

SOUTHERN REGIONAL HEALTH SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD AT 6.00 PM ON THURSDAY 29 JANUARY 2009 AT CARDALE HOUSE, 95 TUAM STREET, CHRISTCHURCH

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

IN ATTENDANCE Anne Johnston (Minute Secretary), Helen Mantell (Deputy Principal)

1. **APOLOGY** Harriet Knox (absence)

Motion: Moved Chairperson
That the apology be accepted.

Carried

2. **MINUTES**

Motion: Moved K Smith Seconded L Marriott
That the minutes of the Board of Trustees meeting held on 4 December 2008, having been circulated, be signed as a true and correct record of that meeting.

Carried

3. **MATTERS ARISING**

Covered during today's Board meeting.

4. **NOTICE OF GENERAL BUSINESS**

- Principal's Appraisal Process
- Board Self Review

5. **CORRESPONDENCE INWARDS & OUTWARDS**

A list of Inwards & Outwards Correspondence since the previous meeting was tabled and noted.

Motion: Moved M Strong Seconded J Grace-Dillon

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

6. **REPORTS**

6.1 Principal's Report

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

6.1.1 Board Meeting Date – Invercargill

It was agreed that this be held on 7 May 2009 commencing at 4pm.

6.1.2 SRHS Hosting Canterbury Secondary Principals

The Principal advised that he is extending an invitation to the Association to use SRHS venue for one of their Friday morning / lunch meetings this year.

6.1.3 Professional Development

The whole school Professional Development is being held on Thursday 29 and Friday 30 January. Board members were invited to attend any or all of the programme.

6.1.4 Draft of the Staff Unit Allocation Procedures

This to be available for approval by the Board at the March Board meeting.

ACTION: Principal provide Draft Staff Unit Allocation Procedure for approval by Board March meeting.

6.1.5 Draft 2009 Operational / Action Plan

The Draft was tabled and the Principal spoke to it.

- New initiatives included in the 2009 Operation / Action Plan were highlighted in red and business as usual items were in black.

The Principal spoke to the various initiatives.

- The 2009 Plan to be adopted by the Board at its March meeting.

ACTION: Board members to adopt 2009 Operational / Action Plan at March meeting.

6.1.6 Attachments to the Principal's Report

- Professional Development Days Agenda
- SRHS Teaching & Support Staff List

Motion: Moved L Marriott Seconded A Tutton

That the Principal's Report be accepted.

Carried

6.2 Treasurer's Report

M Strong spoke to the following, which had been circulated:

- Financial Statements for the period ended 30 November 2008. These showed a net surplus for the month of \$2,762.00 (YTD Actual \$191,528) Annual Budget \$55,672
- Operations Grant Instalment and Entitlement Notice and Property Maintenance Grant Advice for 2009
- Finance Report from A Wilkins – M Strong spoke to the following:
 - CES and BDO Spicers are currently working on Year End Accounts and Audit.
 - Approval has been obtained for the purchase of a new OHP and Screen for Cardale House at an approximate cost of \$2,500.
 - The School Car in Invercargill has been deemed un-economical to repair by the School's insurer and the School has been paid out the current Market Value and a new car is able to be purchased from Holland's Suzuki for \$20,202 the difference of \$6,502 would be a cost to the School.

Motion: Moved Chairperson

That the Board give approval to purchase a replacement vehicle for Invercargill and the school paying the difference of up to \$8,000 and for discussions to be initiated with the vehicle supplier for possible complete fleet replacement when vehicles are due.

Carried

Motion: Moved M Strong Seconded C Parsons

That the invoices for December of \$4,406.00 and expenditure of \$5,758.04 be approved.

Carried

6.3 Staff Trustee Report

L Marriott gave the following verbal report:

- The Professional Staff Development meeting today was of a very high standard.
- The new admin eTapp programme was discussed.

6.4 Maori Trustee's Report - Nil

7. GENERAL BUSINESS

7.1 Board Members Attendance at Monthly Board Meetings

This was discussed.

7.2 Principal's Appraisal

The suggested process and options available for the appraisal were discussed.

M Strong and A Tutton to circulate to Board members options of the way forward to progressing this.

ACTION: M Strong & A Tutton to circulate to Board options of the way forward available for the Principal's Appraisal

7.3 Board Self Review

- Stage 1 has been undertaken and M Strong to tidy up and circulate.

ACTION: M Strong to tidy up and circulate Board Self Review Stage 1 to Board members. ASAP

- The Board now to progress Stage 2.

7.4 2009 Policy Review Schedule

This was tabled and noted.

Motion: Moved C Parsons Seconded A Tutton

That the 2009 Policy Review Schedule be approved.

Carried

8. NEXT MEETING:

Board of Trustees Thursday 5 March 2009 at 6pm

The meeting closed at 7.55pm.

APPROVED.....5 March 2009

CHAIRPERSON

SOUTHERN REGIONAL HEALTH SCHOOL

ACTION POINTS FROM THE MEETING OF THE BOARD OF TRUSTEES ON THURSDAY 29 JANUARY 2009

RESPONSIBLE	ACTION	REFERENCE	WHEN
Principal	provide Draft Staff Unit Allocation Procedure for approval by Board	6.1.3	March
Board members	to adopt 2009 Operational / Action Plan	6.1.5	March
M Strong & A Tutton	to circulate to Board options of the way forward available for the Principal's Appraisal	7.2	ASAP
M Strong	to tidy up and circulate Board Self Review Stage 1 to Board members.	7.3	ASAP