

SOUTHERN REGIONAL HEALTH SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD AT 6.00 PM ON THURSDAY 5 MARCH 2009 AT CARDALE HOUSE, 95 TUAM STREET, CHRISTCHURCH

PRESENT Chris Bridges (Chairperson), Kevin Smith, Christopher Parsons (Principal),
Judy Grace-Dillon, Lisa Marriott, Anna Tutton,

IN ATTENDANCE Anne Johnston (Minute Secretary)
Nicky Kendall and Steve Penny from James Brindley School – Birmingham

PRESENTATION – By Nicky Kendall

Nicky discussed with the Board the set up at James Brindley School and the comparisons it has with SRHS.

Board members found her session extremely informative and look forward to an ongoing relationship with the school in the future.

1. APOLOGIES M Strong, H Knox

Motion: Moved Chairperson

That the apologies be accepted.

Carried

2. MINUTES

Motion: Moved C Bridges Seconded C Parsons

That the minutes of the Board of Trustees meeting held on 29th January 2009, having been circulated, be signed as a true and correct record of that meeting.

Carried

3. MATTERS ARISING

- Principal to provide draft staff unit allocation procedures for approval by the Board - Included in the Board papers for tonight.
- Board members to adopt 2009 Operational/ Action Plan. To be adopted tonight.
- M Strong and A Tutton to circulate to Board options of the way forward for the Principal's appraisal. A Tutton advised that progress has been made and will report during the meeting.
- M Strong to circulate Board Self Review Information. Stage one has been circulated.

4. NOTICE OF GENERAL BUSINESS

- Strategic Plan
- Principal's Appraisal

5. APPOINTMENT OF CHAIRPERSON

The Secretary took the Chair and called for nominations for the position of Chairperson of the Board.

Motion: Moved J Grace- Dillon Seconded C Parsons

That Chris Bridges be nominated as Chairperson

Carried

Motion: Moved K Smith Seconded J Grace- Dillon

That nominations be closed for the position of Chairperson

Carried

C Bridges took back the Chair

6. CORRESPONDENCE INWARDS & OUTWARDS

A final up to date Correspondence list was tabled and noted

Comment on Correspondence

4/2/09 G Stoop, ERO information re differentiating years for ERO visits – The Board expects they will have an ERO review around the middle of this year.

18/2/09 D Armstrong – Central Regional Health School re Seminar for the 3 Health Schools, Suggesting this be hosted by Central later in the year.

Motion: Moved L Marriott Seconded ATutton

That the Inwards correspondence be received and the Outwards Correspondence approved **Carried**

7. REPORTS

7.1 Principal's Report

A written report had been circulated. The following was discussed.

7.1.1 Otago Staff Appointment

Motion: Moved C Parsons Seconded C Bridges

That Kate Aitchison be appointed to a permanent full time position in Dunedin **Carried**

7.1.2 Annual Roll Return

Noted the Annual Roll Return has been received by the Board and the only additional information included in it was a trial evacuation report. The roll auditor had advised that the roll audit was the best yet in the series of ever improving audits. She spoke very highly of the systems and processes that are now in place and strongly supports the good work of the roll administrators, Evelyn, Amanda and Helen.

The Chairperson signed off the roll return at the meeting.

7.1.3 James Brindley School – Birmingham Visitors

Nicky and Steve were in attendance at the meeting and a copy of their itinerary while they are in Christchurch was circulated for Board information.

7.1.4 Draft 2009 Operational/ Action Plan

An updated plan was circulated and the Principal spoke to it. The outcomes undertaken during the month were highlighted in red and discussed.

Motion: Moved C Parsons Seconded J Grace- Dillon

That the 2009 Operational Plan be adopted **Carried**

7.1.5 Cantatech Principal's Meeting

Following the Secondary Principal's Meeting at the College on 20 February, 11 Cantatech Principals met at Cardale House. This is part of the schools reaching out exercise to heighten the profile of the school and provide greater understanding of it to stakeholders. A letter from the Minister of Education (10/2/09) was included with the Principal's Report. Indicated the uncertainty of the funding for the continuation of the E Learning Cluster Leadership Funding.

The Principal said he would be discussing this during his time in Rotorua.

7.1.6 Learning at Schools Conference

The Principal has been invited to attend this conference as a guest of the Ministry of Education as part of his role as a mentor Principal. The conference involves approximately 1200 teachers involved in distance digital education through out New Zealand.

7.1.7 Attachments to the Principal's Report

- Staffing throughout the SRHS area.
- Roll numbers week ending 20/2/09 – Total roll 59 (Primary 12, Secondary 47)
- Weekly roll movements – Admissions 10, Withdrawals 3, Readmission 2, Transfers 1

7.1.8 Deputy Principals' Report

Reports from Helen Mantell and Liana Johnston were attached to the Principal's Report.

Motion: Moved C Parsons Seconded C Bridges

That the Principal's Report be accepted.

Carried

7.2 Treasurer's Report

The Financial Statements as at 31 December 2008 and 31 January 2009 were circulated for Board information

7.3 Staff Trustee Report

A written report from the various sites was circulated and L Marriott spoke to it

Motion: Moved L Marriott Seconded C Bridges

That the Staff Reports for March 2009 be accepted

Carried

7.4 Maori Trustee's Report - Nil

8. GENERAL BUSINESS

8.1 Policies

The following policies were up for review and circulated

- Unit allocation
- Assessment
- Use of the School credit card
- Financial Goals
- Board of Trustee Payments
- Theft and Fraud Prevention

A Tutton said she would standardise the format of these policies and Board members were asked to read through them during the month and approval of them be an agenda for the next Board Meeting.

ACTION: Board to read policies during the month and discussion and approval of these be put as a agenda item for the next Board meeting.

8.2 Strategic Plan

The Strategic Plan for 2008 to 2010 supported by the 2009 Operational Plan and 2009 Actual budget was circulated and reviewed

Motion: Moved C Bridges Seconded J Grace-Dillon

That the Strategic Plan be adopted

Carried

8.3 Board Self Review

M Strong had circulated information to the Board identifying Skill Sets.

8.4 Principal's Appraisal

A Tutton reported on her and M Strong's discussion regarding the process for undertaking the Principal's Appraisal. After discussion, it was agreed that the Principal Appraisal be undertaken by C Bridges, A Tutton and M Strong. The Principal said he was supportive of this group undertaking his appraisal.

8.5 Report to the Media

The Board suggested that the Principal write a report to the media and the MOE Christchurch / Wellington on the alliance that has been formed between SRHS and James Brindley School in Birmingham setting out the uniqueness of this situation and the reasons why it is working so well.

9. NEXT MEETING:

Board of Trustees Thursday 2 April 2009 at 6pm

10. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the public be excluded from the following proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution is as follows:-

General subject of under each matter to be 48 (1) for considered passing of this	Reason for passing this resolution in relation to each matter	Ground(s) Sections the resolution
Enrolment Matter (1) (a)	Good reason to withhold exists under Section 7	7 (2) (a) 48

This resolution is made in reliance on Sections 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

For reasons of legal and professional privilege and to protect the privacy of natural persons.

Motion: Moved Chairperson
That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remain confidential to the Board

The meeting closed at 8.45 pm.

APPROVED.....2 April 2009
CHAIRPERSON

SOUTHERN REGIONAL HEALTH SCHOOL

ACTION POINTS FROM THE MEETING OF THE BOARD OF TRUSTEES ON THURSDAY 5 MARCH 2009

RESPONSIBLE	ACTION	REFERENCE	WHEN
The Board	To read policies during the month and have discussion on these included in the next meeting's agenda	7.1	April