

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING

At the **Board of Trustees Meeting** on **12 Feb 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Southern Health School
<b>Date:</b>	Thursday, 11 December 2025
<b>Time:</b>	5:00 pm to 6:00 pm (NZDT)
<b>Location:</b>	Southern Health School, 2 Halswell Rd, Hillmorton, Christchurch 8025
<b>Board Members:</b>	Craig Scott (Chair), David Ivory, Johanna Joblin, Linda Miller, Matthew McVicar, Nikki Freeman
<b>Attendees:</b>	Vicky Snowsill-Blyde
<b>Apologies:</b>	Ian Reeves, Nicola Leete
<b>Notes:</b>	Learne McArthur was present as an attendee

### 1. Opening Meeting

#### 1.1 Karakia

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

#### 1.2 Welcome

- Linda Miller opened the meeting and welcomed attendees. It was noted that she chaired the initial part of the meeting to facilitate the election of officers for the upcoming year.

Nominations were called for the position of Chair for the SHSB. Craig Scott was nominated by Matthew McVicar and seconded by Johanna Joblin. Craig accepted the nomination and was duly elected.

- Craig welcomed all attendees and acknowledged that the new board is now operational.

Nominations were called for the position of Deputy Chair for the SHSB. Linda Miller nominated Nicola Leete. David Ivory seconded. All in favour. Nicola was elected in her absence (discussed previously).

Nominations were called for the position of Chair of Audit & Risk for the SHSB. David nominated Matthew McVicar. Johanna Joblin seconded.

- A brief discussion took place regarding the role. Matthew expressed concern about the potential impact on his study commitments. It was agreed that, given the available time, stepping down later would be an option if needed. In the interim, Matthew confirmed they were happy to accept the role. All in favour and duly elected.
- The board discussed providing additional support and professional development for Matthew and Nicola. It was suggested that both attend a one-day Institute of Directors (IoD) training course in their roles as Chair, and that Matthew also attend an additional one-day Risk Management course due to the complexity of the school's operations. The

board agreed in principle to this proposal, noting the importance of leadership succession planning and the value of training.

Further discussion covered:

- o Attendance fees for training days and fairness given the time commitment.
- o Estimated costs of approximately \$3,000 for courses (non-member rates) and potential total costs of around \$5,000 including transport.
- o Need to budget for these expenses under Board Training and explore possible member rates or special arrangements through the School Trustees Association and IoD.

Craig advised that he intends to step down from the Chair role in June next year due to overseas travel. He will continue as Chair in an interim capacity until then, with succession planning underway for Nicola to assume the role from June. Nicola will undertake Board Chair training prior to the transition.

The board discussed the need for a Deputy Chair to support continuity, with Johanna identified as a potential candidate. Succession planning for other roles was noted. Matthew raised the need to confirm Health & Safety committee meeting schedules to ensure his availability as Chair of Audit & Risk. It was agreed that Matthew and Linda will discuss scheduling offline.



### **Explore Rates for School Trustees (member rates) for training**

Linda to explore possible member rates or special rates for board training through the School Trustees Association and IoD.

**Due Date:** 5 Feb 2026

**Owner:** Linda Miller



### **Board Support/Training**

That the board agree in principle to allow Matthew McVicar and Nicola Leete to attend one day IoD training in the role of Chair; and Matthew to attend an additional day of training for Risk Management due to the school's complexity and operations. All in favour (Matthew McVicar abstained).

**Decision Date:** 11 Dec 2025

**Mover:** Craig Scott

**Outcome:** Approved

## **1.3 Speaking Rights**

Speaking rights to Learne McArthur

## **1.4 Apologies**

Nicola Leete was noted as an apology.

## **1.5 Registration of Interests**

No changes noted.

## 1.6 Minutes of previous meetings



### Flying Minute - 27th November 2025

The minutes of the meeting held on Thursday 20th November were confirmed by flying minute resolution dated 27th November 2025, recorded in BoardPro Flying Minutes.

**Decision Date:** 27 Nov 2025  
**Mover:** Craig Scott  
**Outcome:** Approved

## 1.7 Matters arising from previous minutes

## 2. Agenda A

### 2.1 Schedule of Delegations

The board reviewed the schedule of delegated authorities, which remains unchanged. It was agreed to add authority for the purchase of two Koru Club memberships for the Principal and Deputy Principal, with the annualised cost noted as part of the delegation.



#### Schedule of Delegations

That the Schedule of Delegations be approved subject to the addition of a bullet point around the purchase of two Koru Club memberships for the Principal and Deputy Principal for the current year. All in favour.

**Decision Date:** 11 Dec 2025  
**Mover:** Craig Scott  
**Outcome:** Approved

### 2.2 Budget

Linda spoke to the updated budget, noting corrections from the previous version. The proposed budget reflects a deliberate deficit of \$178,809 to fund two strategic goals, including new codes for Curriculum and Outreach, and provision for two additional staff to support Pasifika and Māori outreach. The budget also includes capital expenditure for the Rangiora classroom refurbishment, which may increase from \$35k to approximately \$50k based on incoming quotes.

The board discussed the need to add \$5k for board training and acknowledged that further adjustments may arise from upcoming workshops. Given timing constraints and the late appointment of the board, approval of the budget will be deferred to the February meeting for more detailed discussion.

The board discussed the need to allocate funds for the upcoming rebuild and to record motions in the minutes for specific project allocations. Linda highlighted the importance of upgrading the Rangiora classroom now to benefit current students, noting potential additions such as a shower.

Discussion followed on student needs and accessibility and financial considerations included:

- Spending reserves strategically while maintaining a prudent buffer.
- Avoiding ongoing costs that create future burdens, such as permanent staffing beyond allocation.
- Proposal to develop a reserves policy, potentially based on maintaining funds equivalent to two previous years' additional funding over government grants.
- Anticipated unbudgeted costs related to the rebuild and possible enhancements beyond MoE funding.

## 2.3 Treaty of Waitangi

The board revisited the Treaty of Waitangi statement previously approved for development. Linda confirmed the statement had been drafted, shared with the community, and received feedback, but was not sent to the Minister earlier due to concerns about trustee appointments. With that process now complete, the board agreed the statement will be sent to the Minister with Craig's name included as Board Chair.

Discussion noted:

- Transparency practices, including publishing the statement on the school's website and social media.
- Updates to guidelines and protocols in December, with some changes still pending due to legislative updates.
- Feedback received on the statement and upcoming combined boards meeting to review modifications introduced without prior input.

No formal motion was required; agreement was reached to proceed.

## 2.4 POINT

Linda reported that SLT met with POINT, an evaluation company currently working with Te Tahī Youth, to explore potential partnership opportunities. POINT could assist in developing an evaluation framework aligned with ERO requirements, focusing on pedagogical practice, student outcomes, and outreach. Their approach combines qualitative and quantitative data to capture nuanced impacts, which could help the school showcase its work regionally, nationally, and internationally.

Linda proposed inviting POINT to present at the February board meeting to outline their work and potential support. The board agreed to an information session, noting that any partnership would require a principled motion and budget approval. Discussion included:

- Ensuring transparency and considering comparable providers for procurement compliance.
- Requesting examples of POINT's work in health, education, and youth sectors prior to the meeting.
- Exploring alternative providers such as the New Zealand Centre for Educational Research.

The board acknowledged the potential value but agreed that decisions will follow after the February presentation.

## 2.5 Board Dates for 2026

The board discussed meeting dates for the upcoming year. The first meeting is scheduled for **12 February**. Linda will confirm all dates, including A&R meeting frequency, and send calendar invites. The combined conference will also be held at the school next year.



### Board dates for 2026

Board dates to be circulated for 2026.

**Due Date:** 5 Feb 2026

**Owner:** Linda Miller

## 2.6 Board Matrix

Craig noted the need to update the board skills matrix following recent changes in membership. He will circulate the revised document for review, enabling identification of gaps and consideration of up to four co-options if required.

Discussion highlighted the importance of cultural representation and property expertise, as well as incorporating a student voice. The board agreed that the first preference for student representation would be a former student of the school, though alternatives with relevant lived experience may be considered.

## 3. Public Excluded

### 3.1 Move the meeting into Public Excluded



#### Move to Public Excluded

That the meeting move to Public Excluded at 5:53pm for the following parts of the proceedings of the meeting.

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 1997 (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 6:00pm.

**Decision Date:** 11 Dec 2025

**Mover:** Craig Scott

**Outcome:** Approved

### 3.2 Public Excluded Minutes



#### Public Excluded Minutes - 20th November 2025

That the Public Excluded minutes of the Board of Trustees meeting held 20th November 2025, having been circulated, be approved as a true and accurate record of the meeting.

**Decision Date:** 11 Dec 2025  
**Mover:** Craig Scott  
**Outcome:** Approved

#### 4. Close Meeting

##### 4.1 Close the meeting

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

#### Approved decisions made between meetings



##### 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:**

**Decision Date:** 27 Nov 2025  
**Outcome:** Approved

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

Signed by:

*Matthew McVicar*

2AF81285EE6D495...

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

3/30/2026