

# SOUTHERN REGIONAL HEALTH SCHOOL

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## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD AT 6.00 PM ON THURSDAY 4 JUNE 2009 AT CARDALE HOUSE, 95 TUAM STREET, CHRISTCHURCH

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

**IN ATTENDANCE** Kris Wilson (Minute Secretary), Anne Morgan (Visitor) Jacqueline Woods, Greg Tucker (ERO)

### PRESENTATION – ERO

J Woods & G Tucker thanked the Board and Staff of SRHS for the help while they conducted the ERO report. They gave a very favourable and positive overview of their findings while interacting with staff and clients of SRHS listed as follows:

- Observed high quality teaching
- Excellent positive caring relationships between students & teachers.
- Positive relationships with other agencies.
- Flexibility in teaching.
- ICT is not a focus but underpins much of the learning going on.
- Self Review - Board operates well, Website very good, transparent re Minutes on website.
- Range of surveys (with the data being used).
- Extra pluses for external reviews.
- Strength – Strategic Planning very clear.
- Video conferencing good investment, bringing the school together ie staff meetings, improvement in communication.
- There are areas with room for development, no need for 'improvement'.
- Goals for 2009 were discussed.

1. **APOLOGIES** - Nil

2. **MINUTES**

**Motion: Moved M Strong Seconded L Marriott**

*That the minutes of the Board of Trustees meeting held on 8 May 2009, having been circulated, be signed as a true and correct record of that meeting with the following amendments:*

- 6. Correspondence Outwards – Staffing – 'requested' FTTE for Blenheim
- 7.1.1 Remove Dave Shepherd
- 9.3 Sally Jackson – will be 'invited'

**Carried**

3. **MATTERS ARISING**

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

4. **NOTICE OF GENERAL BUSINESS**

- Self Review
- Theft Policy
- Co-option
- In future Chairman not Chairperson

## 5. CORRESPONDENCE INWARDS & OUTWARDS

### Inwards

#### MOE

- 19/05/09 Mark Thorburn - Harriet Knox resignation and response
- 03/06/09 Changes to Training & Support for School Boards of Trustees

#### NZSTA

- 11/05/09 Canterbury Branch Report
- 16/05/09 BOT – their place in National Standards and plain language reporting
- May 2009 STA News
- 02/06/09 Concurrence for Principals' Remuneration

#### ERO

#### CanSTA

- 20/05/09 AGM
- 26/05/09 AGM

#### General Correspondence

- 11/05/09 Education Gazette
- 25/05/09 Education Gazette

#### Internal Emails

### Outwards

#### Board Chair

- 25/05/09 Anne Morgan – Invitation to attend June meeting.
- 26/05/09 Harriet Knox – Thank you

#### Principal

- 19/05/09 Dave Yu – Thank you
- Orb Communications

**Motion: Moved C Parsons Seconded L Marriott**

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

## 6. PRINCIPAL'S REPORT

A written report had been circulated, the report was taken as read.

Note - Discussion has been held with Liana re 'what she wants to do' (Cue TV) has been handled.

**Motion: Moved C Parsons Seconded C Bridges**

*That the Principal's Report dated May 2009 be accepted.*

**Carried**

## 7. OPERATIONAL PLAN

ERO suggested, perhaps the Operational Action Plan was too detailed, that 'things' could get lost. The Board discussed this and decided that the outline suited them and there was security in the present format assuring the Board that nothing would be missed if the format remained as is.

L Marriott reported on the Seminar she had attended. Overall she felt it was a very good learning experience. Noted: YRS 11,12,13 PE should be a component every year.

K Smith remarked that the Learning Environment is created by management.

## 8. ADDITIONAL REPORTS

### 8.1 Treasurer's Report

The Financial Statements for the period ended 30 April and 31 May 2009 had been circulated for Board Information. M Strong spoke to the report:

	Invoices	Expenditures
April	\$15,495.64	\$16,921.93
May	\$ 5,778.20	\$20,647.84
<b>Total</b>	<b>\$ 32,273.84</b>	<b>\$37,569.77</b>

Final Year End Report 31 December 2008 was received from BDO Spicers.  
Key Issues noted:

- Review of Payroll Reports

**Recommendation:** That the SUE payroll report be signed by both the Principal and a Board member to indicate their review and approval. The Board should keep a close watch on payroll costs as compared to budget as part of the monthly review of the financial reports.

This recommendation was reviewed and accepted by the Board to be put into practice and presented to the Board monthly.

**Recommendation:** Credit Cards – To have an independent trustee and senior staff member regularly review and formally authorising credit card expenditure. Also that care is taken to ensure supporting documentation is provided for all credit card expenditure.

The recommendation was determined that monthly supporting documentation would be available to the Board.

**Recommendation:** Authorisation of Payments - That all payment advices be authorised by a person of appropriate seniority before payment is made and that all payments advice be retained on file.

**Recommendation:** Fixed Asset Register – That a full stock-take be performed against the school's fixed asset register to ensure that the register is up to date and accurate.

Amanda has requested: that CES be eliminated (for this process) and that she take this in hand linking it with the Capital Expenditure.

Noted – with only four issues raised, it is an overall positive report.

**Motion: Moved M Strong Seconded K Smith**

*That the Financial Statements as at 30 April and 31 May 2009 be accepted, the Invoices and Expenses approved and the Annual Report dated 31 December 2008 accepted.* **Carried**

**8.2 Staff Trustee Report**

Written reports from the various school sites were circulated and noted.  
Staff Meeting Minutes dated 25 May 2009 were also circulated.

L Marriott reported as follows:

- More students coming on roll with high needs.
- All staff acknowledged that ERO was a positive experience.
- Encouraging students to come into the school is time saving for the teacher.

Banked Staffing:

- It was noted that with seasonality it is possible admin needs support.
- There is a huge roll growth in Nelson.
- Cannot service Marlborough from Nelson.
- Roll audit.

**ACTION: Principal to write to Ron Burbery re roll growth. ASAP**

Blenheim  
Teaching space is needed.

**9. GENERAL BUSINESS**

**9.1 Self Review**

- Stage 1 - is complete.
- Stage 2 – Is around C Bridges and roll as Chairman – meeting with M Strong to develop.

**ACTION: C Bridges & M Strong to meet and discuss Self Review Stage 2 to report back to Board July. ASAP**

**9.2 Policies**

These had been circulated with the Board papers.

- Theft
- Good Employer
- Leave

**ACTION: The above policies are to be on the July agenda. July**

**9.3 Expense Account** – M Strong will speak with Amanda regarding this.

**ACTION: M Strong to speak with Amanda re Expense Account. ASAP**

**9.4 Board Papers** – The discussion was held, in future, if a plan for retrieval of various Board papers should be adopted re Board members who resign.

**9.5 Trustee Information** – A plan for 2011 was discussed re information provided to new Trustees.

- Induction & responsibility
- Framework re what a Trustees' job is.
- Time contribution & liabilities

**ACTION: Principal and K Smith to develop the Trustee information. July**

**9.6 Co-option of Trustee member**

Anne Morgan attended tonight's meeting and indicated she would be interested in joining the Board of Trustees.

Approval to be progressed by email.

**10. NEXT MEETING:  
Board of Trustees Thursday 23 July 2009 at 6.00pm**

The meeting closed at 8.00 pm.

**APPROVED.....23 July 2009  
CHAIRPERSON**

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## ACTION POINTS FROM THE MEETING OF THE BOARD OF TRUSTEES ON THURSDAY 4 JUNE 2009

RESPONSIBLE	ACTION	REFERENCE	WHEN
Chairman	To organise a afternoon tea or dinner to recognise H Knox's contribution to the Board	(MAY8.4)	ASAP
Principal	to write to Ron Burbery re roll growth.	8.2	ASAP
C Bridges M Strong	to meet and discuss Self Review Stage 2 to report back to Board July.	9.1	ASAP
Principal	The Theft, Good Employer and Leave policies are to be on the next agenda.	9.2	July
M Strong	to speak with Amanda re Expense Account.	9.3	ASAP
Principal K Smith	to develop the Trustee information.	9.5	July