



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

Wednesday 22 April 2026 at 11.30am in meeting room, Stratford High School

Present:	Carl Triggs – Chair, Jason Loveridge, Brent Watkins, Cameron Stone
Late:	
In Attendance:	Joe Mack, Susan Terry
Apologies:	Neil Dodunski, Brad Gibbons (Co-opt)

Declarations of Conflicts of Interest

Member	
Jason Loveridge	
Cameron Stone	
Carl Triggs	
Brent Watkins	
Brad Gibbons	

MINUTES

Matters Arising from previous meeting

Craig Scholarship - \$3000 for 3 students for Craig Scholarship approved. Letters will be written shortly and payment authorized.

Confirmation of minutes

Resolution:

That the BOT take as read and confirmed the minutes of the Finance and Property Sub-Committee meeting of 18 March 2026, and note the recommendations therein were adopted by the BOT on 24 March 2026.

Moved: Jason Loveridge

Seconded: Carl Triggs

Carried: ALL

FINANCE

Banking Staffing:

1. Staffing Entitlement – 57.03 FTE
2. Total usage for last period – 56 FTE
3. Required average staffing to finish the year – 57.79 FTE

The Principal explained the above figures, advising around staff levels, and the increase in Nurse hours this year. Budget will be monitored during the year.

Surplus/(Deficit):

4. Actual Net Surplus (Deficit) at 31 March 2026 - \$(10,383)
5. Budgeted Net Surplus (Deficit) at 31 December 2026 – (\$12,419)

Financial Position:

6. Actual Available Funds at 31 March 2026 - \$1,228,102
7. Budgeted Available Funds at 31 March 2026 - \$1,378,317

Graph Analysis:

Management Report was circulated on TEAMS prior to the meeting.

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.

Finance General

The Finance Officer requested the staff apparel recently purchased is funded from the board sundry code. Ed Services advised that parent/student payments for overseas trips are now GST exempt. At the time payments were received it was GST included. Therefore there will be a requirement to pay back some amounts to the Australia netball trip participants. A new code will be created to show this. The Committee agreed to this.

Recommendation:

That the BOT approve the monthly finance report, and payment of the accounts, as scrutinized by the Finance & Property Sub-Committee.

Moved: Carl Triggs

Seconded: Brent Watkins

Carried: ALL

PROPERTY

Current Property Projects: - Property Update circulated from WSP on TEAMS prior to the meeting

8. Sitewide Accessibility Upgrade – most issues have now been rectified, and waiting for final sign off.
9. Multipurpose Space – Site Inspection notice – opening was held on Monday which went very well, minor issues to be rectified as per the site inspection notice.

The Principal gave an update on the current property projects and a meeting was held onsite earlier this week with the new WSP project lead and contractors. Tender reviews will be required shortly for the roof project and that the Principal and a board member will be required to sit on this panel. He also talked about the priority level of the upcoming projects in the 5YA budget. Toilet upgrades within the school were discussed and the Principal will discuss with Brad Gibbons.

Property General/Minor Capital Works:

10. New kitchen bench for Year 13 lounge – Brad Gibbons – no update from Brad this meeting.
11. Strategy for cooling classrooms update – Cameron Stone – will be revised pending warmer summer months.

Farm:

12. Water pipes, boundary fences and discussion with Demo Farm

Update from Principal that the Dairy Trust General Manager is working with a Consultant regarding the boundary fences. Water has been hooked up to the road and requires new taps to be turned on. Strategy is to bring more sheep onto the farm and it was discussed that setting up an account with Wrightsons is a good next step. This was agreed by the Committee. Discussion around setting up farm codes in the school accounts to track income and expenditure.

Recommendation:

That the BOT approve the purchase of capital stock.

Moved: Cameron Stone

Seconded: Brent Watkins

Carried: ALL

LATE ITEMS

No late items.

GENERAL

No general discussion.

Meeting closed at 12.25 pm

Signed:

Sub-Committee Chair:  Date: 20/5/26