CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING

At the **Board of Trustees Meeting** on **28 May 2026** these minutes were **confirmed as presented.**

Name:	Southern Health School
Date:	Thursday, 12 March 2026
Time:	5:00 pm to 7:16 pm (NZDT)
Location:	Southern Health School, 2 Halswell Rd, Hillmorton, Christchurch 8025
Board Members:	Craig Scott (Chair), David Ivory, Johanna Joblin, Linda Miller, Matthew McVicar, Nicola Leete, Nikki Freeman
Attendees:	Vicky Snowsill-Blyde, Ginny Whatarau
Apologies:	Learne McArthur

1. Opening Meeting

1.1 Karakia

The meeting opened at 5:03pm with a Karakia.

1.2 Welcome

Craig Scott welcomed all to the meeting.

1.3 Speaking Rights

Speaking Rights

That Ginny Whatarau be granted speaking rights.

Decision Date: 12 Mar 2026
Mover: Craig Scott
Outcome: Approved

1.4 Apologies

- Learne McArthur was noted as an apology.
- David Ivory was noted as an apology for lateness.

1.5 Registration of Interests

No changes noted.

1.6 Minutes of Previous Meeting

Board of Trustees Meeting 12 Feb 2026, the minutes were confirmed as presented.

Minutes of the Meeting held 12th February 2026

That the minutes of the Board of Trustees meeting held 12th February 2026, having been circulated, be approved as a true and accurate record of the meeting.

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

1.7 Matters arising from the Board meeting on 12 February 2026

- Training Options - included in the board pack to be discussed under the agenda.
- Away Meeting - confirmed.
- POINT & Associates - The updated proposal and quote were included in the Board pack. Linda provided an overview, noting that the proposal has been refined following further discussion with the provider. The work is proposed to be delivered across three phases over this year and next, with $70k allocated in the budget for evaluation, split over two years. The Board discussed the balance of qualitative and quantitative data, noting current limitations in available school data and the need to consider appropriate measures as part of the Theory of Change process. Face-to-face interviews, particularly with whānau Māori, were preferred. The first Theory of Change meeting would be planned for next term. Other providers were considered but were not viable or comparable. Craig will contact other organisations that have engaged POINT & Associates for reference. The Board also discussed ethics approval requirements, including considerations around student voice and whether Ministry of Education approval may be needed. Further discussion will occur when David joins the meeting.
- Board Bios - underway.
- Policies - completed. Presentation to the Board as part of the agenda.

1.8 Call for General Business

Nil.

2. Public Excluded

2.1 Move to Public Excluded

Move to Public Excluded

That the meeting move to Public Excluded at 5:27pm and 5:33pm 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 5:33pm and 5:53pm.

Decision Date: 12 Mar 2026
Mover: Craig Scott
Outcome: Approved

David Ivory joined the meeting at 5:41pm.

2.2 Board Only Time

Linda Miller and Ginny Whatarau left the meeting at 5:27pm for Board Only Time returning at 5:33pm.

Craig provided a brief overview of the discussion under Board Only Time, noting the requirement for Linda to be part of a professional development group. The Board acknowledged the way Linda has stepped into the role and the excellent feedback received regarding her work.

2.3 Health & Safety Report

2.4 Family | Whanau

3. Agenda A

3.1 POINT & Associates Proposal

Further discussion was held following David Ivory joining the meeting.

The Board noted that few providers offer this type of work nationally. Linda expressed support for progressing the proposal, and, after discussion, the Board agreed further information is required before approval. The Board is comfortable with the direction, provided decisions are based on sound data and evidence. A request was made for time-mapping of the proposed phases to enable progress reporting and adjustments over coming terms. Linda will enquire about ethics requirements, including any Ministry of Education considerations. Craig will contact Sue Bagshaw regarding her experience with the provider.

POINT & Associates Proposal

Linda will enquire about ethics requirements, including any Ministry of Education considerations. Once additional information has been received and circulated, a flying minute will then be circulated for approval.

Craig will contact Sue Bagshaw regarding her experience with the provider.

Due Date: 30 Apr 2026
Owners: Craig Scott, Linda Miller

3.2 School Docs - process for transition

Alan Robertson joined the meeting at 5:55pm to present an update on the transition to SchoolDocs, which he is leading. He outlined the work underway to review all policies and engage with relevant staff to ensure alignment with the school's needs. Alan has been working closely with Northern Health School and SchoolDocs throughout the process. The Board held a robust discussion, including identifying priority policies for review.

The Board acknowledged and thanked Alan for his significant work and leadership on this project.

Alan left the meeting at 6:31pm.

SchoolDocs

That the school proceed with SchoolDocs. Carried unanimously.

Decision Date: 12 Mar 2026
Mover: Craig Scott
Outcome: Approved

3.3 School Vision, Mission, Whakatauki

Linda spoke to the School Vision, Mission and Whakataukī. It was noted that while all three currently exist, they are not widely known or visible. Discussion focused on whether all three statements are needed, with a preference expressed for having a single statement that reflects the school. The recommendation was to adopt the school's Whakataukī as the vision. The Board supported this direction, noting alignment with upcoming branding work. Linda will confirm that the English translation accurately reflects the Māori. Subject to this confirmation, the Board agreed to adopt the Whakataukī as the school's vision.

Confirmation of English Translation of Whakatauki

Linda will confirm that the English translation of the Whakatauki accurately reflects the Māori.

Due Date: 30 Apr 2026
Owner: Linda Miller

Adoption of Whakatauki as the school's vision

Subject to this confirmation that the English Translation accurately reflects the Māori, the Board agreed to adopt the Whakataukī as the school's vision.

Decision Date: 12 Mar 2026
Mover: Craig Scott
Outcome: Approved

3.4 Progress on co-location

The Board discussed the need to develop a communication and consultation plan with the community, noting suggestions outlined in Linda's board paper. An architect has been engaged and initial square metre requirements confirmed. The next step is to understand design needs from whānau, students, and the administrative team.

The Board considered whether independent advice was required and discussed forming a sub-committee to provide feedback to the Board. It was noted that Linda and her team are well placed to lead this work, consistent with the approach outlined in the board papers. Each of the three schools involved will undertake community engagement to inform feedback to the Ministry of Education and the architect.

The Board discussed the importance of identifying which spaces need to be separate, referencing the working document already provided to the architect. Additional considerations included personal care areas and soundproof spaces.

The Board agreed that early engagement is important. The Ministry of Education will support the development of information for whānau, with specific communication required for Christchurch families. Feedback will inform a focus group, with Matthew and Johanna expressing interest in participating. Staff will also discuss the project at a hui, and student voice will be gathered with age-appropriate questions. The Board noted the need to distinguish between “nice to haves” and essential requirements and agreed to seek as much support as possible from the Ministry.

3.5 Rangiora Refurbishment

The project had encountered a roadblock relating to project management, which has now been resolved with the builder taking on the project management role. The Board was advised that the refurbishment is expected to be completed within the $50k budget and should be finished by Week 3 of Term 2.

3.6 Annual Plan 2026

The Term 1 Annual Plan was included in the Board pack. Linda will share the full Annual Plan with all Board members. She outlined progress against the Term 1 goals, noting that reporting will occur each term. The Board acknowledged the significant progress being made, with strong alignment to the two strategic goals identified in the papers. Staff buy-in was noted as particularly positive, with everyone clear on the strategic direction.

Annual Plan

Full Annual Plan to be re-circulated to all Board members.

Due Date: 30 Apr 2026
Owner: Linda Miller

3.7 Skills Matrix

The updated Skills Matrix was shared with the Board, noting that some are still to complete their entries. Overall coverage is strong, with a noted gap in project management/property expertise. The Board discussed options, including co-opting someone with these skills or contracting external expertise. Further information will be sought by Ginny at the next Business Managers' meeting regarding providers used by other schools.

The Board also discussed strengthening student voice and potentially adding a family/whānau perspective. Several possibilities for student representation were identified. The Board agreed to progress one co-option at this stage focused on student voice, with informal interviews to be undertaken with Matthew. Representation may come from outside Christchurch.

External Providers - project management/property

Seek information at the next Business Managers' meeting on project management/property providers used by other schools to help address the identified skills gap.

Due Date: 30 Apr 2026
Owner: Ginny Whatarau

4. Agenda B

4.1 Correspondence

Nil.

4.2 Principal's Report

The principal's report was read. Of note:

- Linda spoke to the Privacy Incidents summary provided at the meeting, outlining three cases from Term 1. All incidents were reported appropriately and correct processes were followed. The Board noted the importance of careful email checking, and Linda confirmed that incidents are being tracked.
- Positive feedback was received regarding the recent Brand Launch.

4.3 Financial Reporting

It was noted that the Schooled Financial report was not available at the time of writing, however included in the Board pack for noting. Ginny spoke to the SHS finance report.

- The Board discussed Term Deposits, noting the recommendation to break low-interest TD #76 to support cashflow. TD #73 is approaching maturity, with an indicative reinvestment rate of 3.5%.
- Ginny outlined recent credit-card activity, noting increased use for staff travel bookings and some operational pain points, including insufficient card limits leading to reimbursement requests and delays. Processes remain low-risk, with multiple checks in place. Trends show most purchases relate to materials and travel. Ginny proposed a $2.5k limit for her card and increasing Team Leader limits from $500 to $1,000. The Board discussed and agreed to the changes.

Additional SHS Credit Cards/Update to Limits

That SHS credit cards be issued to Tracy Murphy (Team Leader Piwakawaka) and Ginny Whatarau (Business Manager) to support operational purchasing. Credit limit for Business Manager set at $2,500 and increase 6 Team Leaders and SENCO from $500 to $1,000.

Decision Date: 12 Mar 2026
Mover: Craig Scott
Outcome: Approved

Term Deposit #76

That TD #76 be broken to support short-term operational cashflow requirements. All in favour. Carried.

Decision Date: 12 Mar 2026
Mover: Craig Scott

Outcome: Approved

Term Deposit # 73

That TD #73 be reinvested for 12 months upon maturity. All in favour. Carried.

Decision Date: 12 Mar 2026
Mover: Craig Scott
Outcome: Approved

Finance Report

That the Finance Report for March 2026 be approved.

Decision Date: 12 Mar 2026
Mover: Matthew McVicar
Seconder: Johanna Joblin
Outcome: Approved

Financial Statements for the period January/February 2026

That the Financial Statements for the period January/February 2026 be accepted.

Decision Date: 12 Mar 2026
Mover: Matthew McVicar
Seconder: Johanna Joblin
Outcome: Approved

4.4 Board Training/Conference 2026

- Nicola provided an update. Matthew will confirm dates. Noted that training was pre-approved in December.
- Conference attendance to be confirmed with Ginny; David is attending and three places remain available.

5. Close Meeting

5.1 Close the meeting

Next meeting: Board of Trustees Meeting - 28 May 2026, 5:00 pm

Signature: DocuSigned by: Craig Scott E22E63729E7945A... **Date:** 12-Aug-2026