

CONFIRMED MINUTES

OCTOBER 2025 BOARD MEETING



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

Name:	Burnside High School
Date:	Wednesday, 29 October 2025
Time:	5:00 pm to 8:50 pm (NZDT)
Location:	Burnside High School, 151 Greers Road, Burnside, Christchurch, New Zealand
Board Members:	Sam Brock-Smith (Presiding Member), Chris Wallace (Chair), Scott Haines (Principal), Murray Paull (Staff Representative), Simi Desor, Miranda Gray, Louise Arndt, Minjun Cho (Student Representative)
Attendees:	Adrienne Noon (Marketing/Communications Mgr), Andrea Magson (Assoc Principal, ex-officio), Christine Lambie (Board Secretary)
Guests/Notes:	Ayshanie Ayingaran (Student Representative)

1. Opening Meeting

1.1 Karakia & Welcome

1.2 Apologies

1.3 Election of Presiding Member/Chair



Election of Presiding Member

Chris Wallace nominated Sam Brock-Smith as Presiding Member.

Decision Date:	29 Oct 2025
Mover:	Chris Wallace
Seconded:	Murray Paull (Staff Representative)
Outcome:	Approved

1.4 Election of Deputy Presiding Member/Chair



Election of Deputy Presiding Member

Sam Brock-Smith nominated Chris Wallace as Deputy Presiding Member

Decision Date:	29 Oct 2025
Mover:	Sam Brock-Smith (Presiding Member)
Seconded:	Simi Desor
Outcome:	Approved

1.5 Approval of Minutes from Previous Meeting

August 2025 Board Meeting 20 Aug 2025, the minutes were confirmed as presented.



Minutes of 20 August 2025

Moved that the minutes of the Board Meeting dated 20 August 2025 be approved as a true and correct record.

Decision Date: 29 Oct 2025
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

1.6 Interest Register

The interest register was reviewed and is up-to-date

1.7 Action List

Due Date	Action Title	Owner(s)
21 May 2025	Enrolment Policy Status: Completed on 6 Oct 2025	Chris Dann
25 Jun 2025	Review Procedures for Notification of Incidents to Families Status: Completed on 6 Oct 2025	Andrea Magson (Assoc Principal, ex-officio), Scott Haines (Principal)
15 Aug 2025	Amended Financial Management Policy Status: Completed on 29 Aug 2025	Christine Lambie (Board Secretary)
15 Aug 2025	Cleaners Status: Completed on 6 Oct 2025	Scott Haines (Principal)
5 Sept 2025	Financial Document Retention Status: Completed on 6 Oct 2025	Scott Haines (Principal)
12 Sept 2025	Elected Board Members Status: Completed on 7 Sept 2025	Chris Dann
12 Sept 2025	EOTC Policy - Status: Completed on 7 Sept 2025	Chris Dann

2. Presiding Member's Business

2.1 Ice Breaker Exercise

Chris Wallace provided an ice breaker exercise for the Board. This gave an insight into what motivated the representatives to stand for the Board, what strengths they bring, and the best team/project they have been part of and why.

2.2 Reviewing and Signing Board Code of Conduct

Hard copies of the Code of Conduct and Declaration of Eligibility were signed by all Board Members

2.3 Review & Confirm Schedule of Delegations

The Schedule of Delegations was reviewed. There has been one change to the document. All figures are excluding GST

This will be reviewed again in October 2026.



Schedule of Delegations

Moved that the Schedule of Delegations be approved with one change - all figures are GST exclusive

Decision Date: 29 Oct 2025
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

2.4 Confirm Terms of Reference - Finance & Property Sub-Committees

The Terms of Reference for the Finance Committee requires two Board members as well as the Principal. Understanding the financials, P&L and Balance sheet is advantageous. The Committee filters the amount of information coming to the Board in order for the Board to only have a governance role.



Amendment to Finance Committee Terms of Reference

Amend Item 7 - Responsibilities is spelt incorrectly

Due Date: 14 Nov 2025
Owner: Christine Lambie (Board Secretary)



Amendments to Property Committee Terms of Reference

Update so that Associate Principal is a member of the Property Committee.
Change "Master Plan" to "Standard Planning"

Due Date: 14 Nov 2025
Owner: Christine Lambie (Board Secretary)



Approval of Finance and Property Terms of Reference

Moved that Terms of Reference for the Property and Finance Committee be adopted with amendments

Decision Date: 29 Oct 2025
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

2.5 2025 Board Work Plan

The Annual Work Plan was provided for noting. This is a working document that requires flexibility. This is provided at the start of each year by the Chair and Principal to ensure statutory obligations are adhered to. The 2026 plan will be provided at the February Board Meeting.

2.6 Appointment to Board subcommittees

A discussion was held regarding members' interested in joining the various subcommittees.

- Chris Wallace and Murray expressed interest in continuing their involvement in the Property Subcommittee.
- Simi Desor volunteered to join Finance Subcommittee, working alongside Sam Brock-Smith.
- Miranda Gray indicated her willingness to collaborate with Andrea Magson on policy matters.

3. Reports

3.1 Principal's Report

Annual Report Preparation - The Principal holds financial delegation to approve the engagement of Schooled for the preparation of the 2025 Annual Report. However, the Principal has requested that the Board provide formal approval for this engagement.

Business Manager Appointment - The Business Manager position has been filled following a selection process involving Sam Brock-Smith, Principal, and Associate Principal as the Appointments Committee. The newly appointed Business Manager will commence on 1 December.

The Business Manager is responsible for finance, overseeing support staff within the school, HR and Health & Safety, and IT. This is a key role and a member of the Senior Leadership Team.

The current temporary Business Manager will conclude employment at the end of this week. A new temporary Business Manager commences today and will remain in the position until 1 December.

HR Role - The HR role had previously been approved by the Board. Recruitment for this position will proceed now the new Business Manager and Executive Assistant have been appointed.

The Board acknowledged and expressed appreciation for the contributions of retiring staff members.



2026 Cauthe Annual Tourism and Hospitality Educators Conference for Callum Green

That the Board approve the 2026 Cauthe Annual Tourism and Hospitality Educators Conference cost of \$1,270.00 for Callum Green (HOF Social Science).

Decision Date: 29 Oct 2025
Mover: Scott Haines (Principal)
Seconder: Sam Brock-Smith (Presiding Member)
Outcome: Approved



2026 EduTECH Conference for Suzanne Baldwin

That the Board approve the 2026 EduTECH Conference remaining costs for accommodation, food and transport of approximately \$900.00 for Suzanne Baldwin.

Decision Date: 29 Oct 2025
Mover: Scott Haines (Principal)
Seconder: Sam Brock-Smith (Presiding Member)
Outcome: Approved



Approve Engagement of Schooled for 2025 Annual Report

That the Board approves the engagement of Schooled to prepare the 2025 Annual Report at the approximate cost of \$6,000.00 plus GST.

Decision Date: 29 Oct 2025
Mover: Scott Haines (Principal)
Seconder: Sam Brock-Smith (Presiding Member)
Outcome: Approved



Approval of application to the New Zealand Community Trust for a three bay cricket net structure

That the Board approves the external application to the New Zealand Community Trust to support the installation of a three bay cricket net

structure on school grounds, the total application being \$72,000.00 (excluding GST).

Decision Date: 29 Oct 2025
Mover: Scott Haines (Principal)
Seconded: Sam Brock-Smith (Presiding Member)
Outcome: Approved



Approval of Application to the Lion Foundation for Sports Uniforms

That the Board approves the external application of \$32,365.60 to the Lion Foundation to assist with the purchase of new sports uniforms to align with the new BHS school rebrand.

Decision Date: 29 Oct 2025
Mover: Scott Haines (Principal)
Seconded: Sam Brock-Smith (Presiding Member)
Outcome: Approved



Approval of Principal's Report

That the Principal's Report is received

Decision Date: 29 Oct 2025
Mover: Scott Haines (Principal)
Seconded: Sam Brock-Smith (Presiding Member)
Outcome: Approved

3.2 Finance Report

The Finance Report was emailed to BOT members.

We currently have a \$102k surplus. We had budgeted a loss of \$800k but expect to land at breakeven.

The first draft of the budget will be with Principal at the end of the week. This will be with the Finance Committee at the next meeting and then to the Board in December to approve.

Schooled will complete the annual accounts.

Auditor will visit the school in November.

The Board signed off earlier in the year the implementation of Kindo, which is a payment management platform for fees and activities. We are expecting to see a large increase in payments received. The new system has many benefits including reduced workload for finance staff. We would like to implement this for next year. The new business manager will be briefed on this.



Approval of Finance Report

Moved that the Finance Report received by email be accepted

Decision Date: 29 Oct 2025
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

3.3 Property Report

Chris Wallace gave a brief update on the Property portfolio.



Approval of Property Report

Moved that the Property Report be accepted

Decision Date: 29 Oct 2025
Mover: Chris Wallace
Seconder: Scott Haines (Principal)
Outcome: Approved

3.4 Student Representative Report

Minjun thanked Ayshanie for writing the report and for her work over the past year on behalf of the student body.

Ayshanie spoke to her report. She noted that Cultural Day and Dancing with the Staff were highlights of the month for students.

Minjun noted special congratulations to those recognised in sports and music awards. He also acknowledged those who received awards at last night's graduation. Minjun thanked the student leaders for their work during the year.

The Board thanked Ayshanie for her work on the board, and for her honesty over the past year.



Approval of Student Representative Report

Moved that the Student Representative Report be accepted

Decision Date: 29 Oct 2025
Mover: Minjun Cho (Student Representative)
Seconder: Sam Brock-Smith (Presiding Member)
Outcome: Approved

4. Policies

4.1 Policy Schedule

There are no policies tabled for this meeting but they will come to the next meeting.

IT Systems Policy and Timetabling Policy, which requires consultation with staff and PPTA, still require further work.

5. Other Business

5.1 Correspondence

Strike notices and Election Results were noted.



Correspondence Accepted

Moved that correspondence be accepted.

Decision Date: 29 Oct 2025
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

5.2 General Business

5.3 Election Results - Board/Student/Staff

6. Public Excluded

6.1 Public Excluded

Minjun Cho and Ayshanie Ayingaran left the meeting.



Public Excluded

Moved by the Chair that the public be excluded from the following parts of the proceedings of this meeting, namely – agenda item 6 ("Public Excluded") at approximately 7.30pm. CARRIED

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 ("LGOIMA") for the passing of this resolution are as follows:

General subject	Reason for passing this resolution	Ground(s) under s48(1) for the passing of this resolution
Student related matters	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons, being a good reason for withholding information under s9(2)(a) of the Official Information Act 1982 ("OIA")	Pursuant to s48(1)(a)(ii) of the LGOIMA that the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under the OIA.
Staff related matters		
Property Related Matters School contract negotiations	It is necessary to exclude the public from this part of the meeting in order to protect information where the making available of the information would disclose a trade secret, would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information or which is subject to an obligation of confidence and where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied, being good reasons for withholding information under s9(2)(b) and s9(2)(ba) of the OIA	

The above resolution is made in reliance on section 48(1)(a) of the LGOIMA and the particular interest or interests protected by sections 6, 7 or 9 of the OIA which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as set out in the table above.

Decision Date: 29 Oct 2025
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

6.2 Closing Karakia

7. Close Meeting

7.1 Close Meeting

Next meeting: October 2025 Public Excluded Board Meeting - 29 Oct 2025, 7:30 pm