

SOUTHERN REGIONAL HEALTH SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD AT 6.00 PM ON THURSDAY 9 DECEMBER 2010 AT CARDALE HOUSE, CHRISTCHURCH

PRESENT Chris Bridges (Chairperson), Murray Strong, Helen Mantell (Acting Principal), Lisa Marriott, Anne Morgan, Judy Grace-Dillon

IN ATTENDANCE Anne Johnston (Secretary), Liliana Johnston (Assistant Principal – Dunedin)

1. **APOLOGIES** Christopher Parsons (Principal), Anna Tutton

Motion: Moved Chairperson

That the apologies be accepted.

Carried

2. **MINUTES**

Motion: Moved Chairperson

That the Minutes of the meeting of the Board of Trustees held Thursday 18 November 2010, having been circulated, be approved as a true and correct record with the following amendment:

6.1 The one off cost should be \$2,500 + GST

Carried

3. **MATTERS ARISING**

- **Chairperson to write a note to staff in appreciation of their efforts following the earthquake and this is also to include a Christmas note** – C Bridges to action next week.
- **Joint Board's video conference** – to be discussed in general business.
- **Travel and Entertainment policy** – discussed in general business.
- **Roll numbers** - have been advised that the Ministry will fund the school on 140 students.
- **Operational Plan** – to be discussed tonight.
- **Principal Appraisal process** – to be discussed tonight.
- **Joint Boards' Conference** – to be discussed tonight.
- **Recognition of Student who died** – consider ways to support staff with grief. This to be discussed at the professional development meeting 1-3 Feb 2011.
- **Board meeting dates 2011** – to be included in the minutes of tonight's meeting.

4. **NOTICE OF ITEMS OF GENERAL BUSINESS**

- Principal's Appraisal
- Joint Boards' Conference 2011

5. **CORRESPONDENCE**

Inwards

- 6/12/10 - Lachlan Brooking (MOE) - Notional Roll (discussed under Matters Arising)
- 8/12/10 - Linda Deverson (MOE) - Approved reduction in school days re earthquake
- November/December 2010 - STA News
- Education Gazettes – November/December
- NZEI re paid union meetings

Outwards

- 3/12/10 - BOT, Blenheim School – confirming interest in the Blenheim site.

Motion: Moved L Marriott Seconded A Morgan

That the inwards correspondence be received and the outwards correspondence be approved. **Carried**

6. **REPORTS**

6.1 **Principal's Report**

The Principal's Report had been circulated and was taken as read. The following was discussed:

Strategic Plan 2010-2012

The revised strategic plan was circulated and noted this is supported by the 2010 Operational plan and 2010 Annual plan. The breakdown of the plan was noted and the Board agreed this was much easier to read.

Operational Plan

The revised operational plan 2011 was circulated.

Staffing

Annette Scully appointed to the permanent position Christchurch and Rose Watson appointed to the permanent position Blenheim.

A fixed term position for 2011 has been advertised for Christchurch with strengths required in reading recovery and remedial teaching.

Motion: Moved L Mariott Seconded A Morgan

That the above two appointments be ratified by the Board

Carried

Blenheim

The premises available at Blenheim school are ideal. The Board has commenced negotiation with the Blenheim School Board and the Ministry of Education and the projected occupancy date is beginning of term 2, 2011.

RMSP Contract

Raising Maori Student Potential contract was concluded for 2010. This is a national educational priority and an articulated priority for SRHS staff and will continue next year in a different form. A Wilkins has been asked to add a budget line for Maori Curriculum development with \$10,000 allocated to it and it has been prioritised in the Operational Plan. The RMS facilitator, Raewyn Ngaamo, will join the staff for part of their professional learning days next year.

Professional Learning

All staff will be together 1-3 Feb 2011 for professional learning. A copy of the agenda for the 3 days was included with the Principal's report.

Cancer Society

The Principal and H Mantell meet last week with representation of the Child Cancer Society and have begun developing a closer, mutually beneficial relationship.

End of Year Assembly

The whole school video conferenced for an assembly on the 1st December. The Principal presented awards to each site from the Nelson classroom where about 30 parents and students attended.

- A copy of the Principal's address was circulated for Board information.
- Award winners received a certificate, a letter of congratulations and a \$25 book voucher.
- Attachments to the Principal's report
- Staff at the various locations as at 9/12/10:
- Role numbers for week ending 26 November 2010.
Noted the roll at present is 163.

Motion: Moved Chairperson

That the Principal's report be accepted including the Strategic Plan and Operational Plan as presented.

Carried

6.2 Deputy Principal's Report

A written report had been circulated. The following was noted:

- End of Year Planning
- Planning for 2011
- First Aid Course
- 2010 reflections
- HELP advised the Principal has had a teleconference earlier in the week with the Australian people from HELP. It was an excellent teleconference meeting. A meeting is to be held 25 Feb 2011 in Australia.

6.3 Treasurer's Report

The following had been circulated:

Financial Statements for the periods ended 31 October and 30 November 2010

M Strong discussed the finances and said that it is anticipated the school will finish the year in a very positive financial situation and there is nothing unusual in expenditure to report on.

It was noted the investments with Westpac and CBS that have recently been rolled over.

Motion: Moved M Strong Seconded A Morgan

That the Financial Statements for the periods ended 31 October and 30 November 2010 be adopted.

Carried

Amounts for Approval November 2010

Invoices \$3,623.69 and Expenditure of \$33,132.15, totalling \$36,755.84.

Motion: Moved M Strong Seconded J Grace-Dillon

That the November be approved.

Carried

Draft Budget 2011

This had been circulated and was reviewed.

Motion: Moved M Strong Seconded L Marriott

That the draft Budget for 2011 as circulated and discussed, be accepted as the final 2011 Budget.

Carried

6.4 Staff Trustee's Report

A written report has been circulated and covered the following sites: Odyssey House, PMH, Learning Support Department, Invercargill, Blenheim, Nelson and Cardale House. L Marriott reported on the very positive year that staff have had at all the different sites.

L Johnston tabled the Dunedin area report and spoke to it. She mentioned:

- The increased number of referrals from GPs and Pediatricians contacting SRHS.
- Career Services are working closely with SRHS and their personnel are working with SRHS students.

Motion: Moved L Marriott Seconded M Strong

That the staff reports be accepted.

Carried

M Strong said someone had mentioned to him the excellent work Tipene Walker is doing at Odyssey House (regarding changing students lives around).

7. POLICIES

The following policies were circulated:

- Self Review
 - Equal Employment Opportunities
- Noted these have been out for consultation.

Motion: Moved J Grace-Dillon Seconded L Marriott

That the above two policies be ratified by the Board.

Carried

8. 2010 OPERATIONAL/ACTION PLAN

L Marriott discussed outcomes that had been achieved since the previous Board meeting.

Motion: Moved Chairperson

That the 2010 Operational Plan as presented be accepted.

Carried

9. GENERAL BUSINESS

9.1 School Website:

Agreed the website is looking great and links the four schools together well.

9.2 Joint Boards' Conference

A date has not been set as waiting to see what comes out of the HELP meeting in Australia, probably will set after February.

9.3 Principal's Appraisal

M Strong advised the ELP survey has been completed and provides a summary of the views of teaching staff and on every single count C Parsons is considered to be well ahead of the national reference point for Principals.

M Strong discussed that the eight key areas put in place for this year for the Principal to focus on have been met and exceeded.

In summary, he said the Board has gone through a rigorous process. A specific plan is to be developed out of the feedback from the ELP summary and also some work to be undertaken on Maori development.

9.4 Succession Plan

The Principal has been asked to look at this in terms of managing the school's finances.

10 2011 MEETINGS

- 10th February
- 10th March

- 14th April
- 12th May, away meeting in Nelson
- 9th June
- 14th July
- 11th August
- 7th September, Planning meeting
- 8th September
- 6th October
- 10th November
- 8th December

11 NEXT MEETING

Thursday 10 February 2011 at 6pm

The meeting closed at 7pm.

APPROVED..... 10 FEBRUARY 2011

CHAIRPERSON

**SOUTHERN REGIONAL
HEALTH SCHOOL
Board of Trustee Meeting
Thursday 9 DECEMBER 2010
ACTION PAGE**

Responsible	Action	Reference	Due
C Bridges	Note to staff – in appreciation of their efforts following the earthquake. This may now be incorporated into a Christmas note.	Sep Item 8	asap
Principal	Roll Numbers – add the average of the previous 12 months to future reports	Nov Item 6.5	Ongoing
Principal	Recognition of students who die – consider ways to support staff with grief and link this in with the collective gathering material	Nov Item 11.3	Feb mtg