



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

Wednesday 17 June 2026 at 12.48 pm in the Principals office, Stratford High School

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

Declarations of Conflicts of Interest

Member	
Jason Loveridge	
Cameron Stone	
Carl Triggs	
Brent Watkins	

MINUTES

Matters Arising from previous meeting

The new van has arrived. The Principal tabled options for potential signwriting. It was agreed to proceed with the original logo and signwriting on the side front doors, and back door. The existing van back door is also to be signwritten to match.

Confirmation of minutes

Resolution:

That the BOT take as read and confirmed the minutes of the Finance and Property Sub-Committee meeting of 20 May 2026, and note the recommendations therein were adopted by the BOT on 26 May 2026.

Moved: Carl Triggs

Seconded: Cameron Stone

Carried: ALL

FINANCE

Banking Staffing:

1. Staffing Entitlement – 56.96 FTE
2. Total usage for last period – 59.04 FTE
3. Required average staffing to finish the year – 57.51 FTE

Surplus/(Deficit):

4. Actual Net Surplus (Deficit) at 31 May 2026 - \$3,674
5. Budgeted Net Surplus (Deficit) at 31 December 2026 – \$627

Financial Position:

6. Actual Available Funds at 31 May 2026 - \$1,221,929
7. Budgeted Available Funds at 31 May 2026 - \$1,358,050

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. Farm Budget – side by side, fencing equipment, ongoing requirements for maintenance, salary.

The Principal tabled a list of tools, consumables and equipment required for the farm. It was discussed whether the Board could apply for funding from Toi Foundation but the Principal advised applications shut closer to the end of the year, and these items were required very soon. It was suggested to go to one supplier and ask for a better deal, and to approach a local supplier for an available side by side. A lot of this equipment will be used by the students also. The Farm Manager position was discussed – an offer is being made to a prospective manager today. Budget lines were also discussed, including livestock. Farm lease payments will cease in August. A question was raised whether the farm producing an income is subject to tax. The Finance Officer will investigate report back to the Committee.

9. Tournament Week Funding Application 2026 – retrospective resolution 8 June 2026 - attached

Moved: Brent Watkins Seconded: Jason Loveridge

That the School Board of Trustees approves the funding application to NZCT for tournament week. CARRIED

The Principal noted that he had met with NZ Carbon Farming, who will be giving SHS a grant for tournament week again.

Recommendation:

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

That the BOT approve the purchase of the small capital items as requested in the Farm Budget, and the Principal investigate the purchase of the machinery listed, and bring back to the full Board meeting next week for consideration and approval.

Moved: Carl Triggs

Seconded: Cameron Stone

Carried: ALL

PROPERTY

Current Property Projects:

10. Property Update from WSP – report tabled at meeting
11. Sitewide Accessibility Upgrade
12. Roofing Tenders
13. BWOF – letter from SDC - attached
14. B Block Toilets – work to be undertaken during next school holidays

The Principal gave an update on the property projects around the school at the moment. Roofing tender amendments were sought, but no advice received at the time of this meeting. The Stratford District Council conducted a BWOF inspection and sent through their report as attached in the agenda. The Principal has since formulated a plan to remedy most defects highlighted and has been back in contact with the District Council. He has also sent a letter to the IQP seeking further explanation on some of the defects requiring attention. It is hoped that once these items have been addressed a new BWOF will be issued.

Property General/Minor Capital Works:

15. Update on pickleball/chess court – this area is now finished and being utilized very well by the students every break. An outdoor chess board and chess set will be added to this area.
16. Building Signage – the Principal spoke to the signage photos as tabled in the agenda. Working through the photographs he explained that for the previous two years a grant from Ostlers Fund has helped pay for the salary of the horticulture block caretaker and recognition via signage of the organisation would be good idea. A road directional sign at the front of the school would help with directions to various classroom blocks for those entering the admin building/school. The Committee discussed that the various options for signage around the school and stadium was a good idea, and agreed the Principal approach the signwriting company for pricing and quotes, and report back to the Committee.

Farm:

Discussed above.

LATE ITEMS

GENERAL

No general discussion.

Meeting closed at 12.38pm

Signed:

Sub-Committee Chair:  Date: 29/7/26