CONFIRMED MINUTES

BOARD MEETING

At the **Board of Trustees Meeting** on **18 Sept 2025** these minutes were **confirmed as presented.**

Name:	Southern Health School
Date:	Thursday, 21 August 2025
Time:	5:00 pm to 7:13 pm (NZST)
Location:	Southern Health School, 2 Halswell Rd, Hillmorton, Christchurch 8025
Board Members:	Craig Scott (Chair), David Ivory, Eddie Norgate, Jo Kennard, Johanna Joblin, Learne McArthur, Linda Miller, Matthew McVicar, Nicola Leete, Rachel Huggins
Apologies:	Vicky Snowsill-Blyde

1. Opening Meeting

1.1 Karakia

The meeting opened with a Karakia.

1.2 Welcome

Craig Scott welcomed all to the meeting. It was noted that the meeting was recorded for minute purposes.

1.3 Speaking Rights

Speaking Rights

That Learne McArthur be granted speaking rights.

Decision Date:	21 Aug 2025
Mover:	Craig Scott
Outcome:	Approved

1.4 Apologies

The board noted Rachel Huggins' absence and extended condolences following the sudden passing of her mother.

1.5 Registration of Interests

Johanna Joblin to be added as Senior Lecturer at Otago University onto the Registration of Interests.

Update Johanna Joblin's details on Registration of Interests

Update Registration of Interest to not Johanna Joblin as Senior Lecturer at University of Otago.

Due Date: 18 Sept 2025
Owner: Jane Hadley

1.6 Minutes of Previous Meeting

Audit & Risk Committee Meeting 24 Jul 2025, the minutes were confirmed as presented.

Board Meeting 13 Jun 2025, the minutes were confirmed as presented.

Board of Trustees Meeting Friday 13th June

That the minutes of the Board of Trustees meeting held 13th June 2025, having been circulated, be approved as a true and accurate record of the meeting.

Decision Date: 21 Aug 2025
Mover: Learne McArthur
Seconder: Eddie Norgate
Outcome: Approved

Audit & Risk Meeting 24th July 2025

That the minutes of the Audit & Risk Meeting held 24th July 2025, having been circulated, be approved as a true and accurate record of the meeting.

Decision Date: 21 Aug 2025
Mover: Eddie Norgate
Seconder: Linda Miller
Outcome: Approved

1.7 Matters arising from the Board meeting on 13th June & A & R on 24th July 25

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

- The meeting discussed staff use of private vehicles for school business. Staff must have business-use insurance, and while the school may cover excess in some cases, impacts like loss of no-claims bonuses remain. Contracts generally expect travel between sites, with mileage reimbursed at 0.84c/km. IRD rates are higher but vary by vehicle type. The board considered adopting IRD rates and clarified that transport expectations should be transparent in employment packages. Linda to report back on the cost of applying IRD mileage rates for the next meeting.
- A letter to the MoE will be drafted once insulation quotes for the Ashburton site are reviewed as part of the agenda.
- The school has met with the IT provider to review the IT audit findings and his responses. There was agreement not to change IT providers until after the HELIX student system is embedded in the New Year, despite plans to go to market.

Use of Private Vehicles - IRD rates

Linda to report back on the cost of applying IRD rates.

Due Date: 18 Sept 2025
Owner: Linda Miller

1.8 Call for General Business

- Consumption of alcohol on school property.
- Board use of Google Accounts.

1.9 Board Only Time

2. Public Excluded

2.1 Move to Public Excluded

Move to Public Excluded

That the meeting moved to Public Excluded at 5:27pm for the following parts of the proceedings of the meeting. Learne McArthur left the meeting at 5:27pm returning at 5:35pm.

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 6:01pm.

Decision Date: 21 Aug 2025
Mover: Craig Scott
Outcome: Approved

2.2 Minutes of previous public excluded meeting

Public Excluded Minutes - 13th June 2025

That the Public Excluded minutes of the Board of Trustees meeting held 13th June 2025, having been circulated be approved as a true and accurate record of the meeting.

Decision Date: 21 Aug 2025
Mover: Craig Scott
Outcome: Approved

Public Excluded Minutes - 24th July 2025

That the Public Excluded minutes of the Audit & Risk meeting held 24th July 2025, having been circulated be approved as a true and accurate record of the meeting.

Decision Date:	21 Aug 2025
Mover:	Eddie Norgate
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 6:01pm.

3. Agenda A

3.1 Property

Learne gave a property update.

- Ashburton Site - Ashburton is nearing sign-off. Linda presented quotes for retrofitting insulation and double-glazing but recommended holding off due to the disruption involved and the fact that the property is not owned by the school. The board agreed that the priority is ensuring spaces are warm, safe and dry, and noted that existing heat pumps and curtains already support this. Temperature monitoring was proposed to assess classroom warmth before making further investment decisions.
- The board discussed the timing and impact of writing to the MoE to request reimbursement for property upgrades. Concerns were raised that spending money before securing funding could weaken the case. It was agreed to delay the letter with temperature monitoring undertaken to assess winter suitability. It was noted that legally, the school can only argue for basic standards as tenants. Craig emphasised the importance of gathering data prior to revisiting the letter to the Minister. The board agreed to reassess as necessary.
- Rangiora Pod Agreement - An agreement is being considered with Rangiora Borough School, involving a double prefab classroom with toilet block. No modifications will be made, but the property advisor has confirmed it meets the "warm, safe, dry" standard. Accessibility concerns - especially around toileting - were raised and will be followed up with the property partner.
- West Coast - Learne reported a rise in student numbers at the West Coast site, prompting urgent accommodation needs. Tai Poutini Polytechnic has offered a suitable classroom at a reasonable rate. Discussions with the Ministry are ongoing to determine when responsibility for accommodation costs should shift from the school to the Ministry.
- It was advised that a second quote would be necessary for procurement compliance, even for temporary arrangements. The board was assured that other spaces had been investigated but were not suitable. It was agreed that this would be documented with a file note to ensure transparency and compliance.

3.2 Policies for Review

The following policies were reviewed as part of the cycle:

- Theft and Fraud Protection - the updated Theft & Fraud policy was presented noting the incorporation of a clause from the recent Health & Safety meeting. The addition was supported, with emphasis on staff understanding their responsibilities around intellectual property. The board queried file access after staff exit, and it was clarified that accounts are suspended for a defined period (to be confirmed), with best practice outlined as saving work in shared drives to ensure continuity. Training will be required to support this continued practice. The policy, with the amendment was unanimously adopted.

Theft & Fraud Prevention Policy

That, after review, the Theft & Fraud Prevention Policy be accepted, subject to amendment as discussed.

Decision Date:	21 Aug 2025
Mover:	Craig Scott
Outcome:	Approved

4. General Business

4.1 Rebrand and Design Process

- The board was presented with updated brand guidelines, developed following consultation with both board members and staff. The guidelines outline the design journey, including rationale for colour choices and typography selected to support those with reading challenges. Practical instructions for application are included.
- A site-by-site rollout is planned for the new year, allowing time for rebranding, website reskinning, and budget planning. Community gatherings are proposed at each major centre to unveil the new branding, strengthening board–community engagement. Work is underway on signage, business cards, email templates, and other branded materials.
- The estimated cost for signage and vehicle branding across Christchurch, Dunedin, and Blenheim is $13,167.50. Future stationery will be rebranded as ordered, with no additional costs. The board agreed the branding looked strong and acknowledged the work done to date.

4.2 Update on School Docs

The school has signed up for SchoolDocs and has begun setup. A project role for policy migration has been advertised, and a registered teacher with relevant experience has expressed interest. The migration process is underway but expected to be lengthy.

4.3 Board Elections

Board elections are scheduled for 16th September 2025, and the voting process has now been released. The receipt of an email from the Principals Association was noted, expressing appreciation to each board member for their service.

4.4 School Cars

Four vehicle quotes were reviewed for school fleet replacement. The recommended option was the Toyota Corolla hybrid, already in use and priced at $35,000 GST inclusive—below the $37,000 budget. The Corolla was preferred for its reliability, safety rating, and value retention. It was

agreed that future procurement could follow a streamlined process based on the principal's recommendation, provided three quotes are obtained.

School Vehicles

The board unanimously approved the purchase of Toyota Corollas from Miles Toyota.

Decision Date:	21 Aug 2025
Mover:	Linda Miller
Outcome:	Approved

4.5 Start and Finish Dates for 2026

The board confirmed the 2026 school year calendar, noting that only 276 half days are required if two board-approved PLD days are included. Students will start on 2nd February, with PLD days scheduled for 28th – 30th January 2026. The final day of the school year will be 8 December 2026. The board unanimously approved the proposed dates.

School Calendar

The board unanimously approved the proposed start and finish dates for 2026.

Decision Date:	21 Aug 2025
Mover:	Craig Scott
Outcome:	Approved

4.6 September & December Meetings

- The September board meeting will begin at 5:30pm NZ time to accommodate attendance from Australia. All agreed to the adjusted start time, and online participation by Linda Miller was confirmed.
- The board discussed upcoming meeting scheduling and transition planning. If the September full board meeting is deferred, the October meeting may become a full board session, with the A&R meeting rescheduled. The first meeting of the new board will be organised and chaired by the Principal, with a backup arranged due to previous technical issues during remote attendance. It was confirmed that only appointed members will attend the initial meeting, with any skill gaps addressed through secondment if needed. Board members will be asked to submit governance-related background information to support role allocation, including Chair, Deputy Chair, and A&R Chair. The board also agreed to explore student voice representation for the November strategic meeting and supported the idea of creating a short video to encourage interest in board roles.
- The board agreed to reschedule the final meeting of the year from 11 December to 4 December 2025, aligning with the confirmed school finish date of 5 December.

4.7 Consumption of alcohol at school events

- The idea of a final board dinner was raised, depending on upcoming notifications about board composition. It was suggested that the meeting pause to consider the broader issue of alcohol at school-related events, noting that while current practice involves passing motions to authorise alcohol, it may be timely to reflect on the school's Kaupapa and the sensitivities of the health school environment.
- It was proposed that Linda prepare a one-page review after consulting with other schools about their practices, to help the board consider a consistent stance moving forward.
- Learne supported the proposal, recalling the board's earlier decision to cease alcohol provision and highlighting the philosophical alignment with the school's values.

- It was noted that a blanket policy would still allow individuals to make personal choices off-site. All agreed that Linda's review would help reduce the need for repeated motions and provide clarity for future boards. Craig requested the discussion be noted for continuity, and reiterated the idea of a farewell dinner if timing allows.

Review of use of alcohol at Health School events

Linda to prepare a one-page review after consultation with other schools about their practices in order to help the board consider a consistent stance moving forward with regards to the use of alcohol at Health School events.

Due Date: 18 Sept 2025
Owner: Linda Miller

4.8 Google Accounts

Board members confirmed preferences for using their Google accounts. Linda will action setup based on individual preferences.

4.9 EAP

- Linda recommended EAP Habit Health as the preferred provider. The setup includes a $400 annual fee, an $890 base fee, and $199 per counselling session. Staff would be entitled to three sessions funded by the school, with discretion to offer an additional three. Although the service hasn't been used in recent years due to the supervision programme, the board agreed it was important to have an EAP option available.
- Linda will send details to board members and follow up with Habit Health regarding their risk protocols. The board noted and supported the recommendation.

EAP Habit Health

Linda will send details to board members and follow up with Habit Health regarding their risk protocols. The board noted and supported the recommendation.

Due Date: 18 Sept 2025
Owner: Linda Miller

5. Agenda B

5.1 Correspondence

- NZEI notice re paid union meetings planned between 18th & 29th August 2025.
- BNZ information regarding interest-earning accounts.
- PPTA Strike information.

5.2 Principal's Report

The Principal's Report was taken as read. Linda noted she is finalising a board report based on her pre-commencement meetings and interviews, structured as a SWOT analysis. She thanked the board for the opportunity to engage with staff and stakeholders prior to starting and indicated the summary would support future strategic planning. She will circulate the board summary in confidence.

Linda confirmed rolling strikes are scheduled but have not yet been discussed by SLT. Learne noted that teachers have historically managed strike action without disadvantaging students. Linda

clarified that union guidance is for staff to be onsite completing administrative tasks, not teaching. David reminded the board of legal restrictions around non-union staff covering for striking union members. Linda confirmed compliance.

Craig noted that this month's staff view was one of the best he has read, particularly praising its connection to community engagement. He asked that his feedback be passed on to staff.

5.3 Finance Report

- Eddie presented the financials and confirmed the Executive Summary will be provided to support board members moving forward.
- The board discussed future capital expenditure and potential investment in student offerings such as community outreach and pathway programmes. The need for increased Youth Health Worker hours was raised and noted for strategic planning.
- The board received standard depreciation rates from Schooled and agreed to adopt them. A motion was passed to approve the rates, with evidence to be included in the annual work papers. No further questions were raised.
- A Rolling Term Deposit has been set up for $100,000.00 as agreed.
- Recommendation that #75 be extended for another year on the best available rate. All in favour.

Depreciation Rates

That the school board approve the standard depreciation rates for fixed assets as provided by Schooled, with adoption noted for inclusion in the annual work papers.

Decision Date: 21 Aug 2025
Mover: Eddie Norgate
Outcome: Approved

Financial Statements for Period ending 31st July 2025

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

Decision Date: 21 Aug 2025
Mover: Eddie Norgate
Seconder: Linda Miller
Outcome: Approved

Term Deposit #75

Recommendation that Term Deposit #75 be extended for another year on the best available rate. All in favour.

Decision Date: 21 Aug 2025
Mover: Eddie Norgate
Outcome: Approved

5.4 Koru Club Confirmation

- The board discussed the auditor's feedback regarding Koru Club membership for the Principal and Deputy Principal, noting it had been deemed as an unjustified .expenditure. As the matter was public, the DP and Principal were present but did not speak or vote.
- The board acknowledged that the previously used mechanism of concurrence was not appropriate, as it typically applies to single-person benefits in specific circumstances such as hostel licensing or major projects.

- After serious consideration of the auditor's recommendations, the board reaffirmed its original decision to approve Koru Club membership for both the Principal and DP, citing the multi-site nature of the school, the need for secure and productive workspaces during travel, and staff wellbeing. The motion to continue this approval on a year-by-year basis was passed, with all in favour. Learne and Linda were excluded from the vote.

Koru Club Membership

That the board, having considered the Auditor's feedback, reaffirms its decision to approve Koru Club membership for the Principal and Deputy Principal on a year-by-year basis. Unanimously approved.

Note: Learne McArthur and Linda Miller were excluded from the vote.

Decision Date:	21 Aug 2025
Mover:	Craig Scott
Outcome:	Approved

6. Close Meeting

6.1 Close the meeting

Next meeting: Board of Trustees Meeting - 18 Sept 2025, 5:30 pm

Signature: _____ **Date:** 18/9/25