



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

Wednesday 29 July 2026 at 11.30am in the Principals office, Stratford High School

Present:	Carl Triggs – Chair, Jason Loveridge, Cameron Stone, Brent Watkins
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

Signage Quote received from Zodiac Signs – tabled as late item – discussed below.

Confirmation of minutes

Resolution:

That the BOT take as read and confirmed the minutes of the Finance and Property Sub-Committee meeting of 17 June 2026, and note the recommendations therein were adopted by the BOT on 23 June 2026.

Moved: Carl Triggs

Seconded: Brent Watkins

Carried: ALL

FINANCE

Banking Staffing:

1. Staffing Entitlement – 57.02 FTE
2. Total usage for last period – 55.25 FTE
3. Required average staffing to finish the year – 57.42 FTE

Surplus/(Deficit):

4. Actual Net Surplus (Deficit) at 30 June 2026 – (\$90,915)
5. Budgeted Net Surplus (Deficit) at 31 December 2026 – \$627

Financial Position:

6. Actual Available Funds at 30 June 2026 - \$1,134,840
7. Budgeted Available Funds at 30 June 2026 - \$1,343,347

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. The usage of the school vans was also discussed, and how recovery of costs happens. The department is journaled based on the kilometres used.

Payments examples were discussed as per policy. Bank accounts have been monitored daily by the Finance Officer, also provided monthly by Education Services in the attached report of this agenda.

Finance General

8. Farm Budget – side by side, fencing equipment, ongoing requirements for maintenance, salary
The Principal explained a side-by-side bike has been dropped off for a trial this week. Only staff can drive this vehicle until training has been undertaken for students, and protective helmets purchased. Fencing equipment has been purchased to secure the paddocks being utilised. 53 ewes have been purchased with more required at some stage shortly as the grass needs to be managed. It was discussed whether any grants were available to offset these costs. There were funds received from LA Alexander which has been set against the farm purchases.

9. Silks Audit – Report to Governance – year ended 31 December 2025
The Finance Officer spoke to the report received from Silks Audit and the necessary Rating of Finding requests.

Bank Account Monitoring required a formal process in place to ensure board oversight of bank account activity – this was discussed and will now be a standing item for discussion for this Sub-Committee.
Asset Register – this was attached in the agenda for discussion (item 11). It was noted there were over 1740 line items in the 2026 register which will require review and will become a standing item for discussion for this Sub-Committee. The Principal will review the spreadsheet for 2026, investigate further and report back to the Sub-Committee.

Fuel Card Transactions – it was discussed that fuel receipts are to be collected for each re-fuel of the school vehicles, and the Principal and Presiding Member will review the dockets against the fuel card statements and sign accordingly.

Non-Review of Cyclical Maintenance Plan – this was attached in the agenda for discussion (item 11). This will be reviewed regularly by the Principal and Finance Officer and reported back to this Sub-Committee. The blue highlighted items for 2026 will be reviewed shortly - Te Rangimarie interior, and Junior Tech Block.

Insurance Cover Review Process – a structured review process and cycle needs to be performed at least annually. The Finance Officer will report back to the next Sub-Committee meeting with further information.

10. Education Services – Annual Financial Statements – year ended 31 December 2025 – online – attached Accepted.
11. Heaters in the Woodwork/Metalwork block have not been functioning properly, and a quote has been received to replace. The board requested the Principal ask if these heaters can be maintained this year, rather than replaced.
12. School signage quotes have been received (matters arising item above). It was discussed whether the cost could be covered by a TOI grant. The Principal will apply for a capital grant.



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: Cameron Stone

Carried: ALL

PROPERTY

Cyclical Maintenance and Asset Register – recurring – two attachments

11. Review both documents in line with Auditors expectations – discussed above.

Current Property Projects:

12. Property Update from WSP – not received at time of this meeting.
13. Sitewide Accessibility Upgrade update – waiting for sign-off.
14. Roofing Tenders update – awaiting on an update to the repricing or retendering if required.
15. BWOF update – meeting scheduled for 4 August to bring all parties together to sort outstanding issues. Our local electrician is conducting checks prior to the meeting.

Property General/Minor Capital Works:

16. Update on pickleball/chess court – painter booked.
17. Building Signage update – discussed above.

Farm:

18. Fencing update – bare minimum being done at the moment to keep the animals safe on the farm. Holding pens will be constructed in the interim.

LATE ITEMS

GENERAL

No general discussion.

Meeting closed at 12.45pm

Signed:

Sub-Committee Chair:



Date:

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