

MINUTES OF THE NORTHERN HEALTH SCHOOL

BOARD OF TRUSTEES MEETING

THURSDAY 21 MAY 2020, 3pm – Video Link

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

Apologies: M. Watson Lateness – Arrived 3:10pm

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

**TO BE
ACTIONED
BY**

Conflict of Interest

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

Agenda Check

L. Taogaga Requested that the Treaty Policy be added to the agenda.

Minutes of the Previous Meeting

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

- The Treaty Policy is to be developed by all Board Members and will be led by M. Watson & L. Taogaga.

ALL

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

Matters Arising from The Previous Meeting

- It was confirmed that as this is a strategic meeting there will be no Financial or Principals reports.
- The annual accounts are still being processed by Deloitte.
- There are still no responses from NZ Police & Oranga Tamariki regarding our complaint. Principal to follow up with further letters.
- The report for the school website will be written quarterly by the Chairperson and circulated to other Board Members for comment before being uploaded.
- No further progress has been made regarding the new balustrade in Queen Street.
- No further progress has been made regarding the ventilation system in Auckland South however the temperature at present in the unit is acceptable.

M. Smith

**R. Winder
R. Winder**

Correspondence – As Per List:

Nil

MOE Strategic Plan

The Board viewed a draft Property Strategic Plan for the three Health Schools from Gabrielle Wall, a consultant engaged by MoE. This was drafted in consultation with the Principals of Northern, Southern & Central Health Schools. She will now present the plan to David Wales who is the National Director of Learning Support at MoE.

Covid19 Update & Risk Analysis Report

- The Board thanked A. Wong for the information she shared from ADHB on Covid 19 risks.
- The Principal stated that the Risk Analysis Report is a working document so is constantly being updated to meet the current situation. Our units will continue to work flexibly as changes are made. All staff have been contacted and a risk assessment made for all staff.
- Peer Support and wellbeing training has taken place for senior staff and will be rolled out to all staff shortly.
- The Board wished to thank all staff for their work in these trying circumstances. The Chairperson will join a senior staff meeting once we are meeting face to face again to thank them in person.

M. Smith

Charter Goals & Targets

The Board viewed and discussed the updated Charter.

Policies

- **Ethics.**
Policy adopted

Moved J. Walker
Seconded T. Grieve
All in Favour

- **Performance Management**
To be placed on the agenda for next month's meeting.

- **Safe Driving**
To be placed on the agenda for next month's meeting.

- **Complaints**
Adopted with the following change:
Initial steps item 2. Add: This will be reviewed by their leader/manager. The right of appeal is available if there is fresh evidence presented that was not considered previously.

Moved R. Winder
Seconded T. Grieve
All in Favour

- **Pandemic**
Policy Adopted

Moved A. Wong
Seconded L. Taogaga
All in Favour

- **Infection Control**
To be placed on the agenda for next month's meeting.

- **Personal Protective Equipment**

Policy Adopted

Moved R. Winder
Seconded A. Wong
All in Favour

- **Treaty Policy**

It was agreed that the Board would meet on Thursday 23 July to develop the policy if they can meet face to face at that time.

ALL

- **Media Policy**

To be placed on the agenda for next month's Meeting and reviewed by M. Watson.

Working on-line Survey

S. Petersen & A. Honey joined the meeting by video link. They presented to the Board on the development of on-line learning that has been in place during the lock down. The Board also thanked the Principal for a very informative report based on feedback from all staff who worked with students during that time. He plans next to gaining feedback from students and parents and will present that in a similar format. A. Honey will also look at student achievement during that time. Most staff now state that they are now confident in teaching using this method and have acquired many skills that they previously didn't have.

The Chair thanked S. Petersen & A. Honey prior to them leaving the meeting.

5:32pm The Board moved into committee at to discuss a personal matter.

It was agreed that K. Watkins should remain in the meeting

Moved R. Winder
Seconded R. Keshaw
All in Favour

6:07pm The Board moved out of committee

Moved M. Watson
Seconded J. Walker

Pasifika Support to the Board

The Board agreed to postpone this until later in the year once the Treaty Policy has been developed.

Term 4 Dates

The NCEA exam dates have been changed and is now not due to be completed until after our last day on term which is currently 8 December. It was agreed to extend the school year by one day so that the school closes on 9 December. To make up for this an extra one-day holiday will take place on Tuesday 27 October.

Moved R. Winder
Seconded R. Keshaw
All in Favour

General Business

- The Board enquired as to whether the plan for use of the school improvements

grant has been lodged with MoE. The Principal advised this has taken place.

Meeting Closed 6:15 pm

Next Meeting Thursday 18 June 3pm