

# Minutes of the Northern Health School

## Board of Trustees meeting

4pm Thursday 20 February 2020

**Present:** R. Winder, T. Grieve, M. Smith, M. Watson, R. Keshaw -video link, Agnes Wong, J. Walker

**Apologies:** Nil

**Also in attendance:** K. Watkins (DP), J. Carlson (Board Secretary)

R. Winder took the Chair and stated he had received two nominations for the Chairperson position for 2020: M. Smith & M. Watson.

**Nominations accepted**

**Moved R. Winder  
Seconded T. Grieve**

**To be  
actioned by**

Voting papers were distributed to members and R. Keshaw invited to txt his vote to R. Winder. M. Smith was declared the winner and took the Chair.

### Conflict of interest

Reminder to Board Members of the need to declare any possible conflict of interest.

R. Winder declared a conflict regarding the discussion around his concurrence payment for the management of Te Awa.

### Minutes of the previous meeting

Minutes of the previous meeting were accepted as a true and correct record of events with the following inclusion:

- Under Health & Safety – 3<sup>rd</sup> bullet point, heading should be Disaster Planning & Emergency Plan. Add final word “units”

**Moved T. Grieve  
Seconded M. Smith**

### Matters arising from the previous meeting

- Add co-options to the agenda
- The Principal confirmed we have been advised by MoE that the school will receive the \$200,000 property grant. It can only be spent on MoE owned property and not in properties that MoE lease on our behalf.
- South Auckland Police call out. Staff contacted Oranga Tamariki for assistance when a student problem arose. They advised our staff to call police for assistance however NZ Police stated they had no one available. Our staff state that they were disappointed that Oranga Tamariki refused to assist despite promising previously they would attend our unit if necessary. They have since promised that in future someone will definitely attend if requested. The Board agreed a letter should be sent to Oranga Tamariki outlining our concerns.
- Place the Risk Register on the agenda for March meeting
- The Principal confirmed the Risk Management Policy follows the format suggested by MoE. J. Walker and A. Wong are to work on this policy in conjunction with the Principal and Chair.

**M. Smith**

**J. Carlson**

**Correspondence** – as per list

**Correspondence accepted**

**Moved M. Smith  
Seconded R. Winder**

### **2020 Work Plan**

- Principal's Appraisal and Performance Agreement to be placed on the agenda for March meeting once the Strategic Plan has been set.
- It was suggested that a psychologist from Te Awa could present to the Board on their findings after co-ordinating peer support groups in our Auckland North Unit.

**J. Carlson**

**R. Winder**

### **Principal's Report – circulated prior**

- The school roll now sits at 743.
- A senior staff member has been on leave to support her sick husband. The deputy leader has temporarily taken over her duties.
- The Principal advised he has met with the Principal of Kaitaia Intermediate School and also the MoE Property Manager in Northland regarding the project to upgrade our teaching space and bathrooms.
- Discussions are continuing between MoE and the owners of our Queen Street building regarding the deck barrier.
- The Principal has spoken with the appropriate person to ensure disaster txt's and phone notifications are received for all our locations.
- The Board discussed the Coronavirus and the implications it may have on our school. A. Wong suggested supplies of masks and other supplies should be sourced by the school.
- Probable Teacher Registration Fee increases were discussed and the implication this could have on staff and the school. The Board agreed to re-visit this mid-year.
- The Board discussed the current procedure for the school credit card use. It was agreed that current practices were appropriate, and no change is necessary.
- The Principal enquired as to which Board Members could attend the blessing at the new Whangarei site. M. Smith advised he was available to attend.
- The Principal advised that forms have been amended to allow students aged 18 years and older to sign their own admission form. It will also allow them to sign should they wish their parents to view their academic records. The Principal will discuss with staff how to discuss this with students when he makes his term visits to each unit.
- The Principal advised the Board that Mia Dabbous, manager of Te Awa Unit in Penrose has resigned. The monthly report on the unit was viewed and discussed. It was confirmed that the report covers the MoE financial year which runs from 1 July to 30 June each year. It was agreed that a letter congratulating staff on the great outcomes the unit is achieving be sent to staff.

**M. Smith**

### **Report Accepted**

**Moved R. Winder  
Seconded T. Grieve**

### **2019 Charter Goals update**

Schools are required to provide an analysis of variance against their charter to MoE for the previous year by 1 March. The Charter and variances were viewed by the Board who agreed to it being lodged with MoE.

### **2020 Charter**

Members had viewed and amended the draft charter and agreed to adopt the 2020 Charter. R. Winder to lodge the 2020 charter with MoE.

### **Charter Adopted**

**Moved M. Watson  
Seconded A. Wong**

## Financial Reports

- Financial Reports for November, December and January were viewed and discussed by the Board.
- J. Carlson confirmed that ten (10) meetings per year attract a tax-free content of \$55 for Board Members and \$75 for the Chairperson.

## Reports Accepted

**Moved R. Winder**  
**Seconded T. Grieve**

- The draft **budget for 2020** was viewed and discussed. It was agreed that the excess wraparound funding which has now been repaid to MoE should be included in the 2019 accounts.
- The Board training budget should be increased to allow all Board members to attend the NZSTA Conference.

## Budget adopted

**Moved R. Winder**  
**Seconded M. Watson**

## Principal's Concurrence

Board members viewed the letter previously sent to MoE outlining the reasons why the Principal should receive a concurrence payment for the responsibility of managing the Te Awa Unit. Whilst this concurrence payment was approved for a three-year period ending in January 2021 the Board are required to confirm in a meeting each year that the payment is still appropriate. The Board confirmed that the payment should continue for the 2020 school year.

**Moved M. Smith**  
**Seconded J. Walker**

## Policies

Discussion took place regarding having a sub-committee to review policies and bring their recommendations back to the Board for approval. It was agreed that the Chair and Principal will do this and be joined by other Board members who have expertise in the respective policy areas. A schedule of the policy reviews underway will be included as a standing agenda item for the Board's information of the sub-committee's progress throughout the year.

- **EEO Policy** – Agnes to collaborate with R. Winder and M. Smith and re-present at the next Board meeting.
- **Tertiary Study Policy**– The policy to have two stages removed and a single amount of \$5,000 for permanent staff members only. The study needs to be of benefit to the school.

**Adopted**

**6 for adoption of policy**  
**1 against the change (M. Watson)**

- **Property Management Policy** – Place on agenda for March meeting.
- **Child & Youth Protection Policy**- The definition of a child/young person/youth = any person under the age of 18 years or any student of the school.

**Adopted**

**Moved R. Winder**  
**Seconded T. Grieve**

- **Schedule of Delegations** – remove "Tuesday" in approval a)

**Adopted**

**Moved M. Smith**  
**Seconded M. Watson**

## BoT Co-options

The Board received three applications from persons applying to be co-opted onto the Board. CVs were viewed and discussed. M. Smith to undertake referee checks on all three applicants, then make contact with them and report back to Board members, as set out in the previously agreed timetable.

**M. Smith**

## **Combined Health School Conference**

- The Principal advised that the Minister of Education will be attending and will address the conference.
- Also presenting on Dealing with Difficult Parents is Patrick Ikiua from NZSTA.
- Dr Grant Christie, University of Auckland will be talking about what is happening in the realm of adolescent mental health. Trends in presentation and treatment and what the future might look like in that space.
- Each school will have time to share events since the last conference.

## **General Business**

- The Board moved into committee at 7:40pm to discuss personal matters

**Moved M. Watson**  
**Seconded M. Smith**

**Meeting closed 8pm**

**Next meeting 3pm Thursday 19 March 2020**  
**385 Queen Street, Auckland**