

CONFIRMED MINUTES

AUDIT & RISK COMMITTEE MEETING

At the **Board Meeting** on **21 Aug 2025** these minutes were **confirmed as presented**.

Name:	Southern Health School
Date:	Thursday, 24 July 2025
Time:	5:00 pm to 6:25 pm (NZST)
Location:	Southern Health School, 2 Halswell Rd, Hillmorton, Christchurch 8025
Board Members:	Craig Scott (Chair), David Ivory, Eddie Norgate, Learne McArthur, Nicola Leete, Rachel Huggins, Johanna Joblin, Linda Miller
Attendees:	Jane Hadley, Vicky Snowsill-Blyde
Apologies:	Ian Reeves, Matthew McVicar
Notes:	Eddie Norgate will chair this meeting

1. Opening Meeting

1.1 Karakia

The meeting opened with a Karakia.

E Norgate welcomed everyone to the meeting, in particular Linda Miller who joined the board officially in her role as Principal.

1.2 Speaking Rights



Speaking Rights

That Learne McArthur be granted speaking rights.

Decision Date: 24 Jul 2025
Mover: Eddie Norgate
Outcome: Approved

1.3 Apologies

Matthew McVicar was noted as an apology.

1.4 Minutes of previous meetings

Audit & Risk Meeting 3 Apr 2025, the minutes were confirmed as presented.



Minutes of the Previous Meeting

That the minutes of the meeting held 3rd April 2025 were confirmed as a true and accurate record.

Decision Date: 24 Jul 2025
Mover: Eddie Norgate
Outcome: Approved

1.5 Matters arising from previous minutes

- The meeting followed on the discussion with regards to the Asset Register and the proposal to provide each site with the responsibility to update and check their respective assets. Jane has agreed to undertake further preparatory work to support progress on this item.
- The board discussed how to respond to comments in the recent audit report around concurrence, acknowledging the issue as unusual but not inconsistent with procedures. Initial discussions occurred in a Public Excluded session, with a proposal to address the matter publicly at the August board meeting. Staff would attend without speaking or voting rights, allowing the board to reaffirm its decision and rationale. There was general agreement that this approach is appropriate to close the loop.



Asset Register

Further preparatory work to be carried out.

Due Date: 21 Aug 2025
Owner: Jane Hadley

1.6 Call for General Business

- ERO
- Visa Limit
- Vehicle Policy

2. Agenda A

2.1 Health & Safety Report

- An updated Health & Safety report was circulated at the meeting. The board noted the value of the accompanying commentary, which provided clear insight into recent incidents and demonstrated the effectiveness of current processes.
- A specific incident was discussed, in particular noting ambulance response times. Staff undertaking first aid training will be reminded of the potential of such delays.
- It was proposed that Health & Safety should be discussed In Committee (PE) especially where personal information may be identifiable, noting such documents could be subject to formal requests. All agreed.
- The improvement in reporting was acknowledged.



Health & Safety Reporting

Health & Safety Reporting to be included under the Public Excluded agenda moving forward.

Due Date: 21 Aug 2025
Owner: Jane Hadley



Health & Safety Report

That the Health & Safety Report be approved for July 2025.

Decision Date: 24 Jul 2025
Mover: Craig Scott
Seconded: Linda Miller
Outcome: Approved

2.2 Finance Report

E Norgate spoke to the Financial Statements for the period ended 30th June 2025. It was noted that the Financial Statements for the period ended 31st May 2025 were also included in the board papers.

Finances are tracking well overall, with minor budget variances. Further discussion on potential project spending will follow at the August board meeting.

Linda noted a lack of clarity in some budget areas and is working with Jane to refine coding ahead of next year's budget.

The meeting discussed the Youth Centre and agreed that a report be provided in around 3 months to assess whether baseline expectations have been met.



Financial Statements for the period ended 30th June 2025

That the Financial Statements for the year ended 30th June 2025 be approved. All in favour.

Decision Date: 24 Jul 2025
Mover: Linda Miller
Seconded: Rachel Huggins
Outcome: Approved

3. General Business

3.1 ERO Update

Linda and Learne gave a brief overview on the ERO visit. Largely positive. Strengths highlighted included strong student-staff relationships, effective communication and focus on literacy and numeracy. A number of agenda items were noted as already being in progress. The school's culturally responsive practices were commended.

3.2 Visa Limit Adjustment

The board considered a proposal to increase the total Visa limit by \$500, bringing it to \$17,500. The rationale for the adjustment included:

- A \$500 increase to Linda's individual limit making it \$5000 as previously approved.
- Retention of Morag's card due to her extensive travel requirements in her assessor role, despite no longer holding a team leader position.

The proposal was discussed with no objections raised.

Current Visa Limits:

- Principal – \$5,000
- Deputy Principal – \$5,000
- Assistant Principals (x2) – \$2,000 each
- Team Leaders (x6) – \$500 each
- SENCO / Educational Advisor – \$500

3.3 Private Car Use - Policy

The board discussed establishing a policy around staff use of private vehicles for work purposes, particularly in relation to insurance coverage and reimbursement rates.

- Currently, mileage is reimbursed, but questions were raised about whether this adequately covers associated risks, including insurance.
- Legal precedent suggests the school may be liable for excess if incidents occur on school premises, however the unique travel demands for SHSB teachers was highlighted.
- The need for transparency with staff from the outset was emphasised.
- After discussion it was agreed that further information be gathered to inform a decision at the next full board meeting, including potential insurance premium impacts for work-related use of personal vehicles, practices in other sectors and current reimbursement criteria.



Use of Private Vehicles for work purposes

Further information to be gathered to inform a decision at the next full board meeting, including potential insurance premium impacts for work-related use of personal vehicles, practices in other sectors and current reimbursement criteria.

Due Date: 21 Aug 2025

Owner: Linda Miller

3.4 IT Review

Linda updated the board on the recent IT review. A report has been received, and the recommendation is to go to market for IT service provision.

- A scoping document will be developed prior to seeking quotes.
- It was noted that no formal contract exists with the current provider.
- Linda proposed developing a 5-10 year IT plan to improve clarity and long-term strategy.
- The goal is to ensure timely, effective IT support across all sites to meet staff needs.

A draft plan will be brought to the board once scoping is complete.

3.5 Update to Term Dates for 2025

The board was informed that the required open dates for 2025 have changed since the start of the year. As deemed a secondary school, the MoE's calculator confirms that the school will meet the minimum required days and can finish on 5th December, aligning with other secondary schools.



Amended 2025 Term Dates

That the finish date for the 2025 school year be moved to 5th December 2025.

Decision Date: 24 Jul 2025

Mover: Linda Miller

Seconded: Craig Scott

Outcome: Approved

3.6 Planned Migration to Helix

The school is preparing to migrate to Helix with the goal of being fully operational by the start of 2026.

- Key staff will be trained initially, with broader training scheduled for early next year.

- The migration is critical for improving data collection and reporting capabilities.
- While the transition will increase costs, the enhanced functionality is expected to deliver long-term value. The budget will be adjusted accordingly for the next financial year.

3.7 Change to the process for payment of invoices

It was noted that due to Linda's remote working arrangement the school has subscribed to ApprovalMax and DocuSign to streamline invoice approvals and payments.

3.8 EAP

The board discussed the future of the Employee Assistance Programme (EAP), currently funded by the MoE until the end of the year. Despite no recorded uptake, the board acknowledged its value in supporting staff.

It was proposed that Linda investigate EAP, or similar provider for 2026 onwards. Linda will explore options, including needs-based and contingency models and report back with cost comparisons.



Staff Support Programmes

Linda will explore options, including needs-based and contingency models and report back with cost comparisons.

Due Date: 21 Aug 2025

Owner: Linda Miller

3.9 Additional Staffing

The board discussed the current staffing surplus, which has doubled recently and now sits at approximately \$200,000. This funding must be utilised prior to the end of March 2026. The board expressed interest in using this effectively to support strategic initiatives.

Suggestions included engaging retired principals/teachers through banked staffing to deliver short-term projects, such as strengthening connections with Pasifika communities, mapping property growth to support future planning, and progressing work on SchoolDocs.

It was agreed that this remains a management decision who will report back to the board. Any further suggestions should be directed to Linda.

3.10 Ashburton Site

The board discussed concerns regarding the MoE's handling of the Ashburton site refurbishment. Key issues included the late discovery that insulation and double glazing were excluded from the project, and the poor condition of windowsills and trims, which had not been communicated to the school. The board noted the lack of transparency and the broader implications for future building projects.

To address immediate concerns the board approved \$2,600 of school funds to make good the windowsills and trims. Further refurbishment options, including retrofitting windows and internal insulation, will be explored. Quotes to be sought and brought back to the board. The board also considered and agreed to formally raise concerns with the Education Minister.

All members were in favour of the interim spend, with additional decisions pending further costings.



Letter to Education Minister

Letter to be drafted raising concerns and exploring the reimbursement of any money required to bring the property up to standard.

Due Date: 21 Aug 2025

Owner: Craig Scott



Ashburton Refurbishment

Further refurbishment options, including retrofitting windows and internal insulation, will be explored. Quotes to be sought and brought back to the board.

Due Date: 21 Aug 2025

Owner: Linda Miller



Ashburton Refurbishment

That \$2,600 be approved for work, as discussed. Awaiting quotes for further options.

Decision Date: 24 Jul 2025

Mover: Eddie Norgate

Outcome: Approved

3.11 Rebranding

The board was advised of upcoming costs associated with rebranding vehicles and sites to align with the new branding. Initial costings have been completed and this will be included in the budget for 2026. Following discussion, the board expressed support for completing the rebranding in a single phase. One company has been identified to carry out the work across the South Island.

3.12 Schedule of Delegated Authorities

The board reviewed the Schedule of Delegated Authorities, as included in the board papers. The schedule will be updated, as per discussion and brought back to the board for approval.



Schedule of Delegated Authorities

To be updated and brought back to the board for approval.

Due Date: 21 Aug 2025

Owner: Jane Hadley

3.13 Board Approval required for L Miller

The board approved all necessary delegations and authorities for Linda Miller to be a signatory on all Southern Health School accounts, including term deposits, with ASB, BNZ and Westpac.

The board agreed to expedite the review of the minutes to ensure timely implementation, particularly regarding the Schedule of Delegated Authorities and bank signatory rights.



Delegations & Authorities for Linda Miller

That Linda Miller be given all appropriate delegations and approvals as per policy.

Decision Date: 24 Jul 2025

Mover: Craig Scott

Seconder: Johanna Joblin

Outcome: Approved

3.14 New Cars in Budget 2025

For information only. Two new cars have been included in the budget and it is proposed that this will go ahead.

3.15 Resignation

The board has received notice of Jane Hadley's intent to resign after seven years of service.

A transition timeline has been discussed with Jane continuing to work into early 2026, with a two-week transition period prior to finishing. The role will be advertised at the start of Term 4, with an appointment expected by the end of November.

The board noted the opportunity to review the structure of the administrative team as part of this process.

On behalf of the board and Linda, Jane's work was formally acknowledged and her presence noted as one that will be missed.

4. Public Excluded

4.1 Move the meeting into Public Excluded



Move to Public Excluded

That the meeting move into Public Excluded at 6:15pm for the following parts of the proceedings of the meeting, namely - *4.3 Strategic Risk Register*. To be noted that L McArthur and J Hadley remained in the meeting for the discussion as deemed no conflict.

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

Subject	Reason for passing this resolution	Ground(s) under s48(1) for the passing of this resolution
Strategic Risk Register	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(1)(a)(ii) of the LGOMIA that the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under the 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 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.

Decision Date: 24 Jul 2025
Mover: Eddie Norgate
Outcome: Approved

4.2 Public Excluded Minutes



Public Excluded Minutes

That the PE minutes were confirmed as presented for the meeting held 3rd April 2025.

Decision Date: 24 Jul 2025
Mover: Eddie Norgate
Outcome: Approved

4.3 Risk Register

As discussed under Public Excluded Minutes.

4.4 Move the meeting out of Public Excluded

The meeting moved out of Public Excluded at 6:24pm.

5. Close Meeting

5.1 Close the meeting

Next meeting: Board Meeting - 21 Aug 2025, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
1.5	Asset Register Due Date: 21 Aug 2025	Jane Hadley
2.1	Health & Safety Reporting Due Date: 21 Aug 2025	Jane Hadley
3.3	Use of Private Vehicles for work purposes Due Date: 21 Aug 2025	Linda Miller
3.8	Staff Support Programmes Due Date: 21 Aug 2025	Linda Miller
3.10	Letter to Education Minister Due Date: 21 Aug 2025	Craig Scott
3.10	Ashburton Refurbishment Due Date: 21 Aug 2025	Linda Miller
3.12	Schedule of Delegated Authorities Due Date: 21 Aug 2025	Jane Hadley

Signature: _____

Date: _____