



Stratford High School Board Minutes of Finance and Property Sub-Committee Meeting

Wednesday 18 February 2026 at 11.35am in Principals Office, Stratford High School

Present:	Jason Loveridge, Carl Triggs, Brent Watkins, Cameron Stone
Late:	
In Attendance:	Joe Mack, Neil Dodunski, Brad Gibbons, Susan Terry
Apologies:	

Declarations of Conflicts of Interest

Member	N
Jason Loveridge	N
Cameron Stone	N
Carl Triggs	N
Brent Watkins	N
Brad Gibbons	Y Regards the ongoing property work in the school

Administration	Discussion	Action
Minutes	Minutes circulated prior to the meeting Moved: Jason Loveridge Seconded: Cameron Stone Carried: All	Resolved: <i>That the BOT <u>took as read and confirmed the minutes of the Finance & Property Sub-Committee meeting of 25 November 2025, and <u>noted</u> the recommendations therein were adopted by the BOT on 24 February 2026.</u></i>
Matters Arising from last minutes of the BOT Meeting:	Principal still to talk to the School Board Association regarding the proper process to follow with Brad Gibbons sitting on this Sub-Committee. Government Property Grant – Caretaker to coordinate quote. Quote has been compiled. \$58,000 grant for library floor carpet, T5 floor and Te Amorangi carpet. Eagers booked for library in holidays. Brad to chase up Library and T5 work.	Ongoing

Finance	Discussion	Action
Banking/Staffing	1. No January Report Principal – advertised for a teaching role.	
Surplus/(Deficit)	1. Actual Net Surplus at 31 January 2026 - \$28,436 2. Budgeted Net Surplus at 31 December 2026 – (\$12,419)	
Management Report	Discussion	Action
Financial Position	1. Actual Available Funds at 31 January 2026 - \$1,360,999 2. Budgeted Available Funds at 31 January 2026 - \$1,498,114 Principal – In the red at the moment, but discussion needed on how to rectify – Noted that haven't been reimbursed for some projects yet.	
Graph Analysis	Management Report was circulated on TEAMS prior to the meeting.	
Budget Template	Budget template was circulated on TEAMS prior to the meeting. Principal talked through budget. Cost of Build a House tutor, increase in school roll, Ostler funds not yet received this year, Writers Toolbox cost, but will receive money back from Education Perfect. Status quo otherwise. Relief budget shifted due to social worker/guidance counsellor salaries.	
Payments	Management Report was circulated on TEAMS prior to the meeting. Discussion around the department income statements, trip expenses and capital items continued. Payments examples were discussed as per policy. Moved: Carl Trigs Seconded: Jason Loveridge Carried: All	Recommendation: <i>That the BOT receive the management report and approve the payment of the accounts.</i>
Finance General	1. FYI - Change of TSB Signatories – resolution required by BOT – <u>Bank Signatories 2026.docx</u> Approved to take to the Board for signatures. 2. BOT Scholarship 2026 – <u>BOT scholars data Master Doc.xlsx</u> Yearly payment to incoming Year 9s. \$400 first year, \$200 every year after. Merit or Excellence endorsement, or Level 6 requirement needs to be met yearly to keep receiving. 3. Cyclical Maintenance for signature - <u>Cyclical Maintenance.pdf</u> Approved to take to the Board for signature.	Recommendations: <i>That the BOT approve the change of signatures.</i> <i>That the BOT approve the Cyclical Maintenance report, and Chair signs.</i>

Property	Discussion	Action
Current Property Projects	1. Sitewide Accessibility Upgrade Structa have not been onsite that frequently – they have other external projects on the go at the same time. Ramp work ongoing and accessible bathroom ongoing but this had failed latest inspection. Discussion on quote vs progress payments – suggested to hold back existing progress payment. Project was supposed to be completed by end of February. 2. Staffroom refurb works – Email - WSP - Staffroom refurb works.docx; Rec.Report. AD.Staffroom.pdf BG gave an update – everything all but finished and invoices will be supplied for each separate area. Still having issues in the Stadium with beams, therefore BWOFF has not been issued. 3. Multipurpose Space 4. Roofing BG gave an update on roof repairs – glass will be removed in the admin block	Principal to email project manager to discuss unhappiness on lack of completion of project.
Property General/Minor Capital Works	1. Swimming Pool inspection notice – Inspection Notice Stratford High School pool 15-01-2026.pdf; 20260123 - Stratford High School - 14 Day Letter.pdf; Email - SHS Pool Discharge.docx; Communication to TRC.pdf SDC inspected pool early January, issued non-compliance and Principal has since responded. Leak has been rectified. No further correspondence to date. 2. 5YA Funding Announcement – Hon Erica Stanford – Email - 5YA Funding Announcement.docx 3. Site-wide Fire Upgrade – (separate folder - Site Wide Fire Upgrade)	
Farm	No discussion	

Inwards Correspondence	Discussion	Action
SHS Hockey Australia Trip	Sponsorship request letters – Farm Source Sponsorship Request - Hockey.docx Eltham Timber Sponsorship Request - Hockey.docx GrainCorp Sponsorship Request - Hockey.docx Principal – approved letters and quiz was a great success.	
Lucy Gibbon	Curtains for classrooms - Emails - heat in classrooms.docx See discussion below.	
Kathy Gracia	CL2 Heat issues - Emails - heat in classrooms.docx Principal discussed classroom temperatures are high, either due to sun direction, or new refurbishment with carpet and insulation. Blinds were installed in CL2 but have not made a huge difference. Suggested temperature gauges in classrooms and do a further audit. Discussion around considering installing heat pumps which both heat & cool, therefore not require the boiler. Ceiling fans could be an option? Investigate budget to do x number of rooms in a year.	
SLT	New chairs for hall. Increase in roll more chairs required. Question asked - What is the legal occupancy number? Happy for purchase of chairs to be taken up to the Board.	CS to find out legal occupancy numbers?

General Business	Discussion	Action

Meeting closed at 12.31 pm

Signed:

Sub-Committee Chair:  Date: 18/3/28