

CONFIRMED MINUTES

DECEMBER 2025 BOARD MEETING: (2026 BUDGET APPROVAL MEETING)



At the **February 2026 Board Meeting** on **25 Feb 2026** these minutes were **confirmed as presented**.

Name:	Burnside High School
Date:	Wednesday, 10 December 2025
Time:	5:00 pm to 6:25 pm (NZDT)
Location:	Burnside High School, 151 Greers Road, Burnside, Christchurch, New Zealand
Board Members:	Sam Brock-Smith (Presiding Member) (Chair), Chris Wallace, Murray Paull (Staff Representative), Scott Haines (Principal), Louise Arndt, Miranda Gray, Simi Desor, Minjun Cho (Student Representative)
Attendees:	Andrea Magson (Assoc Principal, ex-officio), Christine Lambie (Board Secretary)
Apologies:	Adrienne Noon (Marketing/Communications Mgr)
Guests/Notes:	Thomas Chang (Business Manager) and Andrew Godfrey (Network Manager)

1. Opening Meeting

1.1 Karakia & Welcome

1.2 Apologies

1.3 Approval of Minutes from Previous Meeting

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

As there was no quorum at the previous meeting, the minutes are presented **for noting only**; no formal approval was required.

1.4 Interest Register

1.5 Action List

Due Date	Action Title	Owner(s)
5 Dec 2025	2026 Board Meeting Dates Status: Completed on 8 Dec 2025	Andrea Magson

		(Assoc Principal, exofficio)
5	Letter to PTA	Christine Lambie
Dec 2025	Status: Completed on 5 Dec 2025	(Board Secretary)

2. Other Business

2.1 Budget 2026

Capital Expenditure

Capital items requested for purchase in 2026 were primarily IT-related, totalling \$588,000 (excluding GST). The Principal presented the schedule with colour coding to assist with prioritisation.

Andrew Godfrey provided an overview of the IT capital expenditure items.

Uninterruptible Power Supply (UPS): The UPS is a battery backup system supporting the school servers. Earlier in the year, a battery leak occurred, resulting in significantly reduced battery runtime. The system would normally provide 1–2 hours of backup power to protect data; however, this capacity has been materially reduced. Replacement batteries are no longer available for the current unit, necessitating replacement of the entire system.

Phone System: The current phone system is approximately 15 years old and relies on copper wiring. Ongoing upgrades and new campus buildings have reduced the availability of copper wiring, and connectivity issues are increasingly evident. The current controller is becoming unreliable, and the number of IP phones cannot be extended. The cost of a fully digital system is estimated at \$90,000.

Block 2, due to open mid-next year, presents further uncertainty as it is unclear whether the existing phone system will function in that space. School-issued mobile phones were noted as a potential interim option.



Phone System Review

The phone system proposal requires further scoping. Development of a business case is required by Andrew Godfrey and Thomas Chang.

Due Date: 5 Feb 2026

Owner: Andrea Magson (Assoc Principal, ex-officio)

IT Review: The external IT review is ongoing and now expected early next year. The Board noted that the scope of the review may need to be expanded, particularly if a move to cloud-based services is recommended.

Servers: The school currently operates three physical servers: two onsite and one offsite at **Andrew's** for backup. The servers are approximately 6, 9, and 14 years old (the latter being offsite). It was proposed to decommission the 14-year-old server and reconfigure the remaining servers, with a new server replacing the current 6-year-old unit. The expected lifespan of a server is over 10 years. Replacement of the next server is anticipated in approximately five years. Parts are no longer available in New Zealand for the 6-year-old server, although parts are still available for the 14-year-old unit.

The Board thanked Andrew for his attendance and contribution. Andrew Godfrey left the meeting.

Non-IT Capital Items

Faculty Heads have identified and prioritised capital items as part of the budget process. This was reviewed by the Board

Library Books: The Board noted the need for a more strategic approach to library resourcing. Investment in the library was supported, with the final amount to be determined by the Principal

Learning Lab Chairs: Not considered urgent and deferred to 2027

Aurora Centre: Fire system replacement (\$70,000) was previously reviewed by the Finance Committee, which supports this expenditure. The Data Projector replacement (\$43,700) is required due to poor quality of the current projection.

Capital Expenditure for non IT items of \$188,922 was approved, with further IT and propertyrelated capital items (including furniture for Block 2) to be considered following receipt of the IT review, expected by the February 2026 Board meeting.

The Board noted the 2026 depreciation budget of \$694,100.

Operating Expenditure (Opex) Budget – 2026

The proposed 2026 operating budget reflects a \$165,100 deficit, representing a reduction from the 2025 deficit of \$791,649. The budget is based on actual expenditure trends from the current year.

Timetable optimisation for staffing was discussed. Curriculum support salaries, totalling approximately \$1.9 million, were noted as a significant cost. The budget is modelled on year-end projected actuals and key assumptions were outlined in papers previously provided to the Board.

The Finance Committee has reviewed the full budget. Funding is expected to increase due to the roll growth. The international student budget is based on confirmed enrolments plus an additional 10 students, which was noted as conservative.



2026 Capital Expenditure Budget

The Board approved capital expenditure for IT items, excluding UPS, server and phone system of \$221,922 (excluding GST). The remaining IT capital items (UPS, server replacement and phone system) were deferred pending receipt of the external IT review.

The Board approved capital expenditure for Non-IT items of \$188,922 (excluding GST).

Decision Date: 10 Dec 2025
Mover: Sam Brock-Smith (Presiding Member)
Seconded: Scott Haines (Principal)
Outcome: Approved



2026 Operating Expenditure Budget

That the 2026 Operating Expenditure Budget with a \$165,100 deficit be approved.

Decision Date: 10 Dec 2025
Mover: Scott Haines (Principal)
Seconded: Chris Wallace
Outcome: Approved

2.2 Meeting Dates 2026

It was not possible to reschedule the 2026 meeting dates to enable the Principal to attend all meetings. Where the Principal is unable to attend, the Associate Principal will have delegated authority for the Principal.

2.3 Correspondence

2.4 General Business

3. Public Excluded

3.1 Principal's Report

Thomas Chang left the meeting at 6.10pm prior to the commencement of discussion on agenda item 3 (Public Excluded).

Moved by the Chair that the public be excluded from the following parts of the proceedings of this meeting, namely – agenda item 3 ("Public Excluded") at approximately 6.10pm. 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.

The meeting moved out of its public-excluded session at 6.25pm.

4. Close Meeting

4.1 Close Meeting

Next meeting: February 2026 Board Meeting - 25 Feb 2026, 5:00 pm

A handwritten signature in black ink that reads "S Brock-Smith". The signature is written in a cursive, slightly slanted style.

Sam Brock-Smith (Presiding Member)
2 Mar 2026