CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING

At the **Board of Trustees Meeting** on **16 Oct 2025** these minutes were **confirmed as presented.**

Name:	Southern Health School
Date:	Thursday, 18 September 2025
Time:	5:30 pm to 7:21 pm (NZST)
Location:	Southern Health School, 2 Halswell Rd, Hillmorton, Chc 8025
Board Members:	Craig Scott (Chair), David Ivory, Eddie Norgate, Jo Kennard, Johanna Joblin, Learne McArthur, Linda Miller, Matthew McVicar, Nicola Leete, Rachel Huggins
Attendees:	Vicky Snowsill-Blyde

1. Opening Meeting

1.1 Karakia

The meeting opened with a Karakia at 5:30pm.

1.2 Welcome

Craig Scott welcomed attendees and acknowledged the final meeting of the current board, expressing appreciation for the collaborative work over the past three years.

Special thanks were extended to Eddie and Rachel as they conclude their time on the board, appreciation was noted for Johanna's ongoing contribution since joining as a co-opted member. Craig also noted the one-year anniversary of Helen's passing, honoring her memory and contribution to the school.

1.3 Speaking Rights

Speaking Rights

That Learne McArthur be granted speaking rights.

Decision Date:	18 Sept 2025
Mover:	Craig Scott
Outcome:	Approved

1.4 Apologies

Nil apologies recorded.

1.5 Registration of Interests

Johanna Joblin's entry to be amended to Clinical Senior Lecturer at Otago University.

1.6 Minutes of Previous Meeting

Board Meeting 21 Aug 2025, the minutes were confirmed as presented.

Board of Trustees Meeting Thursday 21st August

That the minutes of the Board of Trustees meeting held 21st August 2025, having been circulated, be approved as a true and accurate record of the meeting.

Decision Date:	18 Sept 2025
Mover:	David Ivory
Seconder:	Matthew McVicar
Outcome:	Approved

1.7 Matters arising from the Board meeting on 21st August 2025

All matters were confirmed as complete or to be discussed as part of the meeting agenda. Of note:

- *Use of Private Vehicles* - Following discussion on reimbursement rates, the board agreed to adopt the IRD rate of $1.17/km from the start of 2026, acknowledging fairness to staff and administrative considerations.
- *EAP* - Linda provided confirmation regarding risk protocols. On this basis, the board approved proceeding with EAP, as per the previous meeting.
- *Alcohol Policy* - The board discussed alcohol consumption at school events, noting limited sector feedback and the school's distinct position as a health-focused environment. Consensus was reached to adopt a new policy prohibiting alcohol at school-hosted events, with no exceptions. Where social events are held offsite run by the school or the board alcohol will not be provided, however staff and board members are able to purchase and consume alcohol if host responsibility is exercised. Linda will draft the updated policy for staff and board consultation for the next board meeting.

Alcohol Policy

Linda will draft the updated policy for staff and board consultation for the next board meeting.

Due Date:	16 Oct 2025
Owner:	Linda Miller

1.8 Call for General Business

Nil.

1.9 Board Only Time

Nil.

2. Public Excluded

2.1 Move to Public Excluded

Move to Public Excluded

That the meeting move to Public Excluded at 5:49pm for the following parts of the proceedings of the meeting. Learne McArthur left the meeting at 5:49pm returning at 5:53pm.

The general subject of each matter to be considered while the public is excluded, the reasons for passing the resolution in relation to each matter, and the specific grounds under section 48 (1) of the Local Government and Meetings Act 1987 (LGOMIA) for the passing of this resolution are as follows:

General Subject	Reasons for passing this resolution	Ground(s) under s48(1) for the passing of this resolution
Personnel Matters	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons, being a good reason for withholding information under s9(2)(a) of the Official Information Act (OIA) 1982.	Pursuant to s48 (a) (ii) of the LGOMIA that the public content of the relevant part of the meeting would be likely to result in disclosure of information for which good reason for withholding exists under OIA.

This resolution is made in reliance on section 48 (1) (a) of the LGOMIA and the particular interest or interests protected by Sections 6, 7 and 9 of the OIA which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public as set out in the table above. The meeting moved out of Public Excluded at 6:15pm.

Decision Date: 18 Sept 2025
Mover: Craig Scott
Outcome: Approved

2.2 Minutes of previous public excluded meeting

Public Excluded Minutes - 21st August 2025

That the Public Excluded minutes of the Board of Trustees meeting held 21st August 2025, having been circulated be approved as a true and accurate record of the meeting, subject to changes discussed.

Decision Date: 18 Sept 2025
Mover: David Ivory
Seconder: Johanna Joblin
Outcome: Approved

2.3 Health & Safety Report

Included under Public Excluded minutes.

2.4 Family/Whanau

Included under Public Excluded minutes.

2.5 Move out of Public Excluded

The meeting moved out of Public Excluded at 6:15pm.

3. Agenda A

3.1 Property

- Leane provided a property update, noting Ashburton's move onto site with final sign-off expected in six months.
- Further information is awaited on the proposed Rangiora site, particularly regarding accessibility and facilities for older students.
- Discussions with the Nelson property manager highlighted long-term suitability concerns and growing demand in the Richmond/Tasman area, with a site visit to Blenheim planned next term.
- The board considered the strategic need for a permanent base to support asset ownership, with Christchurch identified as a logical location.
- *Halswell Site Update* - With the Ministry prioritising reuse over new builds, the board highlighted the need for design that supports the school's specific needs. Time will be set aside at the October full board meeting to review progress and provide context for the incoming board.

3.2 Policies for Review

The following policy was reviewed as part of the cycle:

- *Performance Management Policy* - the board reviewed the policy. The policy was approved, subject to the discussed changes and will proceed to consultation. To be approved at the next board meeting.

The board discussed the inclusion of legislative references, noting that access will shift to SchoolDocs. Johanna emphasised the importance of transparency and staff access to relevant legislation. Following a robust discussion, the board voted to remove the references, at this stage, with two members voting to retain them.

4. General Business

4.1 Rebrand and Design Process

The board reviewed rebranding plans, with costs estimated at $71k over two years, covering setup, site updates, signage, and travel. A major launch is planned alongside next year's PLD, followed by a roadshow to each site with small functions and a stakeholder event. The initiative aims to strengthen visibility, reconnect across the island, and support the introduction of the new principal and logo. Discussion included marketing needs, audience expectations, and the value of child-friendly and multilingual materials. The board approved the motion to proceed with rebranding, up to the proposed budget.

Rebranding

That the SHS proceed with rebranding, up to the proposed budget of $71k.

Decision Date: 18 Sept 2025
Mover: Craig Scott
Outcome: Approved

4.2 Board Elections

No updates have been received. Linda will contact Simone (MoE) and provide an update once a response is received.

Board Elections

Linda to circulate results once received.

Due Date: 16 Oct 2025
Owner: Linda Miller

4.3 End of Year Board Dinner

- End of year board dinner to be carried over to the new board.
- A farewell event for the outgoing board will be held during the second week of the school holidays. Linda will propose dates and a venue, with a tentative date set for 2nd October.

Board Farewell

Propose dates and venue for a board farewell dinner.

Due Date: 16 Oct 2025
Owner: Linda Miller

4.4 Audit & Risk Meeting

The board agreed to redesignate the scheduled Audit & Risk Meeting on 16th October 2025 as a full board meeting, recognising it will likely be the first with the new board.

The Audit & Risk Meeting will be postponed until 2026.

4.5 Banked Staffing Transfer

- The board discussed options for utilising significant banked staffing that would otherwise require repayment early next year. While Pinehill School in Dunedin was suggested by Wayne Facer (Education Enterprises), the board agreed that supporting local schools would be preferable. Up to one FTE could be transferred for Term 3 and Term 4. Benefits include avoiding repayment and strengthening relationships with other schools.
- Linda will explore suitable local options, with the board delegating the decision to her. The board supported transferring one term's worth of staffing to two different schools, with an update to be provided once confirmed.

Banked Staffing Transfer

Linda to follow up and identify two suitable local schools for banked staffing transfers (up to one term's worth each), with final decisions delegated to her. An update will be provided to the board once arrangements are confirmed

Due Date: 16 Oct 2025
Owner: Linda Miller

5. Agenda B

5.1 Correspondence

- Board approval for decision on the 75 Term Deposit at maturity.
- Prior approval of A & R minutes from 24th July 2025 meeting.
- PPTA Rolling Strike Action .

5.2 Principal's Report

The Principal's report was taken as read, with the board noting and acknowledging recent staff achievements.

- The appointment to the Pacific Liaison role was welcomed, and an invitation will be extended to the strategic planning meeting in November.
- The board affirmed the value and credibility of the Kaiwhakatere Māori role held by Matt Bateman, supporting its transition to a permanent position. Matt will be invited to the November strategic meeting, and Craig will send a formal letter of acknowledgement and invitation. The board noted the importance of succession planning for both the Pacific Liaison and Kaiwhakatere Māori roles.

Craig thanked Linda for compiling the summary of the SHS board interview feedback. The board agreed to discuss the feedback at the November strategic planning meeting.

Letter to Matt Bateman

Craig to send a letter to Matt Bateman acknowledging his contribution and inviting him to the November strategic meeting.

Due Date: 16 Oct 2025
Owner: Craig Scott

Kaiwhakatere Māori Role

Linda to progress the operational decision to make the Kaiwhakatere Māori role permanent.

Due Date: 16 Oct 2025
Owner: Linda Miller

5.3 Finance Report

Eddie spoke briefly to the Finance Report, the report was taken as read.

- The board noted the challenge of holding significant reserves discussed the potential purchase of additional vehicles. Linda confirmed capacity to explore a couple of new vehicles.
- Property and maintenance spending was slightly elevated this year due to one-off costs, such as the Dunedin office, and should be noted for next year's budget.
- The board discussed the need for creative thinking around projects to enhance student support - to be considered as part of strategic planning in November.

- The board approved the proposal to split the upcoming operations grant, with $200k to be temporarily transferred into the T/D account for one month before being returned to the main bank account.

Financial Statements for Period ending 31st August 2025

That the financial statements for the period ending 31st July 2025 be accepted.

Decision Date: 18 Sept 2025
Mover: Eddie Norgate
Outcome: Approved

Operations Grant

The board approved the proposal to split the upcoming operations grant, with $200k to be temporarily transferred into the T/D account for one month before being returned to the main bank account.

Decision Date: 18 Sept 2025
Mover: Eddie Norgate
Outcome: Approved

Finance Report

That the finance for September 2025 be accepted.

Decision Date: 18 Sept 2025
Mover: Eddie Norgate
Outcome: Approved

5.4 Board Acknowledgement

Linda thanked the outgoing board for their dedication and contribution, noting that the school has been left in a strong position. The board's efforts were acknowledged and appreciated.

6. Close Meeting

6.1 Close the meeting

Next meeting: Board of Trustees Meeting - 16 Oct 2025, 5:00 pm

Approved decisions made between meetings

Decision on Term Deposits maturing

Having looked at the finances this morning I would like to suggest the following:

We leave the rolling term deposit of $100K in place for another month

We split the 75 TD so that $200K goes into the current account with the balance invested for another 12 months to 2nd September 26

Reasons: Prior to the 1st October Ops Grant payment we have some large invoices due - Eg:- new copier, deposit for new cars, the Noho Marae visit for staff, Board Payments and 3 pay days in September, etc.

Please vote on your decision.

Thanks, Jane

6 Supported: Craig Scott , David Ivory , Johanna Joblin , Linda Miiler , Nicola Leete , Rachel Huggins

0 Opposed:

0 Abstained:

Decision Date: 29 Aug 2025
Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner(s)
1.7	Alcohol Policy **Due Date:** 16 Oct 2025	Linda Miller
4.2	Board Elections **Due Date:** 16 Oct 2025	Linda Miller
4.3	Board Farewell **Due Date:** 16 Oct 2025	Linda Miller
4.5	Banked Staffing Transfer **Due Date:** 16 Oct 2025	Linda Miller
5.2	Letter to Matt Bateman **Due Date:** 16 Oct 2025	Craig Scott
5.2	Kaiwhakatere Māori Role **Due Date:** 16 Oct 2025	Linda Miller

Signature: _____ **Date:** 16/10/25