

Minutes of the Northern Health School
Board of Trustees meeting (by video-link)
3pm Tuesday 18 June 2020

Present: R Winder, T Grieve, M Smith, M Watson, R Keshaw, A Wong (arrived 3:10pm), L Taogaga

Apologies: J Walker

In attendance: K Watkins – DP, 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 & Workplan review

Ethics sub-committee to be discussed in General Business

Minutes of the previous meeting

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

Moved R Winder. Seconded M Watson

Matters Arising from the previous meeting

- M Smith to circulate a draft report from the Board to members prior to it going onto the School's website
- Treaty Policy. Board workshop 3pm 23 July. L Taogaga to provide J Carlson with details of the presenters. R Winder to forward the schools waiata to members

M Smith

**All
L Taogaga
R Winder**

Correspondence – distributed at the meeting

Inward correspondence – accepted

Outward correspondence - approved

Moved M Watson. Seconded L Taogaga

Principal's Report

- The school roll currently sits at 910. It had flattened out following the covid lock-down but is now starting to rise again. MoE have requested data on this year's roll numbers so the notional roll can be reviewed. This will be further discussed at the meeting of the three health school Principals on 25 June.
- The Wilson unit is closed at present whilst awaiting Covid test results for a staff member's husband.
- Property
 - MoE have advised they are working through schools' applications for this fund
 - A new architect has been appointed to provide a solution for the deck balustrade at Queen Street, Auckland
 - The lift in the Whangarei site should be completed by the start of term 3
 - A large infestation of mice has been eradicated in the recently built Tauranga premises. An ongoing contract is in place with a pest control company
- Covid 19 – Guidelines are being updated as needed
- The combined conference is still booked for 5 September. The Board discussed whether late October or November would be more suitable. To be discussed with the Central and Southern Boards
- Discussion on the increased cost of teacher registration fees. The school pays these for permanent staff members
- The Board were advised that the onsite Vitae support being provided for the Southern Health School to its staff had ceased as the staff found it to have little value. NHS will not now

introduce this as previously planned. An in-house support network is being introduced to take its place as well as continuation of the confidential counselling service already being provided by Vitae to NHS staff when requested

R Winder

- The Board viewed and discussed the monthly report from the manager of the Te Awa Unit. The Principal advised that the assessment unit has been experiencing lower numbers however the off-site numbers are almost on target. It was explained that unlike the school, this unit is funded and reported on from 1 July to 30 June, in line with MoE's financial year. A meeting with David Pluck, National Manager of MoE's Wrap-around Education Service is scheduled for the following week.

Report accepted

Moved R Winder. Seconded A Wong

Financial Report

The Board received and discussed the Financial Report and Business Manager's notes for the period to 31 May.

She reported that the financial audit for 2019 had been completed by Deloitte. The letter to the Board was included and it was noted that they had made no recommendations of changes needing to be made by the school.

The Board thanked J Carlson and congratulated her on another successful result.

Reports accepted

Moved R Keshaw. Seconded L Taogaga

Policies

- Infection Control

Policy adopted

Moved A Wong. Seconded T Grieve

- Performance Management

Policy adopted

Moved R Winder. Seconded L Taogaga

- Safe Driving

Policy adopted

Moved A Wong. Seconded T Grieve

- Media Policy & Training

Guideline c) to finish with "refer School Crisis Communication Plan"

Policy adopted

Moved M Watson. Seconded R Winder

It was agreed that media training should be provided for the Chairperson, Deputy Chairperson, Principal and Deputy Principal.

R Winder

Online Meetings

The Board agreed that their preference is for face to face meetings when possible with on-line meetings as a back-up.

All

General Business

- **Ethics** – the Principal advised that an Ethics Committee needed to be set up to review research being conducted by staff. It was agreed the committee will consist of R Winder, L. Taogaga and either A Wong or J Walker.

**R Winder
L Taogaga
A Wong
J Walker**

The Board moved into committee at 4:37pm to discuss a personal matter.

The Board moved out of committee at 4:52pm.

Meeting closed 4:53pm

Next meeting 3 pm, Thursday 20 August 2020, 385 Queen Street, Auckland