



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

Wednesday 20 May 2026 at 12.48 pm in Te Rangimarie new build, Stratford High School

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

Declarations of Conflicts of Interest

Member	
Jason Loveridge	
Cameron Stone	
Carl Triggs	
Brent Watkins	

MINUTES

Matters Arising from previous meeting

Craig Scholarships were paid yesterday.

Confirmation of minutes

Resolution:

That the BOT take as read and confirmed the minutes of the Finance and Property Sub-Committee meeting of 22 April 2026, and note the recommendations therein were adopted by the BOT on 28 April 2026.

Moved: Carl Triggs

Seconded: Cameron Stone

Carried: ALL

FINANCE

Banking Staffing:

1. Staffing Entitlement – 57.03 FTE
2. Total usage for last period – 59.4 FTE
3. Required average staffing to finish the year – 57.71 FTE

Surplus/(Deficit):

4. Actual Net Surplus (Deficit) at 30 April 2026 - \$17,112
5. Budgeted Net Surplus (Deficit) at 30 April 2026 – \$627

Financial Position:

6. Actual Available Funds at 30 April 2026 - \$1,263,005
7. Budgeted Available Funds at 30 April 2026 - \$1,369,845

The Principal explained the above figures. Budget will be monitored during the year, including relief teaching which is up at the moment, remembering the Social Worker and Guidance Counsellor salaries are now not

included in the teaching budget. Available funds has increased since last month due to the roll return completed for end of March 2026. Recent other school visits have recognized this school is in a healthy position currently.

Graph Analysis:

Management Report was circulated via the agenda and paper copy prior to the meeting.

Payments:

Management Report was circulated via the agenda and paper copy 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

8. Notification of overuse – salary unit

The Principal explained the number of salary units, middle management unit and senior management allowances that were given out for this year, and that one extra senior management unit was mistakenly given out. This has been rectified but an overuse payment will be required for that short period.

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

9. Vans

The Principal put forward a recommendation to begin the purchase of a further van for the school. He explained the reasons between purchasing, leasing, new vs second-hand. A second-hand 12-seater van through a vehicle dealership is currently available. Service plan and warranty options were discussed. It is the same make and model as the existing school vans.

Recommendation:

That the Principal investigate the purchase of the van as tabled and report to the Board meeting next week for final approval.

Moved: Carl Triggs

Seconded: Brent Watkins

Carried: ALL

PROPERTY

Current Property Projects: - Property Update circulated from WSP via the agenda prior to the meeting

10. Property Update from WSP

The Presiding member and Principal met with the new WSP Project Lead this week to consider roof tenders and updates on school property works. An overspend on the staff refurbishment project was not covered in the property plan and will be covered by the school budget.

11. Sitewide Accessibility Upgrade

Stratford District Council visited last week with the contractor. Ramp and step works will be remedied to bring up to building consent standard. Drainage outside B Block also requires to be remedied. Budget from the Ministry to cover these works.

12. Roofing Tenders

3 quotes were considered at the meeting on Monday, all 3 tenders were excessively over what the budget was anticipated from WSP. WSP will go back to the 3 companies who tendered for the project to review the works and tenders – some work can be removed from the tenders and undertaken separately not within the scope.

13. BWOFF

Stratford District Council identified a few issues that are required to be remedied before BWOFF is issued. Most are easy fixes and a list will be passed onto staff with a brief upskilling to school staff who can handle these issues internally.

14. B Block Toilets

Should be remedied in the next school holidays.

15. Bells

New bell system has been installed due to ongoing battery capacity, fuse and timing issues. This is now operating correctly – it has a lockdown, evacuation and parent/teacher interview capacity installed and a speaker system is available as an add-on. With the installation of this panel it has created a further issue – the panel that houses this system with its batteries is now bigger and sits against the radiator in the front office, which is a hazard – see next item. The office has extreme temperatures – cold in winter and warm in summer so it has been suggested an air conditioning/heat pump be installed.

Property General/Minor Capital Works:

16. Heating/Cooling – Front Office

The Committee agreed to the installation of a heat pump to alleviate the issue covered by the bell system above.

Recommendation:

That the BOT approve the purchase and installation of a heat pump for the front office.

Moved: Cameron Stone

Seconded: Brent Watkins

Carried: ALL

Farm:

17. Update on lease

Email chain as circulated in the agenda was discussed regarding the lease dates and paddock availability on 1 June 2026. This area would be enough capacity to stock the 70 stock – Principal will get advice. Fencing was discussed and a suggestion that the build-a-house and agriculture class can possibly undertake this work – funding from LA Alexander will go towards this expense also. A contractor will be engaged by the Demo Farm regarding the boundary fences. Accounts have been set up as per previous meeting.

LATE ITEMS

18. 5 Fairbank Avenue School House – request for repairs

The Principal will handle these requests.

GENERAL

No general discussion.

Meeting closed at 1.35pm

Signed:

Sub-Committee Chair:  Date: 16/6/26