

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING

At the **Board of Trustees Meeting** on **20 Nov 2025** these minutes were **confirmed as presented**.

Name:	Southern Health School
Date:	Thursday, 16 October 2025
Time:	5:00 pm to 6:46 pm (NZDT)
Location:	Southern Health School, 2 Halswell Rd, Hillmorton, Christchurch 8025
Board Members:	Craig Scott (Chair), David Ivory, Johanna Joblin, Learne McArthur, Linda Miller, Matthew McVicar, Nikki Freeman, Eddie Norgate, Rachel Huggins
Attendees:	Vicky Snowsill-Blyde
Apologies:	Nicola Leete

1. Opening Meeting

1.1 Karakia

The meeting opened with a Karakia at 5:00pm.

1.2 Welcome

Eddie Norgate welcomed all to the meeting, in particular Nikki Freeman who joins as staff representative.

1.3 Speaking Rights

N/A

1.4 Apologies

Apologies were noted for Nicola Leete and Craig Scott for lateness. Eddie Norgate chaired the meeting.

1.5 Registration of Interests

No further updates.

1.6 Minutes of previous meetings

Board of Trustees Meeting 18 Sept 2025, the minutes were confirmed as presented.



Board of Trustees Meeting Thursday 18th September 2025

That the minutes of the Board of Trustees meeting held 18th September 2025, having been circulated, be approved as a true and accurate record of the meeting.

Decision Date: 16 Oct 2025
Mover: Linda Miller
Seconder: Johanna Joblin
Outcome: Approved

1.7 Matters arising from previous minutes

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

Board Farewell - to be scheduled for the end of the year to include both incoming and outgoing board members.

Bank Staffing Transfer - After further investigation this will not go ahead.

Letter to Matt Bateman - Acknowledging contribution and inviting him to the strategic planning in November - to be rolled over.

Kaiwhakatore Māori Role - The role will be advertised as permanent .5 position starting from next year.



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: 20 Nov 2025
Owner: Craig Scott

2. Agenda A

2.1 Call for General Business

- Ashburton Classroom
- Strike Action

2.2 Policies for Review

The following policies were reviewed:

- *Alcohol at School and School Events Policy* - the board reviewed the draft policy incorporating the board's previous discussion. Discussion noted the importance of transparent consultation with all staff. It was discussed and agreed that private off-site alcohol purchases remain the individual's responsibility subject to host responsibility being exercised. To be circulated for consultation.
- *Performance Management Policy* - the board reviewed the updated policy which has been out for consultation with no feedback received prior to the board meeting. The board discussed the review process and agreed the policy will be further reviewed upon transition to SchoolDocs.
- *Responding to Mental Health Crisis (Procedure)* - the board discussed the procedure outlining clear steps to follow when a student poses an immediate risk to themselves or others. The procedure has been circulated for consultation, with no feedback received. The procedure was approved as presented.

Craig Scott joined the meeting at 5:20pm.



Performance Management Policy

That the Performance Management Policy, having been reviewed and sent out for consultation, be approved.

Decision Date: 16 Oct 2025
Mover: Johanna Joblin
Seconded: Matthew McVicar
Outcome: Approved

3. Agenda B

3.1 Correspondence

- *NZEI Strike Notice* - the board noted that while formal notice of PPTA strike action had not yet been received, both NZEI and PPTA are expected to strike on the same day. The upcoming school newsletter will include relevant information. The board expressed support for management in administering arrangements related to the strikes.
- *Jill Bayley Resignation* - Acknowledged and accepted.
- *Southern Regional Health School Mail - Rolling Term Deposit #76* - Correspondence for confirmation - taken as read and accepted.

3.2 Principal's Report

The Principal's report was taken as read.

Linda shared insights from two specialist school visits whilst in Sydney, highlighting the strength of pedagogical frameworks and the value of ongoing network development. The board discussed future development opportunities. Linda noted the need to clarify the distinction between funding and delivery models and emphasised the importance of increasing meaningful teaching time through innovative approaches tailored to individual student needs.

The concept of a hybrid delivery model, using community classrooms and bespoke support based on student health status was discussed. The potential for external organisations to contribute to the model and the importance of tracking student contact time was also discussed.

The additional reports attached were taken as read. Of note:

- A reminder that the Ashburton classroom at Ashburton Borough School will take place on 20th October from 4:30pm.
- Roll Return - noted for information. Enrolments continue, with a notable increase in referrals in Nelson due to the establishment of a new mental health team. Staffing remains under pressure, with part-time relievers being employed to help cover gaps where required.



Principal and Supplementary Reporting

That the Principal's Report and supplementary reporting be approved. All in favour.

Decision Date: 16 Oct 2025
Mover: Eddie Norgate
Outcome: Approved

3.3 Finance Report

Eddie Norgate spoke briefly to the Financial Statements for the period ended 30th September 2025 and the Finance Report included in the board papers.

- Minor variances noted, attributed to increased roll numbers, staffing and the added costs of operating a large school.
- Linda spoke to a budget planning meeting which has taken place with key staff and Schooled representatives. The intention is to re-code budget lines to improve clarity and enable site-specific reporting.
- The board discussed anticipated growth in Christchurch East, particularly amongst Pacific communities, supported by Jeff's recent appointment and collaboration with Matt Bateman. Data collection is underway to assess demographic trends. Linda proposed proactively advertising and recruiting two permanent teachers to meet potential demand. Key points from the discussion included the importance of respecting mana and the value of satellite delivery models to reduce barriers for families. The board discussed opportunities to partner with churches and community groups to provide space and support.
- The board agreed in principle to the proposal for recruitment with Linda to complete further research and data analysis. The final decision will lie with management following this approval.

Finance Report - October 2025

- Following all members' approval, the rolling Term Deposit #76 will roll over to 16th November 2025 (approved by email in between meetings).
- Recommendation that the new Term Deposit #77 be transferred into the current account once matured on 1st November 2025. The meeting discussed and agreed.



Financial Statements for Period ending 30th September 2025

That the financial statements for the period ending 30th September 2025 be accepted.

Decision Date: 16 Oct 2025
Mover: Linda Miller
Seconded: Craig Scott
Outcome: Approved



Finance Report

That the Finance Report for October 2025 be accepted.

Decision Date: 16 Oct 2025
Mover: Eddie Norgate
Outcome: Approved



Term Deposit #77

Recommendation that the new Term Deposit #77 be transferred into the current account once matured on 1st November 2025. All in favour.

Decision Date: 16 Oct 2025
Mover: Eddie Norgate
Outcome: Approved

4. General Business

4.1 End of Year Board Dinner

The meeting discussed and agreed that a board dinner will follow the board meeting on 4th December 2025.

4.2 November Planning Meeting

The meeting discussed the impact of the government's announcement around strategic planning, allowing a delay in finalising the new strategic plan. It was agreed that the current board should continue to scope the plan, with finalisation to occur once the new board has been announced. There was consensus that delaying planning could risk falling behind. Challenges were noted around MoE appointment timelines, with potential availability issues for new members for upcoming meetings.

It was agreed the next board meeting to be held 20th November with the Strategic Planning Workshop scheduled for 27th November.

4.3 PPTA Strike

The board discussed the anticipated strike action on 23rd October, noting that while no formal notification had not yet been received, it is understood that PPTA will join NZEI in striking. Linda recommended closing the school on the day of the full strike due to an inability to provide adequate cover. Staff not in the PPTA union will be directed to work from home.



Strike Action

That the board move to adopt the recommendations as presented by the principal. Nikki Freeman and Linda Miller abstained from the motion.

Decision Date: 16 Oct 2025
Mover: Craig Scott
Seconder: Matthew McVicar
Outcome: Approved

5. Public Excluded

5.1 Move the meeting into Public Excluded



Move to Public Excluded

That the meeting move to Public Excluded at 6:15pm for the following parts of the proceedings of the meeting. Nikki Freeman left the meeting at 6:15pm returning at 6:21pm.

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 Health & Safety Risk Register	It is necessary to exclude the public from this part of the meeting in order to protect the	Pursuant to s48 (a) (ii) of the LGOMIA that the public content of the relevant part of the

	privacy of natural persons, being a good reason for withholding information under s9(2)(a) of the Official Information Act (OIA) 1982.	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 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 6:41pm.

Decision Date: 16 Oct 2025
Mover: Eddie Norgate
Outcome: Approved

5.2 Public Excluded Minutes



Public Excluded Minutes - 18th September 2025

That the Public Excluded minutes of the Board of Trustees meeting held 18th September 2025, having been circulated, be approved as a true and accurate record of the meeting.

Decision Date: 16 Oct 2025
Mover: Eddie Norgate
Outcome: Approved

5.3 Health & Safety Report

Included under Public Excluded minutes.

5.4 Strategic Risk Register

Included under Public Excluded minutes.

5.5 Move the meeting out of Public Excluded

The meeting moved out of Public Excluded at 6:41pm.


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)
1.7	Letter to Matt Bateman Due Date: 20 Nov 2025	Craig Scott

Signature: 	Date: <u>20/11/25</u>
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