

SOUTHERN REGIONAL HEALTH SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD AT 5.45 PM ON FRIDAY 08 MAY 2009 AT ASCOT PARK HOTEL CNR TAY STREET & RACECOURSE ROAD INVERCARGILL

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

IN ATTENDANCE Anne Johnston (Minute Secretary)
Liana Johnston (Deputy Principal)
Ruth Soper, Valerie Rowe (Teachers at SRHS Invercargill)

1. **APOLOGIES** - Nil

2. **MINUTES**

Motion: Moved Chairperson

That the minutes of the Board of Trustees meeting held on 2 April 2009, having been circulated, be signed as a true and correct record of that meeting.

Carried

3. **MATTERS ARISING**

- The actions listed at the previous meeting have been addressed or are to be discussed at tonight's meeting.

4. **Feedback from the function with Principals/ staff of schools in the Invercargill SRHS region prior to the Board meeting :**

- Board members all provided feedback the following was noted:
 - Video on Birmingham – should also put on website.
 - The huge range of knowledge regarding SRHS some new very little.
 - Very complimentary about what the school does for students.
 - The reporter from Southland Times was very good.
- In summary, the Board all reinforced the value of meeting in the various SRHS regions like tonight's meeting, on a 3 year cycle.
- It was agreed it was good that C Parsons in his talk to schools had said he was down in Invercargill approximately 4 times a year and that if staff mentioned that he will be down schools could meet with him to discuss any matters.
- Board were pleased with the number of people who attended. Suggested that they consider having a function with the Chairs of the Boards from the schools.
- Rural broadband is good in this area – does this give Invercargill additional opportunities.
- Have very little contact with the Ministry in Invercargill more with Wellington/ Christchurch.
- In future would like to see more Primary school people present.
- Will be emailing the SRHS brochure to primary schools and asking the school office to forward on to the teaching staff.
- Suggested a letter go out as a follow up to people invited to tonight's function and include a free SRHS pen.

5. **NOTICE OF GENERAL BUSINESS**

- Draft 2008 Annual Report
- Joint Boards Conference
- Board Co-option

- Letter to H Knox
- Board Policies
- Board Appraisal

6. CORRESPONDENCE INWARDS & OUTWARDS

Inwards

NZSTA

27 April 2009	Colin Davies	Term 2 – What is happening
27 April 2009	Colin Davies	Secondary Teachers' Collective Agreement
29 April 2009	Colin Davies	Mexican Swine Influenza Update
01 May 2009		Voting on 2009 AGM remits
05 May 2009	STA News	
06 May 2009	Colin Davies	Support Staff Negotiations 2009

Gazettes

Education Gazettes – 6/4 & 27/4 2009

Internal Emails

26 & 27 March 2009 – A Tutton, C Bridges, M Strong (Principal Appraisal)

Outwards

Board Chair

05 May Ron Burbury Staffing – Confirmed FTTE for Blenheim

Motion: Chairperson

That the Outwards Correspondence be approved and the Inwards Correspondence

Carried

7. REPORTS

7.1 Principal's Report

A written report had been circulated, the following was discussed:

7.1.1 Education Office Review

It was noted that the Scoping Meeting for the review was held on Thursday 5 May at 5pm with Senior Review Officer, Greg Tucker and Dave Shepherd.

The review will be conducted in the week beginning 25 May. The Board assurance statement tabled in draft in July 2008 has been update, reviewed and signed off by the Board Chairperson and Principal. The response to the recommendation from the last review was noted for information. The Education Review Office will meet with the Board at the commencement of the June Board meeting.

7.1.2 Canterbury Translation Service

The use of the school's V/C Equipment was seamless and the school now enjoys a great relationship with eight Ethnic Minority Leaders in Canterbury and access to their translation service.

7.1.3 Principal Appraisal

The review process initiated in October 2008 is complete and the document has been signed off and circulated to the Board for information.

7.1.4 Westmount School

Network at the recent SPANZ conference has resulted in discussion about reciprocal use of V/C equipment situated at various locations throughout the South Island. There is a comprehensive joint network which can benefit both schools. Their Principal is keen to visit and discuss approaches to multi-site organisations and management.

7.1.5 Organisational Review

The Principal will have the draft available for the June meeting.

Action: Principal – Draft Organisational Review for June meeting
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7.1.6 Annual Report

The draft was circulated and noted there are some amendments and additions still to be included.

7.1.7 Attachments to the Principal's Report

- Staff roll – a list of teaching staff and support staff as at 8th May 2009 was circulated.
- Roll Numbers at the various sites – was set out for information
- Total roll at all sites 86
- Draft Property Plan – a copy was tabled and noted that the plan now states 50m per employee (double the size of the present SRHS property).
- Three regional Principals, meeting to be held in Wellington on 17th June.
- Principal's Performance Agreement – 2009-2010 – The Board were reminded that now this is signed off the components must flow through the school and not just rest with the Principal.

7.2 Deputy Principals' Reports

Liana Johnston spoke to her report as follows:

- Dunedin Roll has 12 students at present – 5 at YSS, 3 at MYDP and 5 Community based. New admissions are coming in daily.
- YSS day programme. The 5 students attending this programme are from years 8,10 & 11 and are all from the same school of enrolment. Many have had huge periods of time during which they have been truant and significant learning gaps in literacy and numeracy.
- Dunedin Hospital – now have some hospital referrals coming through.
- Invercargill has 9 students at present, all of whom are community based and most of who have been referred via the Hospital.
- eTap - teachers have all had 1-on-1 assistance with this and continue to ask for support as required.

Helen Mantel Report

- Student Achievement – Helen has completed an analysis of the 2008 data. The full report, in draft, forms part of the Annual report.
- Moodle Development – Ross Palmer is developing the SRHS Moodle Learning Management System which will replace Interact.
- Nelson visit- Helen visited Nelson 5,6 May and will be working with staff there and Rose Watson will be joining them from Blenheim.
- Appraisal Process – Helen has been meeting with teachers in the northern South Island to discuss progress with current Performance Agreements.

Motion: Moved Chairperson

That the Principal and Deputy Principals' Reports dated May 2009 be accepted

Carried

7.3 Treasurer's Report

The Financial Statements for the period ended 31 March 2009 had been circulated and M Strong spoke to them:

- The auditors have been at the school to look at the year end accounts.
- Suspense account - the auditors have suggested this be set up and A Wilkins is organising.

Motion: Moved M Strong Seconded K Smith

That the Financial Statements as at 31 March 2009 be accepted

Carried

7.4 Staff Trustee Report

Written reports from the various school sites were circulated and noted.

8. 2009 OPERATIONAL PLAN/ ACTION PLAN

This was tabled and the outcomes undertaken during the month were highlighted in red and noted.

9. GENERAL BUSINESS

9.1 Annual Report

The Principal discussed the content of the 2008 Annual Report and this will be circulated to the Ministry of Education, Minister of Education, Local MP's once the report has been finalised and the auditor's report included with the Financial Statements.

Motion: Moved Chairperson Seconded M Strong

That the changes to the draft 2008 Annual Report as discussed at tonight's meeting be circulated prior to submitting to the Ministry by 31 May 2009, including the Auditor's report and Management letter.

Carried

9.2 2008 Target Report

This had been circulated and was noted.

9.3 Joint Boards Conference

C Parsons advised as follows:

- The three School Principals had an audio conference last week and there was some discussion re the programme and the suggested dignitaries to be invited.
- An external facilitator has been appointed.
- Suggested Board travel up on the Saturday morning and there will be a social event on the Saturday evening.
- SRHS agreed that partners not attend this function. The information for the conference to be emailed out by Amanda as soon as possible.
- As it is the ten year Anniversary of Health Schools, agreed it was a good opportunity to invite other people especially as there is a new government.
- The agenda is being developed in consultation with the three Board Chairs and Principals.
- Sally Jackson – PA to the Associate Minister will be present and Heather Roy
- At the meeting it was agreed it was a good opportunity to discuss the following
 - Issues that create eligibility of Health School rolls.
 - Interaction with Politicians
 - New initiatives, what work they are able to do to address contemporary needs.
 - Would like Ministers to give specific answers to questions and let the day progress from there.
 - Discuss where Health Schools are going in the future.

9.4 Co-option to SRHS Board - Anne Morgan to be invited to attend the June Meeting

Action: Principal to invite Anne Morgan to attend June Board meeting

9.5 Letter to H Knox – the Chairperson to write to Harriet and thank her for her contribution while on the Board and invite her to an afternoon tea or dinner function after a Staff Professional Development day.

Action: Chairperson to organise an afternoon tea or dinner function to recognise H Knox's contribution on the Board.

9.6 Policies

The following policies had been circulated

- Principal Performance Appraisal
- Unit Allocation
- Assessment
- Use of School Credit Cards
- Financial Goals
- Board of Trustee Payments

Motion: Moved A Tutton Seconded M Strong

That the above policies, as amended in red, be adopted by the Board of Trustees

Carried

9.7 Board Appraisal/ Part 1 (Year ending 2008)

This information was circulated

Motion: Moved M Strong Seconded C Parsons

That the proposed action within the Board Self Review stage 1 be adopted for implementation

Carried

Stage 2 of the Board Self Review is to be completed by July 2009 and to be discussed at the July Board Meeting.

Action: Board – Stage 2 Self Review for July

9.8 Thanks to Invercargill staff and to Liana Johnston, Deputy Principal. The Board expressed their sincere thanks to the above staff for their work in making this a very successful visit and for Liana for her TV presentation.

10. NEXT MEETING:

Board of Trustees Thursday 4th June 2009 at 6.00pm

11. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the Minutes of the Public Excluded Session of the meeting of the Board of Trustees held on 2 April 2009 as tabled be approved as a true and correct record **Carried**

The meeting closed at 7.55 pm.

APPROVED.....**4 June 2009**
CHAIRPERSON

HEALTH SCHOOL

ACTION POINTS FROM THE MEETING OF THE **BOARD OF TRUSTEES** ON FRIDAY 8th MAY 2009

RESPONSIBLE	ACTION	REFERENCE	WHEN
Principal	Draft Organisational Review	7.1.5	June
Principal	To invite Anne Morgan to attend the June Board meeting	8.4	ASAP
Chairperson	To organise a afternoon tea or dinner to recognise H Knox's contribution to the Board	8.4	ASAP
Board	Stage 2 Self Review	8.6	July