

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING

At the **Board of Trustees Meeting** on **13 Mar 2025** these minutes were **confirmed as presented**.

Name:	Southern Health School
Date:	Thursday, 13 February 2025
Time:	5:00 pm to 7:10 pm (NZDT)
Location:	Southern Health School, 2 Halswell Rd, Hillmorton, Christchurch 8025
Board Members:	Craig Scott (Chair), David Ivory, Eddie Norgate, Jo Kennard, Learne McArthur, Nicola Leete, Rachel Huggins
Attendees:	Ian Reeves, Vicky Aitchison
Apologies:	Matthew McVicar

1. Opening Meeting

1.1 Karakia

The meeting opened with a Karakia.

1.2 Welcome

Craig Scott welcomed all to the meeting. In particular Johanna Joblin who joined the meeting as a prospective board member.

1.3 Speaking Rights



Speaking Rights

That speaking rights be given to Ian Reeves.

Decision Date: 13 Feb 2025

Mover: Craig Scott

Outcome: Approved

1.4 Apologies

Apologies noted from Matthew McVicar.

1.5 Registration of Interests

No updates were noted for the Registration of Interests.

1.6 Minutes of Previous Meeting

Board of Trustees Meeting 12 Dec 2024, the minutes were confirmed as presented.

Board of Trustees Meeting 12th December 2024

That the minutes of the Board of Trustees held 12th December 2024, having been circulated, be approved as a true and accurate record of the meeting.

Decision Date: 13 Feb 2025
Mover: Craig Scott
Outcome: Approved

1.7 Board Only Time

Learne McArthur, Ian Reeves and Johanna Joblin left the meeting at 5:08pm for board only time.

- Eddie Norgate gave an update around the appointment of the principal. A meeting is scheduled on Monday to review the applicants. Board members to read all CVs ahead of the meeting. Time will be paid on an hourly rate (up to 6 hours plus meeting) - to be further discussed on Monday.

Learne McArthur and Ian Reeves returned to the meeting at 5:16pm.

1.8 Matters arising from BOT Meeting - 12th December 2024

All actions were confirmed as complete or to be discussed as part of the meeting agenda.

Eddie Norgate left the meeting at 5:29pm.

1.9 Call for General Business

- Board Regional Meeting.
- NZSTA Conference
- PLD day (January)
- Delegations

2. Public Excluded

2.1 Move to Public Excluded

Public Excluded

That the meeting moved to Public Excluded at 5:16pm for the following parts of the proceedings of the meeting, namely Personnel update. To be noted that Ian Reeves remained in the meeting for the discussion as deemed no conflict of interest.

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.
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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 or 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 5:26pm.

Decision Date: 13 Feb 2025
Mover: Craig Scott
Outcome: Approved

2.2 Minutes of previous public excluded meeting

2.3 Move out of Public Excluded

The meeting moved out of Public Excluded at 5:36pm.
 Johanna Joblin returned to the meeting at this time.

3. Agenda A

3.1 Family/Whanau

Nothing significant issues or concerns noted.

3.2 New Board Member Co-option

Craig Scott gave a brief update, welcoming Johanna Joblin to the meeting.

- Noted that two board member co-options have been emailed relevant information and application forms thus being Andrea Caldwell and Johanna Joblin. Expecting to be completed in the next two weeks.

3.3 Draft Budget - 2025

Jo Kennard shared Eddie Norgate's comments provided by email on the 2025 draft budget, highlighting a budgeted surplus and nothing \$25k allocated for the principal appointment process. Key points discussed:

- Principal Appointment Costs: Recommendation to increase the budget from \$25k to \$30k to cover potential additional expenses, all agreed.
- Capital Expenditure: Agreed that the proposed capital expenditure is reasonable.
- Petty Cash (Dunedin): Discussion around maintaining petty cash at the Dunedin site due to its remote location for essential day to day supplies.

- Extra Staffing (\$200k) - Proposal to allocate \$220k for additional staffing, focusing on wellbeing support rather than teaching roles:
 - Noted that allocation for Kaiwhakare Māori role as a separate budget line.
 - Potential increase in Youth Health support through the recruitment of a further Youth Health Worker.
 - The Art Practitioner role is currently vacant, with plans to re-appoint.
- Rachel Huggins emphasised that board-funded positions should align with strategic goals and have clear timeframes to allow for future flexibility.
- The Youth Health Worker is considered a permanent role with the Kaiwhakare Māori role funded for two years.
- The board discussed and confirmed that SLT can make any operational decision within the bulk grant however any appointments funded from the surplus require board approval. It was agreed that the board would revisit and review the ongoing impact of surplus-funded positions on a regular basis.



2025 Draft Budget

That the 2025 Draft Budget, after discussion by the board, be accepted and approved subject to amendments discussed. All in favour.

Decision Date: 13 Feb 2025
Mover: Craig Scott
Outcome: Approved

3.4 Southern Health School External Audit Plan

Craig Scott spoke briefly to the External Audit Plan as included in the board papers. The report was taken as read. The following was noted:

- Koru Club Membership: As previously discussed, and approved, decision made for Koru Club membership to be attached to positions (Principal/Deputy Principal), managed by Ian Reeves and Learne McArthur.
- Credit Card Receipts: Craig Scott noted that while coding is well managed, there have been occasional issues with missing or unclear receipts. Action has been taken by contacting the staff to request more detailed information on receipts. This has also been discussed with Schooled Limited.
- Student Progress Reporting: Emphasis on ensuring reports provide clear valuation of student progress and demonstrate how the school is giving effect to the Treaty of Waitangi.



External Audit Plan

That the recommendations, as outlined in the Southern Health School External Audit Plan, be accepted. All in favour.

Decision Date: 13 Feb 2025
Mover: Craig Scott
Outcome: Approved

3.5 Strategic Plan 2025

Learne McArthur spoke to the final draft of the 2025 Strategic Plan as included in the board papers. The plan was taken as read. Of note:

- 2025 marks the final year of the current three-year cycle. The focus is on embedding and closing off key initiatives, though some unfinished areas from last year will carry over and may roll into the next strategic plan.
- Evaluation and Measurement of Goals: Rachel Huggins raised concerns about the clarity and measurability of some goals. She questioned whether anecdotal evidence would be sufficient or if clear metrics should be defined.
- Impact Measures: There is an assumption that the SLT will develop suitable impact measures. However, the board acknowledged the importance of clearer language to enable effective evaluation. Ian Reeves agreed that some language could be refined for clarity without losing the essence of the goals.
- Next Steps: Rachel Huggins will review and suggest re-wording for clearer metrics before sharing with Learne McArthur and Ian Reeves via email.
- Final approval is deferred to the March board meeting, following revisions.
- Special Character Consideration: The board agreed that while refining the language for clarity is important, it should not come at the expense of the school's special character, ensuring the plan retains its unique identity rather than aligning too closely with conventional school models.



Strategic Plan 2025

Rachel Huggins will review and suggest re-wording for clearer metrics before sharing with Learne McArthur and Ian Reeves via email.

Due Date: 13 Mar 2025
Owner: Rachel Huggins

3.6 Property

Learne McArthur spoke briefly to property.

- There has been limited feedback on Halswell property matters; an email has been received stating that work continues in the background with a promise to follow up. Learne will chase up when a meeting is expected.
- Sub-Committee Formation: There was a discussion about forming a sub-committee to address non-negotiables related to property and other considerations. Due to a lack of information, the board is unable to respond at this stage, but it was agreed that the committee should be proactive. The possibility of involving an architect in the planning was raised. Craig will send out an email for interest in those wanting to be part of the sub-committee to begin research/investigations.
- Repair and maintenance work will start on 11th February 2025.



Property

Learne to follow up with MoE on the timing of the next property meeting.

Due Date: 13 Mar 2025
Owner: Learne McArthur



Property Sub-Committee

Craig to send out an email to establish the sub-committee, with the goal of starting initial investigations.

Due Date: 13 Mar 2025
Owner: Craig Scott

3.7 Policies for Review

The meeting discussed the following policies for review:

- Unit Allocation Policy - after discussion the meeting approved that the policy should be sent out for consultation.
- GPS Tracking of School Vehicles - first time to the board. Reviewed by SLT with no alterations made. After discussion the meeting approved that the policy should be sent out for consultation. The board requested confirmation of how many vehicles the school has and how many have GPS for the March meeting.
- Te Tiriti o Waitangi Policy - Following discussion at the December board meeting, the policy was reviewed in the context of the Education and Training Act, which serves as a baseline. It was suggested that the policy should be framed as an aspiration, not just a minimum standard. Matt was consulted for his perspective, and feedback was gathered from other schools to inform the approach.
 - The meeting discussed questioning whether "policy" was the right term, suggesting a statement of intent might be more appropriate.
 - It was appreciated how the policy was broken down and explicitly linked to the articles of Te Tiriti o Waitangi, and it was agreed that it fits well with the school's values.
 - After further discussion it was agreed that the draft policy be circulated by email to those not attending the meeting and discussed further at the March board meeting for approval.



GPS Tracking of School Vehicles

The board requested confirmation of how many vehicles the school has and how many have GPS for the March meeting.

Due Date: 13 Mar 2025
Owner: Learne McArthur



Te Tiriti o Waitangi Policy

To be circulated to those not in attendance at the February board meeting for further discussion at the March board meeting.

Due Date: 13 Mar 2025
Owner: Learne McArthur

3.8 Health & Safety Report

Nothing of significance to be discussed.



Health & Safety Report

That the Health & Safety report be accepted. All approved.

Decision Date: 13 Feb 2025
Mover: Craig Scott
Outcome: Approved

4. General Business

4.1 Board Regional Meeting 2025

- The meeting discussed holding the Board's regional meeting in Greymouth, taking into consideration logistical issues with flights (limited options) and venue availability (no

classroom on the West Coast). It was suggested by Learne that the SLT could visit Greymouth for liaison work and community engagement without requiring the entire board to travel.

- It was noted, however, by the board that the opportunity was missed last year. After discussion it was agreed to continue with the Greymouth meeting, however pushing the date out to the June board meeting taking place on the 12th.
- Calendar invites to be sent out for all 2025 meetings, with the next meeting scheduled for 13th March.



2025 Board Meetings - Calendar Invites

Calendar invites to be sent out for all 2025 meetings.

Due Date: 13 Mar 2025

Owner: Jane Hadley

4.2 NZSTA Conference - Christchurch

- The NZSTA Conference will take place from 10th to 13th July in Christchurch. Board members were asked to consider whether they would like to attend, making the most of the early bird registration.
- David Ivory and Nicola Leete expressed interest in attending.
- Craig Scott to email those not in attendance to gauge interest.



NZSTA Conference 2025

That the school supports board members attending the conference. Board members will submit an EOI prior to the early bird registration deadline.

Decision Date: 13 Feb 2025

Mover: Craig Scott

Outcome: Approved



NZSTA Conference 2025

Craig to email board members not in attendance with regards to interest in NZSTA Conference.

Due Date: 13 Mar 2025

Owner: Craig Scott

4.3 Professional Development

- A thank you was extended to Kaimahi for their professional learning and development session and for opening it up to board members. It was noted that the session was very enjoyable. Acknowledgement was given to Ian Reeves for co-ordinating the programme and leading the progress of the days and to all board members who attended.
- The board requested that the staff give feedback around what they enjoyed most in the March Staff View.

4.4 Principal's Award

The board continued the discussion from late 2024 around creating an award to honour the contributions of Helen Mantell to the school. One proposal was to define the award's criteria based on the principal's values, with nominations from teachers. Another suggestion was to offer a monetary award for training or goals in the principal's name. Additionally, there was the idea of

having separate awards for students and teachers. The discussion will be tabled for the March meeting, with staff input sought on the values to be commemorated.

4.5 IT Contract Review

The board discussed the significant expenditure on IT and whether it provides value for money. It was suggested that an audit be conducted to review the situation and provide feedback for the March board meeting.



IT Review/Audit

Learne and Ian to conduct a review/audit. Feedback to be tabled at the March meeting.

Due Date: 13 Mar 2025

Owner: Learne McArthur

4.6 Cleaning Quote

Further to the discussion and decision made at the December board meeting. Learne clarified that after re-reading the quote a decision had been made to stay with the current cleaners as most cost-effective.

4.7 Pride Pledge

Learne spoke to an email received from a member of staff addressed to the Principal and Board members regarding to committing to the Pride Pledge.

- Committing would involve an audit, certification, and ongoing professional development to better support the gender diverse community.
- The estimated cost is circa \$600 with ongoing certification provided.
- The proposal aligns with the school's strategic goals.
- The board discussed, expressing support but suggested exploring other organisations offering similar services to compare options.
- Learne will gather more information, including alternative options and examples of professional development to present at the March Meeting.



Pride Pledge

Learne to gather more information, including alternative options and examples of professional development to present at the March Meeting.

Due Date: 13 Mar 2025

Owner: Learne McArthur

4.8 Proposal for payment of additional hours for part time staff for PD

Learne McArthur spoke to a proposal for payment of additional hours for part-time staff attending professional development at the Southern Health School. The proposal was taken as read.

- The board had a robust discussion around compensating part-time teachers for PD days at their normal rate. After discussion the board decided to leave the decision to the Acting Principal and Deputy Principal, acknowledging it affects a small number of staff and noting that it is more an operational matter.

4.9 Attendance of Acting Deputy Principal to attend the HOPE Conference

The board discussed and agreed to support Ian's request to attend the HOPE Congress 2025 Conference in Ireland, as outlined in the proposal included in the board papers.



HOPE Congress 2025 Conference - Acting Principal Attendance

The board supported Ian's request, as tabled. All in favour.

Decision Date: 13 Feb 2025
Mover: Craig Scott
Outcome: Approved

5. Agenda B

5.1 Correspondence

- Tuketuku Kōrero - 09.12.2024
- Email approval regarding visa cards

5.2 Principal's Report

The Principal's Report was taken as read. Nothing of significance to report.

5.3 Finance Report

Craig Scott spoke to the February 2025 Finance Report. The report was taken as read.

- It was recommended that Term Deposit #81 be reinvested for 1 year and that Term Deposit #72 for 3 months to 1st June 2025.
- It was noted that the Operations Grant payments are due 1 April, July and October 2025. Timeframes would mean that funds were available through the year.



Term Deposit #72 & Term Deposit #081

That the recommendations, as per the finance report, be approved.
Term Deposit #72 to be reinvested for 3 months to 1st June 2025.
Term Deposit #81 to be reinvested for one year.

Decision Date: 13 Feb 2025
Mover: Craig Scott
Outcome: Approved

5.4 Schedule of Delegated Authorities

Craig Scott spoke to the Schedule of Delegated Authorities as included in the board papers. The schedule was taken as read.

- The meeting discussed concurrence - a payment made for extraordinary circumstances usually at a rate of 20% of principal salary. In previous discussions concurrence was said to have been paid/in delegations, however there is no mention in the Schedule of Delegated Authorities. It was noted that if paid and not in the delegations the school could be at risk. After discussion there was an assumption that it is not paid. Noted that the delegations do not include concurrence - Learne to confirm with Jane.

- Rachel to email link to further information around applying for concurrence to be further discussed at the March meeting.



Schedule of Delegated Authority

That the Schedule of Delegated Authorities be accepted as tabled. All in favour.

Decision Date: 13 Feb 2025
Mover: Craig Scott
Outcome: Approved



Confirmation around concurrence

Learne to confirm with Jane.

Due Date: 13 Mar 2025
Owner: Learne McArthur



Concurrence Information

Rachel to email link to further information around applying for concurrence to be further discussed at the March meeting.

Due Date: 13 Mar 2025
Owner: Rachel Huggins

6. Close Meeting

6.1 Close the meeting

Next meeting: No date for the next meeting has been set.

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.5	Strategic Plan 2025 Due Date: 13 Mar 2025	Rachel Huggins
3.6	Property Due Date: 13 Mar 2025	Learne McArthur
3.6	Property Sub-Committee Due Date: 13 Mar 2025	Craig Scott
3.7	GPS Tracking of School Vehicles Due Date: 13 Mar 2025	Learne McArthur
3.7	Te Tiriti o Waitangi Policy Due Date: 13 Mar 2025	Learne McArthur
4.1	2025 Board Meetings - Calendar Invites Due Date: 13 Mar 2025	Jane Hadley
4.2	NZSTA Conference 2025 Due Date: 13 Mar 2025	Craig Scott
4.5	IT Review/Audit Due Date: 13 Mar 2025	Learne McArthur
4.7	Pride Pledge Due Date: 13 Mar 2025	Learne McArthur
5.4	Confirmation around concurrence Due Date: 13 Mar 2025	Learne McArthur

Item	Action Title	Owner(s)
5.4	Concurrence Information Due Date: 13 Mar 2025	Rachel Huggins

Signature:  Date: 13/03/2025
CRAIG SCOTT