CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING

At the **Board of Trustees Meeting** on **25 Jun 2026** these minutes were **confirmed as presented.**

Name:	Southern Health School
Date:	Thursday, 28 May 2026
Time:	5:00 pm to 6:56 pm (NZST)
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:	Ginny Whatarau, Vicky Snowsill-Blyde, Ian Reeves

1. Opening Meeting

1.1 Karakia

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

1.2 Welcome

Craig Scott welcomed all to the meeting.

1.3 Speaking Rights

Speaking Rights

That Ian Reeves and Ginny Whatarau be granted speaking rights.

Decision Date:	28 May 2026
Mover:	Craig Scott
Outcome:	Approved

1.4 Apologies

Noted Johanna Joblin apology for lateness and Matthew McVicar apology for leaving the meeting early (5:58pm)

1.5 Registration of Interests

Nicola’s declared interests will be amended to remove the MoE NCEA Learning Support and Disability Panel.

Update Registration of Interests

To be updated as per discussion.

Due Date: 25 Jun 2026
Owner: Ginny Whatarau

1.6 Minutes of Previous Meeting

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

Minutes of the meeting held 12th March 2026

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

Decision Date: 28 May 2026
Mover: Craig Scott
Seconder: David Ivory
Outcome: Approved

1.7 Matters arising from the Board meeting on 12 March 2026

The meeting reviewed the actions from the previous meeting. Of note:

- POINT & Associates Proposal: It was noted that this item has been addressed, with further discussion also occurring at the A&R meeting. It was identified that the contract did not include an out clause. Linda has followed up with the provider, and their response has been received and included in the Board papers (item 1.7).
- Whakataukī – English Translation Confirmation**:** Linda advised that she consulted with Matt, who provided an alternative translation. After reviewing the origins of the Whakataukī, which had been formally gifted to the school, it was agreed that it would not be appropriate to alter it. The Board therefore confirmed retaining the original translation.
- Annual Plan: the full Annual Plan was sent out as a flying minute.
- External Providers - Project Management/Property - Quotes have been received and discussed at A&R meeting.

1.8 Call for General Business

- Skills Matrix.
- Flights for Dunedin.
- ADHD as a treatable condition.

2. Agenda A

2.1 Principal's Report

The Principal’s Report was taken as read, with the new format acknowledged.

Staff wellbeing remains a concern given the high levels of sickness, with three staff currently on return-to-work plans. Roll numbers continue to increase, and work is underway to strengthen data-informed staffing decisions, though this remains challenging.

The Ashburton vacancy has been increased from 0.4FTE to 0.6 FTE with no current interest, reflecting the difficulty of recruiting mid-term in smaller communities. This has subsequently been increased to 0.8FTE to support Geraldine coverage. A roving teacher model across three Christchurch teams is being explored to provide greater flexibility.

The Korowai Report was tabled for inclusion with the Team Reports, offering updates on student support and staff wellbeing.

It was noted that following on from previous discussions, further analysis of classroom teaching time, based on data collected last year, has been paused due to curriculum and workload priorities.

Linda acknowledged Team Aoraki's report, noting the effectiveness of the visual summary and the strong examples of staff practice.

2.2 Board Only Time

The meeting moved into Board Only time at 5:27pm. See Item 3.1.

Ian Reeves, Ginny Whatarau and Linder Miller left the meeting, returning at 5:35pm at which time Craig Scott gave a brief overview of the discussion.

2.3 Finance

The Board approved the 2025 Annual Financial Statements, including all supporting statements forming part of the 2025 Annual Report. These will be uploaded to the MoE. The Board noted the library stock reconciliation and the resulting treatment of donated books within the revenue accounts. Ginny spoke to the statements, explaining that the donations line queried by Audit & Risk related to the school's assessment of library books, and noted that a staff member is currently collating the library collection, including purchased items. The auditors have since confirmed they have no further questions or recommendations. The Board acknowledged Ginny's work.

The Board received the April 2026 Financial Report and forecast update. The report records a year-to-date surplus of $119,233 and a forecast pressure of approximately $88,000, which remains within the approved budget and is trending more positively than the originally budgeted deficit. The report also notes the intention to invest approximately 5% of any positive year-end return. An HLW funding review has been submitted to the Ministry, with receipts provided and a response expected.

The Ministry has also responded positively regarding the Rangiora refurbishment following a successful meeting. Continued monitoring of expenditure, staffing, investments, cashflow, and emerging cost pressures is recommended.

The Board reviewed and approved the proposed additions to the Schedule of Delegated Authorities following consideration by the Audit & Risk Committee. Amendments include strengthened controls around Board member payments, koha, and sensitive expenditure processes, along with updated clauses requiring Deputy Principal and Business Manager approval for any Board payments.

The Board also noted the provision allowing the Principal to approve sensitive expenditure up to $200, consistent with school policy. These changes enhance financial governance, segregation of duties, and audit assurance.

It was noted that all investments remain stable, with no maturities due or upcoming. Current interest rates have increased from 3.8% to 3.95%.

Annual Financial Accounts for the Year Ended 31 December 2025

That the Board approves the Draft 2025 Annual Financial Statements, including the supporting statements forming part of the 2025 Annual Report, noting the library stock reconciliation and the resulting treatment of donated books in the revenue accounts.

Decision Date: 28 May 2026
Mover: Craig Scott

Outcome: Approved

Financial Statements for the Period Ended 30 April 2026

That the Financial Statements for the Period Ended 30 April 2026 be approved.

Decision Date: 28 May 2026
Mover: Craig Scott
Outcome: Approved

Schedule of Delegated Authorities

That, after review, the Schedule of Delegated Authorities be approved.

Decision Date: 28 May 2026
Mover: Craig Scott
Outcome: Approved

2.4 Policies for Review

The Board noted that the Education Outside the Classroom (EOTC) Policy is due for review in Term 2 as part of the SchoolDocs cycle. This review ensures alignment with SchoolDocs, current Ministry of Education guidance, and best-practice expectations for managing risk in off-site and community-based learning, and supports assurance that governance and operational responsibilities are clearly understood. The policies will be circulated to staff and families for feedback, with Board members to review and provide comments ahead of the next meeting.

The Board discussed the practicality of current EOTC documentation, including the potential to update forms using EONS NZ templates. Ian outlined the school's existing processes, noting that most activities fall within a low-risk threshold and that some externally delivered programmes (e.g., Riding for the Disabled) remain the responsibility of the provider, though individual safety checks are still required. The Board agreed that a summary of EOTC activities should be provided at regular Board meetings to support oversight, with any activity above the usual threshold to come to the Board for approval. Any incidents arising from EOTC activities would be captured through Health & Safety reporting.

EOTC Policies

Review of the EOTC Policies, as outlined in the board papers. To be brought back to the 25th June meeting for approval. Noted that suggestions/changes can also be entered through SchoolDocs.

Due Date: 25 Jun 2026
Owners: Craig Scott, David Ivory, Johanna Joblin, Matthew McVicar, Nicola Leete, Nikki Freeman

2.5 Attendance at HELP Conference 2026 – Melbourne (8–11 September 2026)

Linda spoke to the upcoming HELP (Health, Educators, Learners and Parents Alliance) Conference, an Asia-Pacific association supporting students with chronic medical and mental health needs, to be held in Melbourne from 8–11 September.

Linda and Learne are considering attending and sought Board approval. Board information was provided regarding attendance by the Principal and Deputy Principal (C&P) to support international networking, sharing of best practice in health education, and strategic sector collaboration. The estimated total cost for two attendees is approximately $6,250 and is within the approved 2026 budget.

It was noted that Ian and Angela will attend a separate conference in August. The Board also discussed ensuring equitable access to professional development across the leadership team, with support expressed for Ginny to consider attending if relevant. The Board approved attendance at the HELP Conference for Linda and Learne, with the option for Ginny to participate if appropriate.

HELP Conference 2026

That the Board approve attendance at the HELP Alliance Conference in Melbourne (8–11 September 2026) for the Principal and Deputy Principal, noting the estimated cost of $6,250 is within the approved 2026 budget, and support Ginny's attendance should it be appropriate. All in favour. Carried.

Decision Date: 28 May 2026
Mover: Craig Scott
Outcome: Approved

2.6 Co-location Update

Linda provided an update on the ongoing co-location project, noting that the three principals have begun meeting to build relationships ahead of eventually sharing the same site. The update covered Ministry engagement, property planning progress, stakeholder consultation, and next steps for proposed site development and implementation planning. Matters such as traffic flow and site configuration are being fed through to the Ministry, with the architect to prepare draft plans once all information is collated. Plans are expected mid-July, with the project hoped to be underway by this time next year.

A further update was provided on the recent meeting with the Ministry of Education, which confirmed agreement to proceed with toilet upgrades in Nelson as well as Rangiora, reflecting very positive progress.

2.7 Regional Health School Board Hui

The Board reflected on the recent Regional Health School Hui, noting positive feedback on the event. A suggestion was made to include a breakout session for new Boards at future hui to support connection and shared learning. Auckland will host the next hui. Linda will provide this feedback to Richard for planning.

The Board also discussed the value of Board Chairs meeting online between hui's, and noted that staff representatives and business managers are beginning monthly cross-school meetings to strengthen collaboration.

3. Public Excluded

3.1 Move to Public Excluded

Move to Public Excluded

That the meeting move to Public Excluded at 5:27pm and 6:11pm 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	Pursuant to s48 (a) (ii) of the LGOMIA that the

	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.	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 5:35pm and 6:22pm.

Decision Date: 28 May 2026
Mover: Craig Scott
Outcome: Approved

3.2 Minutes of previous public excluded meeting

3.3 Health & Safety Report

The Board received the Health & Safety Report for the period 20 April – 14 May 2026 (Publicly Excluded), outlining incident and near-miss trends, emerging risk themes, site comparisons, and the effectiveness of current controls across the school's multi-site environment. The report highlights increasing wellbeing complexity in community-based settings, environmental and site-access risks, and ongoing actions to strengthen preventative practice, staff capability, and proactive risk management.

3.4 Family/Whanau

As included in the Public Excluded Minutes.

3.5 Move out of Public Excluded

The meeting moved out of Public Excluded at 5:35pm and 6:22pm.

3.6 Staffing

4. General Business

4.1 Call for General Business

The Board noted that the POINT opt-out clause has now been provided as previously discussed. This confirms the Board's ability to exit at any stage and ensures decision points are clearly defined before progressing to the next phase. The Board agreed the letter provides appropriate protection and does not commit the school to full completion. All members were in agreement.

The Board discussed the Skills Matrix, with Johanna to complete her section and provide a bio. A future co-option may be considered to strengthen property expertise once the new build progresses. The Board is also seeking an additional student representative; Linda will review expressions of interest and bring back a proposal outlining the value each candidate may add. Historically, two student reps have been appointed, offering broader perspectives. It was noted that candidates may come from anywhere in the South Island.

The Board held a robust discussion on whether ADHD should be accepted as a primary diagnosis for enrolment. Current practice is that ADHD alone is not sufficient, due to risks of high demand, diagnostic complexity, and the likelihood of underlying or co-existing conditions. The Board agreed to continue monitoring cases presented to the school, with data to be collated and brought back for discussion at the October meeting (end of Term 3), including both ADHD and ASD presentations.

Flight bookings for the Dunedin brand launch and Board meeting on Thursday 27 August were noted. The brand launch will run from 4–6pm, followed by the Board meeting. Board members will provide their flight details to Ginny.

Craig noted his apology for the next meeting. In Craig’s absence, the Deputy Chair will assume chairing responsibilities. Craig will send an email advising of his time away and confirming that the Deputy Chair will cover the role during this period.

Skills Matrix/Bio

Completion of Skills Matrix and Bio.

Due Date: 25 Jun 2026
Owner: Johanna Joblin

Student Representation on the Board

Linda to review student EOI's and bring a proposal outlining candidate value to the June meeting.

Due Date: 25 Jun 2026
Owner: Linda Miller

ADHD/ASD Data

Collated data on cases presented with ADHD/ASD to be collated and brought to the Board at the end of Term 3 for further discussion.

Due Date: 31 Oct 2026
Owner: Linda Miller

Chair for June Meeting

Craig to send email advising of his upcoming time away and confirmation that the Deputy Chair will Chair in his absence.

Due Date: 25 Jun 2026
Owner: Craig Scott

5. Agenda B

5.1 Correspondence

The Principal's Annual Report was taken as read and will be uploaded to the school website.

Regional Health School Board Conference Acknowledgement

Card to be sent on the Board's behalf acknowledging Learne's work in coordinating the Regional School Board Conference.

Due Date: 25 Jun 2026
Owner: Craig Scott

5.2 Board Acknowledgement

Two acknowledgements were noted as per the agenda: the successful blessing of the new Rangiora classroom, and appreciation for Learne's coordination of the Regional Health School Board Conference. Craig will send a card to Learne to formally acknowledge her contribution.

6. Close Meeting

6.1 Close the meeting

Next meeting: Board of Trustees Meeting - 25 Jun 2026, 5:00 pm

Approved decisions made between meetings

New Flying Minute

That the Board approve the reinvestment of the maturing ASB Term Deposit ($627,928.88) into a new 12-month ASB Term Deposit at the best available rate at the time of reinvestment. ASB have advised the current rate is 3.8% as of 15.05.26

Indicative Return on Investment

Investment Amount	Term	Indicative Rate	Estimated Annual Return
$627,928.88	12 months	3.80%	~$23,861

6 Supported: Craig Scott , David Ivory , Linda Miller , Matthew McVicar , Nicola Leete , Nikki Freeman

0 Opposed:

0 Abstained:

Decision Date: 20 May 2026
Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner(s)
1.5	Update Registration of Interests **Due Date:** 25 Jun 2026	Ginny Whatarau
2.4	EOTC Policies **Due Date:** 25 Jun 2026	Craig Scott, David Ivory, Johanna Joblin, Matthew McVicar, Nicola Leete, Nikki Freeman
4.1	Skills Matrix/Bio **Due Date:** 25 Jun 2026	Johanna Joblin
4.1	Student Representation on the Board **Due Date:** 25 Jun 2026	Linda Miller
4.1	ADHD/ASD Data **Due Date:** 31 Oct 2026	Linda Miller
4.1	Chair for June Meeting **Due Date:** 25 Jun 2026	Craig Scott

Item	Action Title	Owner(s)
5.1	Regional Health School Board Conference Acknowledgement **Due Date:** 25 Jun 2026	Craig Scott

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Craig Scott
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Signature:______________________ **Date:** 12-Aug-2026