CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING

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

Name:	Southern Health School
Date:	Thursday, 12 February 2026
Time:	5:00 pm to 7:30 pm (NZDT)
Location:	Southern Health School, 2 Halswell Rd, Hillmorton, Christchurch 8025
Board Members:	David Ivory, Johanna Joblin, Linda Miller, Matthew McVicar, Nicola Leete, Nikki Freeman
Attendees:	Learne McArthur, Vicky Snowsill-Blyde, Ginny Whatarau
Apologies:	Craig Scott (Chair)

1. Opening Meeting

1.1 Karakia

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

1.2 Welcome

It was noted that Matthew McVicar and Nicola Leete would co-chair the meeting. Matthew welcomed all to the meeting.

Point & Associates to join the meeting at 5:30pm.

1.3 Speaking Rights

Speaking Rights

That Learne McArthur be granted speaking rights.

Decision Date: 12 Feb 2026
Mover: Matthew McVicar
Seconder: Linda Miller
Outcome: Approved

1.4 Apologies

Craig Scott was noted as an apology.

1.5 Registration of Interests

Changes as noted to both David and Johanna. Linda to update.

Registration of Interests - Update

Updates to both David and Johanna's entries as discussed.

Due Date: 12 Mar 2026
Owner: Linda Miller

1.6 Minutes of Previous Meeting

Board of Trustees Meeting 11 Dec 2025, the minutes were confirmed as presented.

Strategy Workshop #1 11 Dec 2025, the minutes were confirmed as presented.

Minutes of the meeting held 11th December 2025

That the minutes of the Board of Trustees meeting held 11th December 2025, having been circulated be approved as a true and accurate record of the meeting.

Decision Date: 12 Feb 2026
Mover: Linda Miller
Seconder: Johanna Joblin
Outcome: Approved

1.7 Matters arising from the Board meeting on 11th December 2025

- Explore Rates for School Trustees (member rates for board training) - after investigation confirmed that don't qualify for discounted rates. Nicola outlined IoD training date options, noting upcoming Christchurch and Auckland courses and the high associated costs. A one-day Audit & Risk course for Matthew is available only in Auckland or Wellington later in the year. Nicola will bring further information to the next meeting. The Board also discussed SBA training, IoD whole-board and associate membership options and related audit considerations.
- Board dates for 2026 - have been confirmed and diarised.

Training Options

Nicola to present further information at the March meeting around board training options.

Due Date: 12 Mar 2026
Owner: Nicola Leete

1.8 Call for General Business

- OIA request.

1.9 Board Only Time

There was no board only time.

2. Public Excluded

2.1 Move to Public Excluded

Move to Public Excluded

That the meeting move to Public Excluded at 6:27pm 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 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 6:35pm.

Decision Date: 12 Feb 2026
Mover: Matthew McVicar
Outcome: Approved

2.2 Minutes of previous public excluded meeting

Public Excluded Minutes - 11th December 2025.

That the Public Excluded minutes of the Board of Trustees meeting held 11th December 2025, having been circulated be approved as a true and accurate record of the meeting.

Decision Date: 12 Feb 2026
Mover: Matthew McVicar
Outcome: Approved

2.3 Health & Safety Report

2.4 Family/Whanau

2.5 Move out of Public Excluded

The meeting moved out of Public Excluded at 6:35pm.

3. Agenda A

3.1 Rangiora Classroom

Learne provided an update on the Rangiora site, noting a capacity issue identified late last year and the need for indicative quotes to progress planning. Several quotes have now been obtained, although some items (e.g., hot water cylinder) will be removed as the new principal has confirmed related work will be covered through 5YA funding. The Board reviewed two to three quotes for the various stages, including from the school's preferred contractor, Paul Manson, and discussed the option of a second egress as a desirable addition. Learne will clarify required documentation for work undertaken under the 5YA and provide further detail when available.

Recommendation that the Board approve that SHS progress the planning for the refurbishment of the SHS classroom space based at Rangiora Borough School, with detailed quotes to be distributed for approval once available.

The Board agreed, as per the recommendation above to proceed with the refurbishment to enable a Term 2 move, subject to receiving the final quotes and SLT explanation.

Rangiora Classroom

The Board agreed, as per the recommendation presented, to proceed with the refurbishment to enable a Term 2 move, subject to receiving the final quotes and SLT explanation. All in favour.

Decision Date:	12 Feb 2026
Mover:	David Ivory
Seconder:	Johanna Joblin
Outcome:	Approved

3.2 Schedule of Delegated Authorities

The Board reviewed and approved the updated Schedule of Delegated Authorities subject to the addition in point XV of "Due to the frequency of flying and range of destinations.

Schedule of Delegated Authorities

That the Schedule of Delegated Authorities be accepted, subject to the change discussed. All in favour.

Decision Date:	12 Feb 2026
Mover:	David Ivory
Seconder:	Matthew McVicar
Outcome:	Approved

3.3 Away Meeting

The Board confirmed the away meeting date of 27 August and discussed holding it at the Dunedin site, noting it has not been visited for some time and that the timing could align with the brand relaunch. Linda moved that the away meeting be held in Dunedin, with members to be on site by 4pm, and invitations to be circulated.

Away Meeting

That the away meeting be held in Dunedin, with members to be on site by 4pm, and invitations to be circulated. All in favour.

Decision Date:	12 Feb 2026
Mover:	Linda Miller
Seconder:	Matthew McVicar
Outcome:	Approved

Calendar Invites - Away Meeting

Calendar invites to be circulated/updated for the away meeting in August.

Due Date: 12 Mar 2026
Owner: Linda Miller

3.4 Evaluation Presentation

Learne McArthur left the meeting at 5:30pm. Tony O'Connor and Annalise Myers (Point & Associates) joined the meeting at 5:30pm to discuss a potential evaluation project to support the school's community-focused work.

Linda welcomed Tony and Annalise to the meeting. Tony and Annalise spoke to their presentation, which will be circulated post meeting. Point & Associates will return with indicative costings for the Board.

Tony and Annalise left the meeting at 6:20pm.

The Board also considered other providers, noting Evaluation Associates' limitations and NZCER's inability to engage with individual schools. The Board agreed there is value in developing an evaluative framework that identifies strengths, areas for improvement, and key data needs, with options for a basic proposal and potential add-ons over subsequent years, including possible collaboration with other health schools. The Board supports Linda progressing discussions and obtaining a proposal with clarity around audience and associated costs.

Point & Associates - Presentation

Presentation to be circulated.

Due Date: 12 Mar 2026
Owner: Linda Miller

3.5 Rebrand

Linda gave a brief update on the rebrand, which was launched at the PLD earlier in the year. Preparations are underway for the first public launch on 2 March at the Halswell site. Work is underway on signage, vehicle branding, and event materials to support community and stakeholder engagement in line with strategic goals.

The website was acknowledged as looking strong, with ongoing refinements and feedback to be directed to Linda; Board bios and photos will also be updated, and a link to SchoolDocs will be added once available. A Board member will speak at the Christchurch launch, with Craig and Matthew available to attend at 4pm. Dates for launches in other regions will be circulated once confirmed.

Board Bios

Board bios to be reviewed and updated for the school website.

Due Date: 12 Mar 2026
Owners: Craig Scott, David Ivory, Johanna Joblin, Linda Miller, Matthew McVicar, Nicola Leete, Nikki Freeman

3.6 Policies

Linda provided an update on the SchoolDocs policy work, noting that Board members have received the link to the policy review process and that the school is working with staff responsible for each area to update and align SHS policies and practice with the School Docs polies.

Significant progress has been made, and the Board will need to determine its preferred approach once the initial alignment work is complete, with options including additional Board meetings, a policy sub-committee, or adopting the SchoolDocs review cycle with consultation built in.

The Board discussed the time required for staff to familiarise themselves with the policies and the need to ensure reasonable accommodation for this. Linda will seek advice from SchoolDocs on best practice and bring this back to the Board.

Policies

The Board discussed the time required for staff to familiarise themselves with the policies and the need to ensure reasonable accommodation for this. Linda will seek advice from SchoolDocs on best practice and bring this back to the Board.

Due Date:	12 Mar 2026
Owner:	Linda Miller

3.7 Skills Matrix

Linda confirmed that the Skills Matrix has been circulated and thanked members who have completed it. Board members were asked to ensure it is filled in, with any potential gaps to be discussed at the next meeting.

3.8 Property - All sites

Linda reported on property matters, noting a visit with Learne to the new Rolleston school where MoE plans include provision for a health school space; clarification is being sought on the expiry of the current Rolleston lease. The principal was described as highly accommodating, with potential efficiencies if existing design work can be reused. A meeting with MoE infrastructure and property staff is being sought for 12 March.

Linda also advised of an email from BLENZ regarding a journalist inquiry about possible co-location in Blenheim, of which the school has no prior knowledge, and further information has been requested.

3.9 Strategic Plan

Following last week’s workshop, SLT have mapped out year-by-year goals for the two strategic goals across the three-year cycle and have also completed the 2026 annual plan, both of which were included in the board pack.

The Board discussed the documents and agreed that the annual plan will be tabled for adoption at the next meeting on 12 March.

Strategic Plan - 2026-2028

That the Board adopt the 2026-2028 strategic plan for the Southern Health School. All in favour.

Decision Date:	12 Feb 2026
Mover:	Linda Miller
Seconder:	Matthew McVicar
Outcome:	Approved

3.10 NZSBA Conference

The Board noted the upcoming NZSBA Conference in July and sought expressions of interest from members wishing to attend. David confirmed his attendance, with Nicola, Matthew and Nikki indicating possible interest. The 2026 conference will be held in Auckland.

The Board agreed that up to four members attend the NZSBA Conference and those wishing to attend would liase with the school to arrange bookings.

Expectation that attendees feed back to the board following the conference.

It was noted that additional funds would need to be budgeted for to cover the cost of four board members attending.

NZSBA Conference - July 2026

That up to four members of the Board attend the NZSBA Conference in July 2026.

Decision Date: 12 Feb 2026
Mover: Linda Miller
Seconder: Johanna Joblin
Outcome: Approved

3.11 Audit & Risk Chair

The Board agreed to add Matthew as a signatory to the ASB, BNZ and Westpac bank accounts as Audit & Risk Chair.

Audit & Risk Chair - Signatory

That Matthew McVicar be added as a signatory to the ASB, BNZ and Westpac bank accounts as Audit & Risk Chair.

Decision Date: 12 Feb 2026
Mover: Nicola Leete
Seconder: David Ivory
Outcome: Approved

4. General Business

4.1 Board Elections

The Board noted the upcoming NZSBA Board Elections, with nomination forms now available and calls for nominations for executive positions on the national board. Nominations close in March.

4.2 OIA Request

The Board noted an OIA request regarding policies on board members’ use of personal devices for school business, and confirmed that no such policies currently exist. The Board discussed whether it may be appropriate to develop one, and Linda will respond to the request accordingly.

5. Agenda B

5.1 Correspondence

- Flying Minute regarding the rolling term deposit (76).
- Flying Minute regarding a new Term Deposit of $300,000.00.
- Notification of a paid NZEI Union meeting.
- Letter to Minister of Education re commitment to Te Tiriti.
- Response from Minister of Education re commitment to Te Tiriti.

5.2 BDO External Audit Plan

The Board noted the BDO External Audit Plan included in the board papers, with the only finding relating to journal entries, recommending two-person oversight; as journals are completed by Schooled, this oversight is effectively already in place. The Auditors indicated a clean audit.

Key deadlines were noted: 31 March for the External Audit Plan, and 31 May for completion of the Year End Audit following the April/May audit work.

BDO Audit Timeline

That the Board move the adoption of the BDO timeline as included in the Audit Plan. All in favour.

Decision Date: 12 Feb 2026
Mover: Linda Miller
Seconder: David Ivory
Outcome: Approved

5.3 Principal's Report

The Principal's Report was taken as read.

5.4 Finance Report

Finance Report - February 2026

That the financial reporting for February be accepted.

Decision Date: 12 Feb 2026
Mover: David Ivory
Seconder: Nicola Leete
Outcome: Approved

TD #74 & #081

That the TD #74 and the Westpac #081 be rolled for a year to 28.2.27.

Decision Date: 12 Feb 2026
Mover: David Ivory
Seconder: Matthew McVicar
Outcome: Approved

Linda spoke briefly to the February finance report. Nothing of significance.

5.5 Budget 2026

The Board reviewed the updated budget, incorporating the changes discussed at the previous meeting. In light of the discussion regarding School Board Association involvement, the Board agreed to increase the Board professional development budget from $5,000 to $8,000, and to allocate $10,000 for Board conferences.

2026 Budget

That the 2026 budget be adopted, subject to amendments discussed. All in favour.

Decision Date: 12 Feb 2026
Mover: Linda Miller

Seconder: David Ivory
Outcome: Approved

6. Close Meeting

6.1 Close the meeting

Next meeting: Board of Trustees Meeting - 12 Mar 2026, 5:00 pm

Approved decisions made between meetings

New Flying Minute

Approval is requested to set up a term deposit of $300,000.00 for a term of 9 months @ 3.5%

5 Supported: Craig Scott , David Ivory , Linda Miller , Nicola Leete , Nikki Freeman

0 Opposed:

0 Abstained:

Decision Date: 23 Jan 2026
Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner(s)
1.5	Registration of Interests - Update **Due Date:** 12 Mar 2026	Linda Miller
1.7	Training Options **Due Date:** 12 Mar 2026	Nicola Leete
3.3	Calendar Invites - Away Meeting **Due Date:** 12 Mar 2026	Linda Miller
3.4	Point & Associates - Presentation **Due Date:** 12 Mar 2026	Linda Miller
3.5	Board Bios **Due Date:** 12 Mar 2026	Craig Scott, David Ivory, Johanna Joblin, Linda Miller, Matthew McVicar, Nicola Leete, Nikki Freeman
3.6	Policies **Due Date:** 12 Mar 2026	Linda Miller

Signature: Signed by: Matthew McVicar 2AF81285EE6D495... **Date:** 18-May-2026

Matthew McVicar

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Subject: Complete with Docusign: 12 Feb 2026 Confirmed Minutes Board of Trustees Meeting.pdf		
Source Envelope:		
Document Pages: 9	Signatures: 1	Envelope Originator:
Certificate Pages: 3	Initials: 0	Ginny Whatarau
AutoNav: Enabled		bmgr@southernhealth.school.nz
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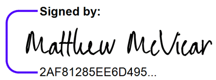
Signer Events	Signature	Timestamp
Matthew McVicar matthewmcvicar03@gmail.com Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 119.224.25.11	Sent: 01-May-26 | 14:55 Resent: 05-May-26 | 20:20 Resent: 15-May-26 | 18:24 Viewed: 18-May-26 | 22:12 Signed: 18-May-26 | 22:13
Electronic Record and Signature Disclosure: Accepted: 18-May-26 | 22:12 ID: 4b575d7e-bc4e-4b85-92ed-9331eaabe222		
Nicola Leete N.Leete@massey.ac.nz Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		Sent: 18-May-26 | 22:13

In Person Signer Events	Signature	Timestamp

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Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

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