

# MINUTES OF THE NORTHERN HEALTH SCHOOL

## BOARD OF TRUSTEES MEETING – VIDEO LINK

**THURSDAY 30 APRIL 2020**

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

**Apologies:** T Grieve, M. Watson Lateness 3:30pm J. Walker 3:40pm (Log in Issues)

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

Meeting Commenced at 3:20pm

It was agreed to record the meeting and review prior to any publication

### **Conflict of Interest**

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

### **Minutes of the Previous Meeting**

### **Minutes Approved**

**Moved A. Wong**  
**Seconded R. Winder**  
**All in Favour**

### **Matters Arising from The Previous Meeting**

- No response has been received from either NZ Police or Oranga Tamariki.
- Risk Register is in progress and policy will follow its completion.
- NZSTA votes were lodged as agreed.
- Monthly Website report. Discussion continuing between Chair & Deputy Chair.

R. Winder  
M. Smith

M. Smith  
M. Watson

### **Correspondence – Nil**

### **Covid 19 Update**

- Thanks to A. Wong for information.
- Further advice is needed from MoE and DHB's before next steps can be agreed upon.
- Consistency between the three health schools has been achieved to date.
- All staff are working from home and this should continue at present.
- Discussion took place regarding the differences between each of our units.

### **Principal's Report**

- The roll is now the same as it was at the start of term 2. This may mean that the end of year average could be slightly lower and possibly result in a reduction in staffing & funding if the Covid 19 situation is not taken into account.
- The new Te Awa Manager will commence her employment with us from 4 May.

**TO BE  
ACTIONED  
BY**

The current Manager M. Dabbous will continue some work with the school particularly around supervision of the psychologists. The new Manager is not a registered psychologist so cannot perform this duty.

- No further progress has been made regarding the installation of the new balustrade in Queen Street.
- The review of Health School property provision by an external consultant is in progress. A draft of her report will be available for the next meeting.
- The Health & Safety report was viewed and discussed. The Principal has contacted the contractor who provided the heating and ventilation system in Auckland South and requested instructions guidelines. They have also been asked to come on site to review its operation as staff are finding it difficult to regulate the temperature in the unit.
- The admin team are in the process of working towards gaining driver licence checking for staff through NZTA driver check. The paperwork required for staff to grant the school permission to perform these checks is being prepared.
- A refund has been received for the accommodation that had been paid for the HOPE Conference for the Principal and Deputy Principal.
- The 2019 transition report was viewed and discussed.
- Discussion took place regarding Pasifika representation on the Board.

R. Winder

R. Winder

#### **Report Accepted**

**Moved R. Winder**  
**Seconded R. Keshaw**  
**All in Favour**

#### **Financial Report**

- The Board viewed and discussed the financial reports for March.

#### **Report Accepted**

**Moved L. Taogaga**  
**Seconded J. Walker**  
**All in Favour**

- Draft Annual Accounts for 2019 were viewed and discussed. A. Wong requested that her occupation be amended to Public Health Promoter/Adviser. J. Carlson advised that the figure for Leadership Team remuneration should be \$519097. This is an information figure only and has no bearing on the annual accounts.

#### **Draft Annual Report Approved**

**Moved J. Walker**  
**Seconded M. Watson**  
**All in Favour**

It was agreed that the final annual report should be signed by the Board Chair and Principal without the need to bring it back to the full Board for approval.

**Moved R. Keshaw**  
**Seconded M. Watson**  
**All in Favour**

M. Smith  
R. Winder

#### **Risk Register**

The current Risk Register was viewed by the Board. The register will be incorporated with the risk policy and presented to the Board when the draft policy is finalised.

M. Smith

## Policies

- **EEO**

Guideline c) Capital letters for Maori & Pacific

**Adopted with above Change**

**Moved A. Wong  
Seconded M. Watson  
All in Favour**

- **Welfare of Animals**

**Adopted without Change**

**Moved R. Winder  
Seconded J. Walker  
All in Favour**

- **On Line Learning**

**Policy Adopted Without Change**

**Moved R. Winder  
Seconded M. Watson  
All in Favour**

- **Complaints**

M. Watson, M. Smith & R. Winder to review this. Policy to be placed on next month's agenda.

- **Pandemic**

A. Wong, M. Smith & R. Winder to review this. Policy to be placed on next month's agenda.

M. Watson  
R. Winder  
M. Smith

- **Infection Control**

A. Wong, M. Smith & R. Winder to review this. Policy to be placed on next month's agenda.

M. Smith  
R. Winder  
A. Wong

- **Personal Protective Equipment**

A. Wong, M. Smith & R. Winder to review this. Policy to be placed on next month's agenda.

M. Smith  
R. Winder  
A. Wong

## Future Board Meetings

It was agreed to continue holding Board Meetings on Thursdays at 3pm as per our current schedule.

M. Smith  
R. Winder  
A. Wong

## General Business

- **Flu Vaccinations.** A paid flu voucher system has been offered to all staff. MoE have agreed to reimburse schools for any costs incurred in providing this.

- **Treaty Policy.** L. Taogaga agreed to write a draft policy, assisted by M. Watson, to bring to the Board when ready.

L. Taogaga  
M. Watson

- **Policies to be reviewed.** M. Smith, R. Winder & M. Watson are also to review the following policies. Ethics, Performance Management & Safe Driving.

M. Watson  
M. Smith  
R. Winder

**Meeting Closed 5:25pm**

**Next Meeting 3pm Thursday 21 May 2020**