey

The Board discussed the proposed Student Voice Survey, noting that this has not yet been undertaken. Discussion included what the survey may look like, with suggested areas including student happiness, engagement, and opportunities for student input.

It was agreed that Alex and Ray will meet by the end of the term to progress the survey planning. A generic template will be sourced and modified to suit the school's needs, with care taken to ensure the survey is not overly long or contains too many questions, so as to encourage strong student participation. Ray will then compile the final survey.

Staff Wellbeing

The Board agreed to host a Board morning tea for staff as part of its staff wellbeing focus. Mel and Janine L will coordinate. Board members were encouraged to attend the morning tea, be present, and enjoy a cuppa with staff.

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner(s)
1 May 2026	Boyd Creek Quotes Status: On Hold	Ray Laurensen

4. Rectors Report

4.1 Rectors Report

The Rector presented his report, which was approved
Main points discussed -

Coldstream House Update -

The Ministry of Education has now provided final approval for the Coldstream Hostel House refurbishment project.

Ministry of Ed/Property Planning

It was noted that the Ministry of Education applies a strict affordability assessment model when considering capital works. This includes assessing whether the school has capacity to meet obligations by liquidating assets and/or addressing debt, leases, accrued leave, and cyclical maintenance liabilities prior to approval.

The Board discussed that this approach provides useful insight into future capital works planning and will require a stronger focus on rebuilding surplus, potentially placing the school approximately 12 months behind its previous financial trajectory.

Cyclical maintenance, particularly painting, was identified as a significant chunk. The Board confirmed that catch-up work is underway, however this must be balanced against other planned projects already in progress. The potential use of external support through SQS was discussed to provide project estimates and forward planning in hopes of a more proactive approach.

It was noted that if works such as window replacement proceed, this would support follow-on maintenance such as painting. While there is a cost associated with engaging SQS, it may provide value in strengthening forward planning. Ray will contact Andrew at SQS to obtain a quote.

MoE Curriculum Changes

The Ministry of Education has released new core subject outlines for Years 0–10, with implementation planned for 2027. These changes are highly prescriptive and will require significant curriculum redesign at SBHS, including a full review of current structures to ensure alignment.

This is the first phase of wider national change, including the removal of NCEA Level 1 (2028), Level 2 (2029), and Level 3 (2030), to be replaced by new national qualifications.

The scale of reform will require a strategic, whole-school response across curriculum, staffing, timetabling, and resourcing. A draft Year 7–10 curriculum structure is planned for July 2026. The Board noted this will be a significant, ongoing programme of change requiring sustained planning and support.

Hostel

The Ministry of Education and ERO have increased their focus on hostel operations following recent national pastoral care concerns. While the updated guidance does not significantly impact current Coldstream operations, it will need to be considered in any future expansion planning.

Key updates include requirements for night supervision in any building housing students overnight and a move away from mixed-age dorm arrangements, now aligned primarily to under-16 students. These changes should not impact our Hostel unless each year group needs its own dorm and we are careful of any additions.

SIBS

The 1st XV competition began on 2 May with games held across the South Island, including one on Monday. The AI camera system was successfully implemented following significant preparation, with support from Kevin at Cyclone.

Games were well contested with a positive atmosphere, and while SBHS lost to CBHS, the overall outcome was positive and reflects two years of network development work.

STAFFING

The Board noted several staffing celebrations, including the birth of Brayden Thomas's son on 7 May and the recent marriage of Carrie Tauwhare (nee Suszko).

There have been a number of staffing changes and appointments. Phillipa Christie as Librarian, who starts in Week 5 and Michelle Russell has begun her role as Administrative Assistant at Coldstream Hostel. Following the resignation of Deborah Yeo (Staffroom Assistant/Technology Technician) a teacher aide has stepped up to cover this role. The Matron role is live and closing at the end of the week, with interviews follow.

ANZAC

The ANZAC assembly held on 28 April was well attended by community members, including RSA and armed services representatives. The school has received a great deal of feedback from those in attendance and the level of praise reflects the effort Leon put into it.

5YA and 10YPP

Following a series of meetings, the Ministry of Education has provided a draft 5–10 year property plan for review, which represents a very positive outcome for SBHS and expands on earlier

proposals. The plan outlines significant investment across key infrastructure and teaching spaces between 2026–2032, including upgrades to services (heating, plumbing, electrical), roofing and building renewals, science laboratory upgrades, music suite redevelopment, and wider facility improvements.

ERROR

It was noted that the numbers given in the pastoral report section ISSN were incorrect and currently we have 4 students attending ISSN.



5YA and 10YPP

It was moved and seconded to accept the 5YA and 10YPP outline as tabled. Noting that a request for additional funding over both sections of the plan (2026-2030 and 2030-2034) will be requested.

Decision Date: 13 May 2026
Mover: Nic Lamont
Seconded: Scott Mackereth
Outcome: Approved



SQS

Ray will approach SQS to obtain a quote to oversee the management of cyclical maintenance planning and coordination, including forward maintenance scheduling and project estimation support.

Due Date: 30 Jun 2026
Owner: Ray Laurenson

5. Sub Committee Reporting

5.1 FINANCE

5.2 HOSTEL

The Hostel House refurbishment has now been incorporated into the hostel budget, reducing the forecast surplus to approximately \$40,000. While \$50,000 is budgeted for holiday letting, no confirmed bookings have been received to date. The importance of continuing cyclical maintenance as budgeted was reaffirmed

Recent dorm improvements include the partitioning of Dorm 11 into five Year 13 cubicles (\$10,000).

Additional updates included stock purchases (coffee machines ordered), Friday night accommodation over the next 10 weeks, staffing recruitment for Matron and Van Driver roles, and upcoming events including Sue Mills' farewell dinner on 20 June and the NZ Boarding Schools Conference in Wellington. Sue Mills has also been nominated for a NZBSA long service award!

The Hostel House finally has Ministry approval.

Information Evenings are underway around the motu.

5.3 PROPERTY/ HEALTH AND SAFETY

Property / Health & Safety Update

High-visibility markings have been completed across the school, including blue markings on exposed ground cracks and raised areas, and red nosings on internal steps to support a student with sight impairment. Parking spaces outside the Pearce Block have also been repainted at no cost, following earlier remedial work.

Future focus includes planned painting of the Pearce Block frontage (subject to timing alongside window replacement works under the 5–10 Year Property Plan) and ongoing cyclical maintenance, including work on the Old Gym and Uttley Block, with gutter inspections currently underway.

The Ministry of Education's draft 5–10 Year Property Plan continues to represent a positive outcome for SBHS, with an expanded and improved scope of works for the school.

A proposal has also been received from the Cricket Club to name the Pavilion in honour of the retiring Head of Sport. The Board agreed this is a well-deserved recognition for Peter and a fabulous idea, with a formal motion to follow

Ray presented a draft concept for a potential additional upgrade to the proposed 50/51 works, including a common room, bathrooms, and relocation of the canteen into the new space. The Board noted the proposal would improve site functionality, provide a dedicated Year 13 space, and free up the main hall, while also reducing congestion and noise at the front of the school. It was also recognised as strong future-proofing with opportunities to enhance hospitality for visiting teams and school culture. The Board was excited by the concept, with a motion to investigate to follow.



The Peter Skelt Pavilion

It was moved and seconded that the Pavilion be renamed the Peter Skelt Pavilion (or a similar variation), in recognition of his contribution to the school.

Decision Date: 13 May 2026
Mover: Janine Loader
Seconder: Janine Hopcroft
Outcome: Approved



Development Plan of block 50/51 extension

It was moved and seconded to, in principle, consider the development plan of block 50/51. SQS will be approached to do the scope off works.

Decision Date: 13 May 2026
Mover: Ray Laurensen
Seconder: Nic Lamont
Outcome: Approved

Outdoor Education Programme Audit Report

Outdoor Education Programme Audit Report was tabled, confirming alignment with school policies following review,. The Board also discussed whether EpiPens and asthma inhalers could be included in all off-site emergency kits; while EpiPens can be purchased, it was noted that access to inhalers may require prescription considerations and will need further clarification.



50/51 Block extension

Ray will approach SQS to obtain a scope of works and supporting quotes for the proposed Block 50/51 development plan.

Due Date: 30 Jun 2026
Owner: Ray Laurensen

5.4 CURRICULUM

The Ministry of Education has released new Core Subject outlines for Years 0–10, with implementation from 2027, which will require significant structural change at SBHS and do not fully align with the current Kaupapa framework. This is the first stage of wider national curriculum reform, including the phased removal of NCEA Levels 1–3 between 2028 and 2030 and their replacement with new national qualifications. These are huge changes for our school and a very “old school” method. This will require the Board to think carefully about ways to support our teachers through this transition and invest in these changes. There may be a need to create a position to oversee these changes, although this remains unknown at this stage. A draft Year 7–10 structure is planned for development by July 2026.

The Board also discussed the possibility of establishing a fund to support whānau who face financial hardship in accessing external assessment and specialist testing services, which are not currently government funded and can be costly. This could be considered as a potential initiative for 2027, and would need to be built into future budgeting processes. The Board discussed that this could sit within Nic’s budget, with whānau putting forward a case for consideration on a case-by-case basis. Information could be shared with whānau at the beginning of the year, noting that teachers are already very effective at identifying students and flagging needs through to Nic for follow-up.

The Academic Deans are working with year levels on goal setting, which is proving valuable, and are also working with Prefects on initiatives to lift the school’s academic profile. These include the development of a Peer Tutoring programme, with Prefect training and student sign-ups in areas of strength, as well as a Homework Club in the library providing a supported space for students to complete work with access to teachers, tutors, and kai.

5.5 ISSN

The ISSN meeting date has been changed and has not yet taken place, with the report to be presented at the next meeting.

6. Staff/Student Report

6.1 Staff

This week was Support Staff Week, and Ray acknowledged the team with handwritten cards and small gifts. The support staff were very appreciative and grateful for the recognition.

6.2 Student

Alex had planned to hold a Student Council meeting prior to this week’s Board meeting; however, the meeting is now scheduled for tomorrow. So far, things are tracking well.

7. OTHER

7.1 GENERAL BUSINESS

7.2 KINDO

8. Close Meeting

8.1 Close the meeting

Next meeting: SBHS Board Meeting - 23 Jun 2026, 4:00 pm

Approved decisions made between meetings



2025 Annual Financial Statements

That the Board approve the Annual Financial Statements for the Year ended 31 December 2025, as prepared by Solutions & Services.

5 Supported: Janine Loader , Janine Hopcroft , Leeann Tautari , Nic Lamont , Ray Laurenson

0 Opposed:

0 Abstained:

Decision Date: 3 Apr 2026

Outcome: Approved

The public portion of the meeting closed at 5:07 pm, with the Board moving into In-Committee for the remainder of the session.

Signature:_____

Date:_____