

CONFIRMED MINUTES

MARCH 2026 BOARD MEETING



At the **May 2026 Board Meeting** on **20 May 2026** these minutes were **confirmed with the following changes:**

Item 4.3 amended to read 15 students for Europe art trip, not 16.

Name:	Burnside High School
Date:	Wednesday, 25 March 2026
Time:	5:00 pm to 8:43 pm (NZDT)
Location:	Burnside High School, 151 Greers Road, Burnside, Christchurch, New Zealand
Board Members:	Sam Brock-Smith (Presiding Member) (Chair), Scott Haines (Principal), Chris Wallace, Louise Arndt, Miranda Gray, Simi Desor, Murray Paull (Staff Representative), Minjun Cho (Student Representative)
Attendees:	Adrienne Noon (Marketing/Communications Mgr), Andrea Magson (Acting Principal), Amiee Griffiths
Apologies:	Christine Lambie (Board Secretary)
Guests/Notes:	Derek McCormick (Woolf Fisher), Dick Edmundson (ERO), Thomas Chang (Business Manager) and Jeff Smith (Strategic Property Advisor) - note guests didnt stay the duration of the meeting.

1. Opening Meeting

1.1 Karakia

1.2 Apologies

Christine Lambie

1.3 Visitor

The Board welcomed Derek McCormick, Secretary of the Woolf Fisher Trust, who attended to present Scott Haines with his Woolf Fisher Fellowship. The Board congratulated Scott on this achievement.

Derek McCormick left the meeting at 5.21pm.

1.4 ERO - Debrief

ERO representative, Dick Edmondson provided a debrief on their recent review of Burnside High School. Key findings included:

- High performing school status confirmed
- Attendance is improving, with a large majority of students attending regularly
- Strong academic results, not just for high performers but also for students who need additional support

- Students clearly value the diversity of culture, safe school environment, and breadth of opportunities in technology, sports, and other areas
- Significant property challenges were noted and will be raised with MOE

ERO identified three priorities for the school:

- Continue to improve attendance
- Create consistency of evidence-based, culturally responsive pedagogy
- Refine strategies for Years 9 and 10, particularly for Māori and Pasifika students

Actions suggest six-monthly review of data. ERO will return within four years for the next review. The full report will be provided by Monday and released within six weeks.

Dick Edmondson left the meeting at 5.35pm.

1.5 Approval of Minutes from Previous Meeting

February 2026 Board Meeting 25 Feb 2026, the minutes were confirmed as presented.



Approval of Minutes from Previous Meeting

The Board approved the minutes of the February 2026 Board Meeting as a true and accurate record with no changes.

Decision Date: 25 Mar 2026
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

1.6 Interest Register

Scott Haines advised the Board of his appointment to the TEC Board, effective 1 July 2026. The Interest Register was updated accordingly.

1.7 Note

Moved by the Chair that the public be excluded from the following parts of the proceedings of this meeting, namely – "Public Excluded", at approximately 5.38pm to 7.00pm. 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:

<p>Property Related Matters School contract negotiations</p>	<p>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</p>	<p>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.</p>
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	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	
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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.

Jeff Smith joined the meeting at 5.39pm.

1.8 Action List

Due Date	Action Title	Owner(s)
5 Feb 2026	Phone System Review Status: In Progress	Andrea Magson (Acting Principal)



IT Systems Policy

The Board approved the IT Systems Policy with amendments to the stakeholder breakdown to remove reference to Board members (as they are not employees) and to clarify coverage of volunteers.

Due Date: 1 Apr 2026

Owners: Adrienne Noon (Marketing/Communications Mgr), Christine Lambie (Board Secretary)



Media and Digital Engagement Policy

The Board approved the Media and Digital Engagement Policy with updates to delegations as noted.

Due Date: 1 Apr 2026

Owners: Adrienne Noon (Marketing/Communications Mgr), Christine Lambie (Board Secretary)



Policies

Workplace Harassment and Bullying Policy, Schools Self Review Policy and Complaints Policy all approved, amend review date and add to website.

Due Date: 1 Apr 2026

Owners: Adrienne Noon (Marketing/Communications Mgr), Christine Lambie (Board Secretary)



Europe Art Trip - Reassessment Request

Scott to discuss with Head of Faculty to arrange a parent meeting, along with Business Manager and Travel Agent to discuss risks.

Due Date: 30 Mar 2026

Owner: Scott Haines (Principal)

1.9 Board Work Plan

Reviewed.

2. Reports

2.1 Principal's Report



Principal Report

The Board received and accepted the Principal's Report for March 2026. The report was taken as read and questions were addressed.

Decision Date: 25 Mar 2026
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

Enrolment Scheme Review

The Ministry of Education has written regarding a scheduled review of the school's enrolment scheme. The Principal advised that the school would not want the zone amended and that a review will be undertaken later in the year. The Principal noted a discrepancy between Ministry roll projections (based on 3% annual growth using feeder school, catchment, and retention data) and the school's own projections, which are higher than the Ministry's modelling.

2.2 Finance Report



Finance Report

The Board received and accepted the Finance Report for March 2026.

Decision Date: 25 Mar 2026
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

The Finance Report for March 2026 was tabled, along with the redacted minutes of the Finance Committee Meeting of 17 March 2026. The report was taken as read and accepted.

2.3 Property Report



Property Report

The Board received and accepted the Property Report for March 2026.

Decision Date: 25 Mar 2026
Mover: Chris Wallace
Seconded: Murray Paull (Staff Representative)
Outcome: Approved

Chris Wallace presented the Property Report for March 2026, along with the minutes of the Board Property Committee Meeting of 9 March 2026. Chris invited questions. The report was accepted following discussion.

2.4 Student Representative Report



Student Representative Report

The Board received and accepted the Student Representative Report for March 2026.

Decision Date: 25 Mar 2026
Mover: Minjun Cho (Student Representative)
Seconder: Chris Wallace
Outcome: Approved

The Student Representative Report for March 2026 was taken as read and accepted with no questions asked.

3. Policies

3.1 Schools Self Review Policy



Schools Self Review Policy

The Board approved the Schools Self Review Policy.

Decision Date: 25 Mar 2026
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

3.2 Workplace Harrassment and Bullying Policy



Workplace Harassment and Bullying Policy

The Board approved the Workplace Harassment and Bullying Policy.

Decision Date: 25 Mar 2026
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

3.3 Complaints Policy



Complaints Policy

The Board approved the Complaints Policy with minor amendments as discussed.

Decision Date: 25 Mar 2026
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

3.4 Te Tiriti o Waitangi / Treaty of Waitangi



Te Tiriti o Waitangi / Treaty of Waitangi Policy

The Board noted that the Te Tiriti o Waitangi / Treaty of Waitangi Policy is under review and will be brought back to the next Board meeting.

Decision Date: 25 Mar 2026

3.5 IT Systems Policy



IT Systems Policy

The Board approved the IT Systems Policy with amendments to the stakeholder breakdown to remove reference to Board members (as they are not employees) and to clarify coverage of volunteers.

Decision Date: 25 Mar 2026
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

3.6 Media and Digital Engagement Policy



Media and Digital Engagement Policy

The Board approved the Media and Digital Engagement Policy with updates to delegations as noted.

Decision Date: 25 Mar 2026
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

4. Other Business

4.1 Correspondence

4.2 General Business

4.3 Europe Art Trip - Reassessment Request



Europe Art Trip - Reassessment Request

The Board discussed the Europe Art Trip following concerns about flight arrangements. Key points included:

- If the trip is cancelled, non-refundable deposits of \$1,900-\$2,500 per student would be lost, with additional payments coming up
- Current cancellation costs would be \$1,980 per student, though the school will attempt to reduce this
- The trip requires 15 students to be viable; if two students withdraw, the trip cannot proceed
- Insurance coverage and non-refundable costs within three months of travel were discussed

The Board endorsed the EOTC requirement that all students and staff must be on the same flight. A letter will be sent to parents followed by a parent meeting to inform parents and allow them to make their decision. A travel agent representative will attend the meeting to answer questions.

Decision Date: 25 Mar 2026
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

5. Close Meeting

5.1 Close Meeting

Next meeting: May 2026 Board Meeting - 20 May 2026, 5:00 pm

Approved decisions made between meetings



Attendance Management Plan - Approval

We have been advised that the Attendance Management Plan must be submitted to the Ministry and published on our website. This was presented to the Board at the November 2025 meeting, however, as a quorum was not achieved, formal approval could not be granted. As a result, approval of the Attendance Management Plan is now required via a Flying Minute to meet these requirements.

8 Supported: Chris Wallace , Louise Arndt , Minjun Cho , Miranda Gray , Murray Paull , Sam Brock-Smith , Scott Haines , Simi Desor

0 Opposed:

0 Abstained:

Decision Date: 20 Mar 2026

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner(s)
1.8	IT Systems Policy Due Date: 1 Apr 2026	Adrienne Noon (Marketing/Communications Mgr), Christine Lambie (Board Secretary)
1.8	Media and Digital Engagement Policy Due Date: 1 Apr 2026	Adrienne Noon (Marketing/Communications Mgr), Christine Lambie (Board Secretary)
1.8	Policies Due Date: 1 Apr 2026	Adrienne Noon (Marketing/Communications Mgr), Christine Lambie (Board Secretary)
1.8	Europe Art Trip - Reassessment Request Due Date: 30 Mar 2026	Scott Haines (Principal)