

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING

At the **Strategy Meeting** on **11 Dec 2025** these minutes were **confirmed as presented**.

*These minutes were confirmed via Flying Minute on 27.11.2025*



<b>Name:</b>	Southern Health School
<b>Date:</b>	Thursday, 20 November 2025
<b>Time:</b>	5:00 pm to 7:13 pm (NZDT)
<b>Location:</b>	Southern Health School, 2 Halswell Rd, Hillmorton, Christchurch 8025
<b>Board Members:</b>	Craig Scott (Chair), David Ivory, Eddie Norgate, Johanna Joblin, Learne McArthur, Linda Miller, Matthew McVicar, Nikki Freeman
<b>Attendees:</b>	Vicky Snowsill-Blyde
<b>Apologies:</b>	Nicola Leete, Rachel Huggins

### 1. Opening Meeting

#### 1.1 Karakia

The meeting opened with a Karakia at 5:10pm.

#### 1.2 Welcome

Craig Scott welcomed all to the meeting.

#### 1.3 Speaking Rights



##### Speaking Rights

That Learne McArthur be granted speaking rights.

**Decision Date:** 20 Nov 2025

**Mover:** Craig Scott

**Outcome:** Approved

#### 1.4 Apologies

Apologies were noted for Nicola Leete and Rachel Huggins.

#### 1.5 Registration of Interests

No further updates.

#### 1.6 Minutes of previous meetings

**Board of Trustees Meeting 16 Oct 2025**, the minutes were confirmed as presented.



## Board of Trustees Meeting 16th October 2025

That the minutes of the Board of Trustees meeting held 16th October 2025, having been circulated, be approved as a true and accurate record of the meeting.

**Decision Date:** 20 Nov 2025  
**Mover:** Eddie Norgate  
**Seconder:** Matthew McVicar  
**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:

*Letter to Matt Bateman* - Complete.

*Matt Bateman* - Matt has been appointed to .5 permanent from the beginning of 2026.

*Strategic Planning* - Re-scheduled 11th December.

## 2. Agenda A

### 2.1 Call for General Business

- Coloured Sand
- Auditors
- Meeting Dates for 2026

### 2.2 Treaty of Waitangi

The board noted the recent removal of the legislative requirement for boards to give effect to the Treaty of Waitangi. In light of the school's ongoing relationships with Treaty partners and its commitment to culturally responsive practice, the board held a robust discussion on its position.

The board acknowledged the significance of this commitment, particularly in serving students and whānau across the South Island. It was agreed that a positively framed public statement would be drafted to affirm this stance, with sensitivity to the current community context.

Learne and Linda to draft a public statement for board review, reflecting a moderate and affirming approach. Craig to inform board members not present at the meeting.



### Commitment to the Treaty of Waitangi

That the board of trustees is committed to continuing to give effect to the Principles of the Treaty of Waitangi. All in favour.

**Decision Date:** 20 Nov 2025  
**Mover:** Craig Scott  
**Outcome:** Approved



### Commitment to the Treaty of Waitangi

Learne and Linda to draft a public statement for board review. Draft to be circulated via email for feedback prior to publication on the school website and Facebook page.

**Due Date:** 11 Dec 2025  
**Owners:** Learne McArthur, Linda Miller



## Treaty of Waitangi

Craig to inform board members not present at the meeting.

**Due Date:** 11 Dec 2025

**Owner:** Craig Scott

## 2.3 Rangiora Site

The board considered a proposal to relocate the Rangiora site from one classroom space to two, to better support student needs. Concerns were raised regarding accessibility for students in wheelchairs and gender-diverse students, as well as the need for separate staff toilets. The space is also noted to be cold in winter.

Learne is liaising with the school and MoE regarding the relocation. While no MoE funding is available, the board was assured of a tenancy period of five years, with potential for a further five.

The board unanimously agreed to seek quotes to improve the toilet configuration and overall usability of the space, with a view to supporting the growing roll (currently 24 students).



## Rangiora Site

Quotes to be obtained and brought back to the board for consideration.

**Due Date:** 11 Dec 2025

**Owner:** Learne McArthur

## 2.4 New School Branding

The board noted an issue with the new school branding, where the Te Reo name of the school was not clearly visible in presentation formats. Alternative design options were sought from HAIL and reviewed at the meeting.

Following discussion, the board agreed that Option 2 (as presented on the printed sheet) was the preferred design.

## 2.5 Strategic Goals

The board received an update on strategic planning for 2026, with Linda speaking to the Strategic Direction document included in the board papers. While the current direction may be refined once the new board is appointed, the Senior Leadership Team (SLT) sought approval in principle to continue development in preparation for upcoming planning meetings.

The board noted the importance of alignment between SLT planning and board priorities.

Matt and Geoff have contributed to the strategic thinking, including budget planning for increased community outreach to support enrolments.

Initial outreach will focus on areas with low current provision and capacity to grow, particularly where Māori and Pacific student representation is low. Learne presented mapping data to support this targeting. Community facilities will be used initially, with permanent spaces to be considered once enrolment numbers increase.

A more detailed strategic review and draft budget will be presented at the 11th December meeting.



## Strategic Goals

That the board approve the continued development of the strategic directions. All in favour.

**Decision Date:** 20 Nov 2025

**Mover:** Craig Scott

**Outcome:** Approved

## 2.6 Policies for Review

The following policy was reviewed:

*Alcohol Policy* - the policy has been circulated for consultation, with no feedback received. The policy was approved as presented.



### Alcohol Policy

That the alcohol policy be approved.

**Decision Date:** 20 Nov 2025

**Mover:** Craig Scott

**Outcome:** Approved

## 3. Agenda B

### 3.1 Correspondence

Notices regarding Strike Action for 23 & 29 October and 5 November 2025. Noted that nothing further around strikes for the rest of the year. Expectation that there may be more in 2026.

### 3.2 Principal's Report

The principal's report was taken as read. It was noted that the fixed-term teaching position in Ashburton will be re-advertised due to the previously identified candidate accepting another role.

The Analysis of Variance is progressing well, with positive developments across all focus areas.

### 3.3 Finance Report

Eddie Norgate spoke briefly to the Financial Statements for the period ended 31st October 2025 and the Finance Report included in the papers.

- Nothing of significance.
- Recommendation that the two BNZ Term Deposits be left to rollover for a further year. The meeting discussed and agreed.



### BNZ Term Deposits

That the 2 BNZ Term Deposits be rolled over for a further year.

**Decision Date:** 20 Nov 2025

**Mover:** Eddie Norgate

**Seconded:** Linda Miller

**Outcome:** Approved



### Financial Statements for Period ending 31st October 2025

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

**Decision Date:** 20 Nov 2025

**Mover:** Eddie Norgate

**Outcome:** Approved

### 3.4 Draft Budget 2026

To be rolled over to the 11 December meeting.

## 4. General Business

### 4.1 End of Year Board Dinner

The Board dinner is booked for 7pm on 4th December 2025 at Valentinis, 168 St Asaph St, Christchurch.

### 4.2 Coloured Sand

The board was advised of a recall involving three batches of coloured sand. Although only one batch matched the brand subject to recall, all three have been disposed of as a precaution. It was noted that none of the sand had been used recently.

### 4.3 Auditor



#### Auditors

Motion to Approve Audit Engagement:

I move from the Chair that the board approve the audit engagement with BDO Christchurch Audit Limited for the year ending 31 December 2024 to 31 December 2026.

**Decision Date:** 20 Nov 2025

**Mover:** Craig Scott

**Outcome:** Approved

### 4.4 Meeting Dates for 2026

The first meeting for 2026 to be held 12th February.

## 5. Public Excluded

### 5.1 Move the meeting into Public Excluded



#### Move to Public Excluded

That the meeting move to Public Excluded at 6:30pm for the following parts of the proceedings of the meeting. Nikki Freeman and Learne McArthur left the meeting at 6:30pm returning at 6:34pm.

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	Pursuant to s48 (a) (ii) of the LGOMIA that the public content of the

	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.	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 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 7:10pm.

**Decision Date:** 20 Nov 2025  
**Mover:** Craig Scott  
**Outcome:** Approved

## 5.2 Public Excluded Minutes



### Public Excluded Minutes - 16th October 2025

That the Public Excluded minutes of the Board of Trustees meeting held 16th October 2025, having been circulated, be approved as a true and accurate record of the meeting.

**Decision Date:** 20 Nov 2025  
**Mover:** Craig Scott  
**Outcome:** Approved

## 5.3 Family/Whanau

Included under Public Excluded minutes.

## 5.4 ERO Report

Included under Public Excluded minutes.

## 5.5 Health & Safety Report

Included under Public Excluded minutes.

## 5.6 Move the meeting out of Public Excluded

The meeting moved out of Public Excluded at 7:10pm.

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** Strategy Meeting - 11 Dec 2025, 5:00 pm

## Approved decisions made between meetings



### Cell phone Purchase Flying Minute

**Cell phones:** Due to 2degrees' transition to the 4G network next month, we need to replace 20 of our existing staff cell phones that currently operate on the 3G network. With additional staff joining us in the new year, we propose increasing this number to 25 devices.

I have obtained quotes from multiple suppliers, and the All-of-Government (AoG) pricing through Noel Leeming provides the best value for quality phones, including screen protectors, charger plugs, and protective cases.

To ensure a smooth transition and allow sufficient time for setup before the end of term, we would like to proceed with this purchase as soon as possible. The current 3G phones will cease to function on the 4G network after December.

Kia pai tō rā,

Paula Park

**8 Supported:** Craig Scott , David Ivory , Eddie Norgate , Johanna Joblin , Linda Miller , Nicola Leete , Nikki Freeman , Rachel Huggins

**0 Opposed:**

**1 Abstained:** Learne McArthur

**Decision Date:** 10 Nov 2025

**Outcome:** Approved



### Insurance Flying Minutes

**Insurance:** With the recent purchase of two new school vehicles, we were unable to obtain insurance coverage through our current provider, Daimler. To ensure continuous cover, I engaged a broker and arranged insurance for the two new cars with NZI, paying the annual premium upfront.

As part of this process, I requested a full market review for the remainder of the vehicle fleet. Attached is the recommendation from Abacus Brokers. Jake, our broker, advises that NZI offers the best option, as they operate under the same corporate umbrella as Daimler (who are no longer accepting new policies).

We propose transferring the remainder of our vehicle fleet to NZI and paying the annual premium.

- Annual premium (balance for existing vehicles): \$7,333.55 (due within 90 days)
- Monthly premium option: \$964.27 additional interest cost
- Current cost with Daimler: Over \$19,000 per annum (including interest on monthly payments)

Moving the full fleet to NZI represents a significant annual saving and simplifies our insurance arrangements under one provider.

Kia pai tō rā,

Paula Park

**8 Supported:** Craig Scott , David Ivory , Eddie Norgate , Johanna Joblin , Linda Miller , Nicola Leete , Nikki Freeman , Rachel Huggins

**0 Opposed:**

**1 Abstained:** Learne McArthur

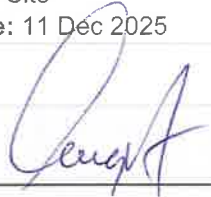
**Decision Date:** 10 Nov 2025

**Outcome:** Approved

### New Actions raised in this meeting

Item	Action Title	Owner(s)
2.2	Commitment to the Treaty of Waitangi <b>Due Date:</b> 11 Dec 2025	Learne McArthur, Linda Miller
2.2	Treaty of Waitangi <b>Due Date:</b> 11 Dec 2025	Craig Scott
2.3	Rangiora Site <b>Due Date:</b> 11 Dec 2025	Learne McArthur

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

29/11/25

*Draft minutes approved  
Final / Full minutes to be approved on 11/12/25.*

*Approved via email 27/11/25  
(Flying minute)*



Go back to the Between Meeting List

Flying Minutes

# New Flying Minute

*Craig Scott*  
29/11/25



1 7

Closed

Voting closed: 27 Nov 2025, 9:00 am

## Approved

This outcome was set manually

Result:

**7**  
Supported

**0**  
Opposed

**0**  
Abstained

[See Details](#)

### Decision: New Flying Minute



The 20th November 2025 meeting minutes are attached. Can you please review and approve them through this Flying Minute to allow me to send them to BDO regarding item number 4.3? This is required as part of the audit they are undertaking currently.

Thank you. Jane Hadley

**7 Supported:** Craig Scott , David Ivory , Eddie Norgate , Johanna Joblin , Linda Miller , Matthew McVicar , Nikki Freeman

**0 Opposed:**

**0 Abstained:**

Outcome: Approved


Decision Date: 27 Nov 2025

Organiser: Jane Hadley


Motion:


Details ▾

Documents:(1)

 **20 Nov 2025 Minutes in Review Board of Trustees Meeting (1).pdf** EN LM NF JJ +2 ⋮  
103.6 KB | Uploaded by Jane Hadley on 24 Nov 2025, 10:56 am


7 Comments Show all ▾

 **Rachel Huggins** ⋮  
Jane I was not present at the meeting and therefore should not approve the minutes, trust in the team to do so  
Reply · 1 day ago

 **Jane Hadley** ⋮  
Hi Rachel  
That is fine.  
Thank you.  
  
Kind regards  
Jane Hadley  
Southern Health School  
Te Kura Whaiora ki te Tonga  
Business Manager  
Ph: 03 3666739

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1 day ago

 **Nicola Leete** ⋮  
Kia ora Jane, I was not at the meeting so hence I haven't voted. Ngā mihi Nicola  
Reply · 1 day ago

JH

**Jane Hadley**

Hi Nicola

No problem.

Thank you.



Kind regards

Jane Hadley

Southern Health School

Te Kura Whaiora ki te Tonga

Business Manager

Ph: 03 3666739

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1 day ago

JH

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