

CONFIRMED MINUTES

BOARD MEETING

At the **Board of Trustees Meeting** on **10 Feb 2022** these minutes were confirmed as presented.

Name:	Southern Health School
Date:	Thursday, 9 December 2021
Time:	5:00 pm to 6:30 pm
Location:	Southern Health School, 2 Halswell Rd, Hillmorton, Chc 8025
Board Members:	Craig Scott (Chair), Ben Nettleton, David Ivory, Flora Gilkison, Laura McGrath, Matthew McVicar, Helen Mantell, Jo Kennard, Eddie Norgate
Attendees:	Marilou Crequer
Notes:	Ben Nettleton left the meeting at 6pm

1. Opening Meeting

1.1 Karakia

The Board went into public excluded session prior to the formal start of the meeting.

1.2 Welcome

The Chairperson formally welcomed all to the final meeting for 2021.

1.3 Apologies

1.4 Speaking Rights

1.5 Conflicts of Interest

The board had a quick discussion on the conflict, the appropriate details required and whether perceived or real. Any member can now change their own details via BoardPro.

1.6 Minutes of Previous Meetings

Board of Trustees Meeting 20 Nov 2021, the minutes were confirmed with the following changes:

That Eddie Norgate is not the Board Chairperson but Chair of the Audit and Risk Committee.

1.7 Matters arising from November 2021

The following actions points were discussed:

- Committee still to meet to discuss conference - carried over to next meeting.
- Laura has spoken with Celia (Wellington Regional Health School) and she is keen to speak.
- Conference date of 12 March 2022 suitable for the other regional schools.
- Privacy breach - Helen has obtained confirmation, in writing, from the parents of the child involved.
- Treaty of Waitangi Policy for discussion tonight.

The board briefly discussed policy reviews and how it can be done more efficiently.



Action Plan for 2022

Helen and Craig Scott to create an action plan based on the discussions from the planning meeting particularly for Pasifika engagement, student data, board induction pack and succession planning.

Due Date: 10 Feb 2022
Owner: Helen Mantell



Strategic Planning Minutes 19 November 2021

That the Board approved the Strategic Planning Minutes dated 19 November 2021 as tabled and discussed.

Decision Date: 9 Dec 2021
Mover: Eddie Norgate
Seconder: Helen Mantell
Outcome: Approved

1.8 Call for General Business

2. Agenda A

2.1 Charter - 2022

H Mantell spoke to this. The plan (draft) shows what actions will be taken next year to meet the goals of the annual plan. This provides the Board clarity as to the direction school will be taking in the different areas in the plan.

H Mantell then went on to speak to the main focus and changes:

- Curriculum changes - we will have an Assistant Principal Curriculum - due to NCEA changes and Te Kura
- NZ History - will be a major focus for staff professional development
- Supporting transition processes - Goal 2 - incorporating ideas from the wellbeing group as well as findings from H Mantell's sabbatical report. Developing leadership team culture.
- Māori Health model - Te Whare Tapa Wha, continue with in house Te Reo support and develop a mihi whakatau
- Neurodiversity/ASD students
- Engagement with our community. Identifying barriers to engagement and working to remove them.
- Community outreach through provision of school/regional events.
- Exploring the value of roles - student mentors and parent support.
- Property - finding space.

- Health and Safety - Covid19

The Board quickly discussed how progress will be monitored. h Mantell stated that progress reporting is done monthly through updates on the Annual Plan. She has also, for this meeting, put in an evaluation of progress made this year.

2.2 Proposal re Regional Budgets and Credit Cards

H Mantell explained to the rationale for the proposal. This will help manage regional budgets more efficiently. She then spoke in detail to the proposal, the limits, factors considered for the dollar value, what it can be spent on and how it will be monitored/checked and which budget line it will be taken from. There will be requirement to provide proof of purchase as necessary.

The board had a discussion on the proposal, the changes, the rationale and the budget particularly for professional development. All agreed that the limit should be removed (\$200) and should be a global figure of \$1,500.00.

The regional budget/credit card will be reviewed in July and December 2022.



Increase in credit card limits

That the Board approve the increase of the school credit card from \$12,500 to \$15,200 and subject to the removal of the limit to the staff development budget.

Decision Date: 9 Dec 2021
Mover: Craig Scott
Seconder: Helen Mantell
Outcome: Approved



Grocery Voucher

That the Board approve the purchase of \$100 grocery/supermarket vouchers, in lieu of petty cash, for school sites without a Team Leader.

Decision Date: 9 Dec 2021
Mover: Craig Scott
Seconder: Helen Mantell
Outcome: Approved

2.3 Board Work Plan

The Board discussed the Work Plan 2022 (Draft) and the following amendments were made:

- remove ERO visit - this has not been confirmed
- Rangiora Site Opening - 19 May
- Away meeting to the West Coast will be on 16 June (Principal, Board Chair and A & R Chair)
- Meeting in September - will be the 8th

The 2022 Work Plan as amended is noted by the Board.

2.4 Te Tiriti o Waitangi Policy

The policy has been circulated to the community. Amendments were included as per discussion last meeting. No further feedback and can be adopted.



Te Tiriti o Waitangi Policy

That the Board of Trustees adopt the Te Tiriti o Waitangi Policy as tabled.

Decision Date: 9 Dec 2021

Mover: Craig Scott
Outcome: Approved

2.5 Unit Allocation Policy

No feedback received and no changes required. This policy formed part of the consultation process for the new school leadership structure.



Unit Allocation Policy

That the Board of Trustees adopt the Unit Allocation Policy as tabled.

Decision Date: 9 Dec 2021
Mover: Craig Scott
Outcome: Approved

2.6 GPS Tracking Policy

No feedback and has been sent for consultation to the community. The board briefly discussed the H & S implications of the information that is gathered through the GPS tracking on the work vehicles.



GPS Tracking Policy

That the Board of Trustees adopt the GPS Tracking Policy as tabled.

Decision Date: 9 Dec 2021
Mover: Craig Scott
Outcome: Approved

2.7 Performance Management Policy

This is a new policy. L McArthur has updated the policy to meet the new Professional Growth cycle guidelines. The policy title should be changed from Performance Management Policy to *Professional Growth Cycle*. This will now be sent out for consultation.

2.8 Health & Safety Policy

This policy has been updated to meet new Health and Safety legislation. It can now be sent out for consultation. E Norgate stated that he did not find any issues of concern. B Nettleton suggested adding provisions relating to Covid19 and the pandemic. H Mantell stated that we have a pandemic plan that is updated regularly based on information from the Ministry of Health.

2.9 Health & Safety Report

E Norgate spoke to the incident at PMH. The scissors were left out at the end of a session and was quickly discovered prior to another session starting. He believes the incident with the scissors should be classed as a 'near miss'. Not all the incidents at PMH related to behaviour.

E Norgate asked H Mantell what will happen to onsite and offsite teaching post the traffic light system in 2022. H Mantell stated that L McArthur has been working her counterparts in the other health schools around formulating guidelines and appropriate protocols under the traffic light system. She further explained to the Board how we will manage (case by case basis) how we can offer onsite learning for students. Issue with teaching at homes still unresolved. Issue of vaccination status also discussed. H Mantell stated that it will be a question asked in the enrolment form moving forward.



Teaching under the Traffic Light System

H Mantell to report back to the Board on the agreed protocols with the other health schools around teaching onsite, offsite (e.g. libraries) and in a student's home.

Due Date: 10 Feb 2022
Owner: Helen Mantell

3. General Business

4. Public Excluded

4.1 Public Excluded

The Board went into Public Excluded session at 5:50pm.

4.2 Updates

5. Agenda B

5.1 Correspondence

5.2 Principal's Report

H Mantell reported that we will look for a new Property Manager early in the new year. She then spoke to the following:

- A copy of her sabbatical report included with the papers. Findings will be implemented as part of the strategic annual plan.
- Staff appointments
- Roll numbers - 346
- She has visited and met with staff from Oamaru, Timaru and Ashburton.

The Chairperson commented on the Staff View Report particularly the article on Student Voice by Ruby and her sample writing. Great to see students work and what they have been able to achieve while at school. The goals we have not been able to achieve were due to lockdown and impact of Covid19 (red/orange) and will continue next year.

H Mantell then briefly spoke to the Annual Plan 2021 AOV. This is a summary of the year and an evaluation on each goal and how we progressed. This data will feed into the Analysis of Variance report sent to the Ministry as a summary for 2021.

Property will be a major focus next year and H Mantell will update the Board in the new year as to where things are at with property and developments if any.

5.3 Assistant Principal's Report

The report from A Botherway is noted by the Board.

5.4 Finance Report

E Norgate spoke to the October results. We still have some spending but will end in a good financial position by 31 December 2021 despite not hitting all our budget lines.

The November results will be discussed in February 2022.



Finance Report 3 December 2021

That the Finance Report dated 3 December 2021 is noted.

Decision Date: 9 Dec 2021
Mover: Eddie Norgate
Seconded: David Ivory
Outcome: Approved



Investments for Southern Health

That the following investments Term Deposit 72, Term Deposit 80 and Term Deposit 87 (maturing 01/02/2022, 31/01/2022 and 26/12/2021 respectively) be reinvested at the best available rate (J Hadley to look at the rate) with staggered maturity dates.

Decision Date: 9 Dec 2021
Mover: Eddie Norgate
Seconded: David Ivory
Outcome: Approved

5.5 Financial Statements



Financial Report 31 October 2021

That the Financial Statements for the period ended 31 October 2021 is approved by the Board.

Decision Date: 9 Dec 2021
Mover: Eddie Norgate
Seconded: David Ivory
Outcome: Approved

6. Close Meeting

6.1 Close the meeting

Full Board meeting on Thursday 10th February 2022

~~Next meeting: Audit & Risk Committee Meeting - 7 Apr 2022, 5:00 pm~~

The Chairperson thanked everyone for all their work this year. He extended his best wishes to all for the festive season. The meeting declared closed with a karakia whakamutunga.

Signature: _____

Date: _____

10/3/22