

Northern Health School

Board of Trustees Meeting

Thursday 19 March 2020

Present: R. Winder, T. Grieve, M. Smith, J. Walker, M. Watson, R. Keshaw, A. Wong, L. Taogaga

Apologies: A. Wong -lateness, arrived 3:58pm

Also in Attendance- K. Watkins – D.P. J. Carlson - Business Manager & Board Secretary

*To be
actioned by*

The Board welcomed new co-opted member Lorraine Taogaga. Lorraine is co-opted for the same duration as the current Ministerial Appointed Board Members

Conflict of Interest

Reminder to Board Members of the need to declare any possible conflict of interest. None declared.

Minutes of the Previous Meeting

The minutes of the meeting were accepted as a true and correct record of events with the following change:

In Matters Arising in the 5th bullet point change J. Williams to J. Walker

J. Carlson

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

Matters Arising from the Previous Meeting

- Letters have been sent to Oranga Tamariki and NZ Police in relation to non-attendance to an incident at the Auckland South Unit.
- The Risk Policy is to be developed first and followed by review of the Risk Register

M. Smith

M. Smith

Correspondence – as per list:

- The Board discussed voting for the President and Board of NZSTA. Members to state their preferences to the Chairperson who will then lodge the votes with NZSTA.
- **Inward Correspondence accepted**
- **Outward Correspondence approved**

ALL

**Moved R. Winder
Seconded R. Keshaw**

NZQA & Curriculum Reports

The Board received and discussed the Annual NZQA & Curriculum Report for 2019 from Principal's nominee H. Terstappen.

Members noted the low numbers of Pasifika students enrolled with the school.

The Board thanked H. Terstappen for a very comprehensive report.

Appointment of Deputy Chair

Nominations were called for the position of Deputy Chair.

M. Smith nominated M Watson. Nominations closed

M. Watson accepted the position of Deputy Chair.

Carried by acclamation

Hope Conference

The conference has been cancelled. It may be possible to get either a refund or credit

*To be
actioned by*

for conference fee and accommodation however no decisions on this have been made to date.

Policies

- **EEO Policy** – Deferred to April meeting.
- **Welfare of Animals** – Deferred to April Meeting
- **On-Line Learning** – Deferred to April Meeting
- **Property Management** – **Adopted**

**Moved M. Smith
All in Favour**

The following policies will be reviewed online during the next 2 weeks.

- **Complaints** – **M. Watson, M. Smith, R. Winder**
- **Infection Control** – **M. Smith, A. Wong, R. Winder**
- **Personal Protection** -**M. Smith, A. Wong, R. Winder**
- **Pandemic** – **M. Smith, R. Winder, A. Wong**
- **Risk Management** – **M. Smith**

**M. Smith
R. Winder
M. Watson
A. Wong**

Principal & Deputy Principal's Performance Agreement

The Chair confirmed that the Performance Agreement document is now in place for the Principal and Deputy Principal for 2020.

SIP Property Funding

The Principal advised that the Ministry has confirmed the School will receive the \$200,000 grant for Property Upgrades. It can be used on Ministry owned property only. The Board viewed and discussed a draft Property Proposal detailing where this funding could be used.

The Board approved in principle the proposal.

**Moved L. Taogaga
Seconded J. Walker**

Future Board Meeting Locations

Meetings will be held on-line until further notice.

The Board will put on hold a plan to hold their meetings in different locations.

Meeting times and days will be revisited in the Board's May meeting.

ALL

Combined Boards Conference

This conference has been postponed to Saturday 5 September 2020 and will be confirmed nearer the time/when appropriate.

Board Meeting Fees

The Board reviewed their meeting fees and agreed they should remain unchanged for 2020.

Finance Reporting

M. Smith, R. Keshaw, R. Winder & J. Carlson will review the future financial reporting to the Board.

**M. Smith
R. Winder
R. Keshaw
J. Carlson**

Covid 19

A draft discussion document was circulated by the Principal where eight different scenarios were discussed. The following points were noted:

- If teaching staff are not allowed in Starship it would be difficult to find and support students on the wards.
- We have ceased having volunteers in the Starship classroom.

*To be
actioned by*

- The School may need to purchase additional devices for student use at home so its possible that this budget for those items may be exceeded.

It was agreed that scenarios 1,2,3 & 5 would be decided upon by the Principal and Senior Staff.

It was agreed that scenarios 4,6,7, & 8 would be decided by the whole Board. When a decision is needed a txt will be sent to the whole Board asking that they look at the email sent by the Principal and respond urgently to the request.

ALL

**Moved A. Wong
Seconded J. Walker**

A. Wong explained the four stages in the National Pandemic Plan.

R. Winder to advise staff that he must be informed of any Covid 19 cases amongst students, staff or their family members.

R. Winder

General Business

- All Support Staff have new contracts following the implementation of the new Collective Agreement for Support Staff. It was confirmed that no staff have a pay rate less than the living wage.
- T. Grieve will ensure that staff are aware that details of current Board Members along with their bio's are on the school website.
- The Board Chair is to write a monthly update that will be published on the school's website; other Board members may be delegated the task.
- Smaller numbers of students are to attend our support centres at the same time.

T. Grieve

M. Smith

The Board moved into committee at 5:20pm to allow the Principal to discuss personal matters. The Board moved out of committee at 5:35pm

Meeting Closed 5:35pm

Next meeting by video conference - 3pm Thursday 30 April 2020