CONFIRMED MINUTES

MAY 2026 BOARD MEETING

Burnside High School
Te Kura o Waimairi-iri

At the **July 2026 Board Meeting** on **1 Jul 2026** these minutes were **confirmed with the following changes:**

Amendment to Item 1.5: Interest Register - Chris Wallace has been appointed to the Board of Christchurch Netball, not Canterbury Netball.

Name:	Burnside High School
Date:	Wednesday, 20 May 2026
Time:	5:00 pm to 7:36 pm (NZST)
Location:	Burnside High School, 151 Greers Road, Burnside, Christchurch, New Zealand
Board Members:	Sam Brock-Smith (Presiding Member) (Chair), Andrea Magson (Acting Principal), Chris Wallace, Louise Arndt, Minjun Cho (Student Representative), Miranda Gray, Murray Paull (Staff Representative), Simi Desor
Attendees:	Adrienne Noon (Marketing/Communications Mgr), Christine Lambie (Board Secretary), Alan Robertson (Acting Associate Principal)
Apologies:	Scott Haines (Principal)

1. Opening Meeting

1.1 Karakia

1.2 Apologies

1.3 External - BDO - Aurora Centre Review (Steve Papps and Michael Rondel)

Moved by the Chair that the public be excluded from the following parts of the proceedings of this meeting, namely – agenda item 1.3 at 5.10pm and Item 5 ("Public Excluded") at approximately 7pm. *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
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	result in the disclosure of information for which good reason for withholding exists under 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.

1.4 Approval of Minutes from Previous Meeting

March 2026 Board Meeting 25 Mar 2026, the minutes were confirmed with the following changes:

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

Minutes of March 2026 Board Meeting

The Board approved the minutes of the March 2026 Board Meeting as a true and accurate record with one amendment - Item 4.3 should read 15 students for Europe art trip, not 16.

Decision Date: 20 May 2026
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

1.5 Interest Register

Sam Brock-Smith noted that he is now Employed by Cyclone Solar, 100% owned by Cyclone Computers.

Chris Wallace has been appointed to the Board of Christchurch Netball.

1.6 Action List

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

1.7 Board Work Plan and Policy Review Index

The Board work plan was reviewed

2. Reports

2.1 Principal's Report

NCEA - The Board noted the school's decision to maintain the current Level 1 NCEA programme for 2027. Current Government decisions and information were being worked through.

Cambridge Assessment - There will be costs associated with the Cambridge pathway, including examination fees payable by parents and additional school costs such as textbooks, Education

Perfect, and staff professional development. It was acknowledged that Cambridge is a high-stakes assessment pathway that will suit a limited group of students, with entry determined through an application and selection process.

Roll - The Board noted continued roll growth, with 100 new in-zone enrolments since the start of the year. A meeting with the Ministry of Education is scheduled later in the week to discuss implications arising from this growth.

Europe Art Trip - the cancellation of this trip was noted.

Student attendance - reported at 79%, with trends continuing to improve.

Principal's Report for March 2026 Accepted

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

Decision Date:	20 May 2026
Mover:	Andrea Magson (Acting Principal)
Seconder:	Sam Brock-Smith (Presiding Member)
Outcome:	Approved

2.2 Finance Report

Expenditure is $260k above budget. The Business Manager will review this further to determine whether there are any timing issues, based on previous years' actuals.

There has been an increase in relief cover costs for staff with long-term illnesses. Diesel costs for heating are also expected to be above budget.

Approval of May 2026 Finance Report

The Board received and accepted the Finance Report for May 2026

Decision Date:	20 May 2026
Mover:	Sam Brock-Smith (Presiding Member)
Outcome:	Approved

2.3 Property Report

The Property Committee report was tabled.

Classroom Refurbishment - D-Block and D-extension have been identified as the highest priority for initial refurbishment as part of a pilot.

Roll Growth - Meeting is scheduled with MOE Network regarding roll growth and entitlement calculations.

Heating/Cooling - MOE and Beca are currently investigating the future of the boiler and campus heating/cooling options.

Rakipaoa - Board to tour new building prior to the next Board meeting

Administration Block - Discussions continue with MOE re the administration block.

Cherry Trees – will need replacement trees in spring. New Astro turf has been laid.

Aurora fire system - replacement completed successfully

Approval of May 2026 Property Report

The Board received and accepted the Property Report for May 2026

Decision Date:	20 May 2026
Mover:	Chris Wallace
Seconder:	Sam Brock-Smith (Presiding Member)

Outcome: Approved

2.4 Student Representative Report

Minjun spoke to his report.

- Open Night went extremely well.
- Congratulations to Alex Gibson, Andrew Wu, Benjamin Wray, Minjun Cho, & Soomin Song for receiving academic excellence awards in six 2025 NCEA L2 subjects
- All student council groups are now up and running.

Approval of May 2026 Student Representative Report

The Board received and accepted the Student Representative Report for May 2026

Decision Date: 20 May 2026
Mover: Minjun Cho (Student Representative)
Seconder: Sam Brock-Smith (Presiding Member)
Outcome: Approved

3. Policies

3.1 Equal Employment Opportunities Policy

Only minor amendments were made to this policy, including the removal of NELPS, and updating legislation.

Adoption of Equal Employment Opportunity Policy

Moved that the Equal Employment Opportunity Policy be adopted

Decision Date: 20 May 2026
Mover: Sam Brock-Smith (Presiding Member)
Outcome: Approved

3.2 Te Tiriti o Waitangi Policy

The bicultural strategy has been completed recently and the Acting Principal would like that team to review this policy. The policy will be brought back to the Board at the next meeting for consideration.

3.3 Child Protection Policy

- Geoff King, Child Protection Officer, has reviewed this policy with his team and updated the policy.
- Staff will be reminded about child protection procedures at the next staff meeting.
- A new staff and student intranet is being launched, with Geoff contributing child protection information and resources for the platform.
- It was noted that Sports NZ have a free online child protection module that would be helpful for staff

Adoption of Child Protection Policy

Moved that the Child Protection Policy be adopted

Decision Date: 20 May 2026

Mover:	Sam Brock-Smith (Presiding Member)
Outcome:	Approved

4. Other Business

4.1 Correspondence

The OIA request to MOE from a Stuff Reporter requesting the amount of funds spent to date on schools within the Christchurch Schools Rebuild Programme was noted.

4.2 General Business

5. Public Excluded

6. Close Meeting

6.1 Close Meeting

Next meeting: July 2026 Board Meeting - 1 Jul 2026, 5:00 pm

Approved decisions made between meetings

Approval of Budget Figures in the 2025 Annual Report

Please find attached the draft 2025 Annual Report.

As part of the audit process, the auditors have requested formal Board approval of the budget figures presented in the Statement of Financial Position (Balance Sheet) and Cash Flow Statement.

By way of background, the original 2025 budget approved by the Board was primarily prepared and presented in operating budget (P&L) format. The budget figures subsequently included in the Balance Sheet and Cash Flow Statement within the draft annual report were derived from those approved operating budget assumptions during the annual report preparation process.

Importantly, these budget figures:

- do not alter or affect the school's actual financial results;
- do not change the audited year-end balances;
- and are presented for comparative and reporting purposes only.

The request is therefore procedural and governance-related in nature, to ensure there is a clear formal approval trail for all budget information disclosed within the annual report.

We seek retrospective approval of the budget figures included in the Statement of Financial Position and Cash Flow Statement for inclusion in the final signed annual report.

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

0 Opposed:

0 Abstained:

Decision Date: 16 May 2026
Outcome: Approved

S Brock-Smith

Sam Brock-Smith (Presiding Member)
3 Jul 2026