

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING

At the **Board of Trustees Meeting** on **16 May 2024** these minutes were **confirmed as presented**.

Name: Southern Health School
Date: Friday, 8 March 2024
Time: 4:00 pm to 7:20 pm (NZDT)
Location: Southern Health School, 165 Spey St, Invercargill 9810
Board Members: Craig Scott (Chair), David Ivory, Eddie Norgate, Helen Mantell, Jo Kennard, Nicola Leete, Rachel Huggins
Attendees: Learne McArthur, Angela Botherway
Apologies: Matthew McVicar, Vicky Aitchison
Guests/Notes: Matt Bateman

1. Opening Meeting

1.1 Karakia

The meeting opened with a Karakia.

1.2 Welcome

C Scott welcomed all to the meeting.

1.3 Speaking Rights



Speaking Rights

C Scott moved to approve speaking rights to Learne McArthur.

Decision Date: 8 Mar 2024

Mover: Craig Scott

Outcome: Approved

1.4 Apologies

Matthew McVicar was noted as an apology.

1.5 Registration of Interests

No changes were noted.

1.6 Minutes of Previous Meeting

Board of Trustees Meeting 8 Feb 2024, the minutes were confirmed as presented.



Board of Trustees Meeting 8th February 2024

That the minutes of the Board of Trustees held 8th February 2024 having been circulated, be approved as a true and accurate record of the meeting.

Decision Date: 8 Mar 2024

Mover: Craig Scott

Outcome: Approved

1.7 Matters arising from BOT Meeting - 8th February 2024

All matters arising covered or to be discussed during the meeting with the exception of the following:

- Organisational Values - to be carried over to the next full Board meeting.



Organisational Values

Helen to send out finalised Values for further discussion at the next full Board meeting (May 2024). To be added to the May agenda.

Due Date: 16 May 2024

Owner: Helen Mantell

1.8 Call for General Business

Nothing further to add.

2. Agenda A

2.1 Budget - Draft 2024

E Norgate spoke to the draft 2024 Budget.

- Following discussion at the February Board meeting the previous \$157 forecasted budget deficit has been reviewed and pulled back to \$75k.
- The meeting had a robust discussion around whether the Board were comfortable with starting the year with a deficit budget and how external perception could be mitigated.
- Based on amended figures and further discussion the Board agreed that they were happy for the Budget to be approved.
- The meeting noted that the Capex remains unchanged having been approved at the February meeting.



2024 Budget

E Norgate moved that the 2024 Budget be approved, based on the updated numbers provided by H Mantell due to the increased roll growth. All in favour. Unanimous.

Decision Date: 8 Mar 2024

Mover: Eddie Norgate

Outcome: Approved

2.2 2023 Data Report

H Mantell spoke to the 2023 Data Report, pulled together for the Ministry of Education. The report was taken as read.

- The school has seen constant growth over the last few years with both maximum and total roll increasing significantly.
- GP referrals have increased by 10% in the last year.
- 33% of all students have Autism as an existing condition. Acknowledgement that the diagnostic process is improving around neurodivergence. The meeting discussed the significance for the school. L McArthur has been tasked with investigating how the school can further support and provide professional development for staff in this regard. Noted that could be a growth area for the school, however this would require additional funding and resourcing. The meeting discussed.
- L McArthur will be attending further seminars on the topic and will bring back information for the Board at the next full Board meeting (May).



Seminar Feedback

L McArthur to report back on attendance at seminars, around neurodivergence.

Due Date: 16 May 2024

Owner: Leanne McArthur

2.3 Family/Whanau and Student Feedback

H Mantell spoke to the Stakeholder Feedback, the feedback was taken as read.

- Overall the feedback has been positive, however not huge returns over the entire academic year. The meeting discussed ways to address this issue to ensure greater feedback, in particular from students.
- The least favorable feedback has come from schools where there is a lack of understanding or clear expectations around students' return to mainstream schooling. The Southern Health School continues to work on consistency across these schools.
- The school is currently looking how the process around the feedback forms in order to encourage more engagement. N Leete noted her interest to work with Helen and the Team Leaders in this work.

2.4 Mental Health in Schools Conference Proposal

L McArthur spoke to her proposal.

- Proposal to send 2 senior leaders and 4 other staff from across the school to attend the Mental Health in Schools Conference. Applications for the 4 places would be by application and each member of staff would have to meet the criteria and expectation that they will be approached to lead PD in this area.
- The meeting noted that sufficient funds have been budgeted to cover the attendance.
- The meeting engaged in a robust discussion about the number of attendees for the conference and agreed to accept the proposal for 2 SLT members and 4 other staff to attend. Additionally, it was agreed that one Board member would attend, with the attendee to be decided at a later date. C Scott will determine M McVicar's interest in attending.
- The meeting further discussed the prospect of joining a trans-Tasman network/partnership and/or the possibility of attending the Conference as a Presenter.



MH in Schools Conference

C Scott to ascertain M McVicar's interest in attending as Board representative.

Due Date: 16 May 2024

Owner: Craig Scott

2.5 Call for remits to the NZSTA AGM

C Scott confirmed that D Ivory will be attending the NZSTA AGM. The Board delegated David to vote on their behalf. Nothing to be presented.



NZSTA AGM

D Ivory to act as delegate to vote on the Board's behalf at the NZSTA AGM.

Decision Date: 8 Mar 2024

Mover: Craig Scott

Outcome: Approved

2.6 Policies for Review

H Mantell spoke to the following policies for review, the policies were taken as read.

- Health & Safety Policy - been out for consultation. Feedback to include culturally in the following sentence ".....Southern Health School is a physically, *culturally* and emotionally safe place for all students and staff" H Mantell to discuss Māori title with Matt Bateman prior to finalising. Approved.
- Use of Generative AI Policy - first time to the Board. The meeting discussed and agreed the following points;
 - the consistent use of Kaiako and Akonga throughout the document.
 - the use of present tense throughout the document.
 - Artificial Intelligence to be used in full initially with AI being used following.
- Guidelines have been written to support the Generative AI Policy. Policy to be reviewed with some items included to be taken out and added to guidelines, as discussed.
- AI Policy to be amended, as per discussion and sent out for consultation. To come back to the next full Board meeting in May.
- Student Cell Phone Rules - not intended as a policy - for noting as a Board. The meeting took part in a robust discussion about the rules around surrender and retention and the likelihood within the Health School setting, given maximum of 2-hour sessions.



Health & Safety Policy

That the Health & Safety Policy be approved after consultation and further review by the Board.

Decision Date: 8 Mar 2024

Mover: Helen Mantell

Outcome: Approved



AI Policy

That the Use of Generative AI be amended, as discussed and sent out for circulation. To be brought back to the Board at the May Board meeting.

Due Date: 16 May 2024

Owner: Helen Mantell

2.7 Health & Safety Report

E Norgate spoke briefly to the Health & Safety Report. The report was taken as read.

- Nothing of significance to report.



Health & Safety Report

That the Health & Safety Report be accepted.

Decision Date: 8 Mar 2024

Mover: Eddie Norgate

Outcome: Approved

3. General Business

4. Public Excluded

4.1 Move to Public Excluded

The meeting moved into Public Excluded at 7:03pm for the following (see 4.3).

4.2 Minutes of previous public excluded meeting



Confirmation of PE Minutes 8th February 2024

That the Public Excluded minutes of the meeting held 8th February 2024 be confirmed as a true and accurate record of that meeting.

Decision Date: 8 Mar 2024

Mover: Craig Scott

Outcome: Approved

4.3 Updates



That the meeting move to Public Excluded at 7:03pm for the follow...

That the meeting move to Public Excluded at 7:03pm for the following parts of the proceedings of the meeting namely 4.2 Strategic Risk Register/Personnel Issues. To be noted that H Mantell and L McArthur remained in the meeting for the discussion as deemed no conflict of interest.

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 Information and Meetings Act 1987 (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	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 the disclosure of

	information under s9(2) (a) of the Official Information Act (OIA) 1982.	information for which good reason for withholding exists under the OIA.
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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 or 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 7:19pm.

Decision Date: 8 Mar 2024
Mover: Craig Scott
Outcome: Approved

4.4 Move out of Public Excluded

The meeting moved out of Public Excluded at 7:19pm.

5. Agenda B

5.1 Correspondence

- NZEI Notice of Union Meetings
- Tukutuku Kōrero - 26.02.2024
- Delegations 2024

5.2 Principal's Report

The Principal's report was taken as read.

- H Mantell updated the meeting around the Christchurch Campus. A letter has been sent to Coralanne Child and Susan Schneiderman expressing disappointment and frustration around the process (attached to the Principal's report).
- An invitation has ben extended for both Coralanne and Susan to meet with the Board to clarify the process and further discuss. The meeting discussed and agreed Helen and delegation from the Board to meet at a time stipulated by the school.



Christchurch Campus Meeting

H Mantell to stipulate a time suitable for the board delegation and herself, to meet with Coralanne Child and Susan Sneiderman.

Due Date: 16 May 2024
Owner: Helen Mantell

5.3 Finance Report

E Norgate spoke briefly to the Finance Report. The report was taken as read.

- The BNZ investment is due to mature 27th March 2024. J Hadley will request rates and terms nearer the time. The Board discussed and agreed to wait until the end of the month to review. Decision to be made via email prior to the next Board meeting.



BNZ Term Deposit

To review (via email) BNZ investment prior to the 27th March and make decision as to how to reinvest.

Due Date: 27 Mar 2024

Owner: Helen Mantell

6. Close Meeting

6.1 Close the meeting

Next meeting: Audit & Risk Committee Meeting - 11 Apr 2024, 5:00 pm

Signature: _____

Date: _____

28/5/24