

**Minutes of the Northern Health School
Board of Trustees Meeting
385 Queen Street Auckland
19 November 2020**

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

Apologies: R. Keshaw, A. Wong (Lateness arrived 3:20pm)

Also in attendance: K. Watkins – D.P

Conflict of Interest

Reminder to Board Members of the need to declare any possible conflict of interest. A. Wong advised she is now on the Board of the Brain Injury Trust.

Agenda Check

- R. Winder added STA News to General Business.
- M. Watson added NELPS to 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 L. Taogaga. All in Favour

Matters Arising from The Previous Meeting

- R. Winder Advised the proposed changes for the Bank Signatories is in progress.
- The Ethics Committee have met to review one application with feedback given.
- T. Grieve & R. Winder have looked at online meeting options for adding guests as spectators only.

Correspondence – Nil

Charter Goals & Targets 2020

M. Watson enquired about the report from Strategic Area 3 Leadership, Goal 2. R. Winder advised that there has been a technical issue and has therefore been unable to access the report. He will have the report ready in time for the next Board meeting.

Charter Plan 2021

- L. Taogaga provided the Board with a suggested Te Rao translation for our Mission Statement and Values. It is suggested that this should show Te Rao first and then English.
- The Board agreed to the changes made to the Mission Statement following the last board meeting.
- Special Character Statement addition to the first sentence after BoT “It covers an area from...”
- L. Taogaga went through the correct pronunciation and meaning with the Board. It was agreed to add the Introduction Mihi before the Mission statement as provided by L. Taogaga.
- The Board discussed how our school builds and grows partnership with Iwi. Should

**To be actioned
by**

R. Winder

R. Winder

R. Winder

R. Winder

Auckland Central as the Head Office build a relationship with Ngati Whatua Orakei that could be maintained whilst maintaining or developing local Iwi relationships at each unit or, should we continue to build the relationships unit by unit with the local Iwi of the area.

M. Watson suggested that we should continue to discuss this and work through possibilities and actions for next year.

ALL

Transporting Students

- R. Winder presented the reported on the results of the questionnaire that was given to staff regarding transporting students.
- The Board resolved that from Monday 30 November 2020 if staff need to transport students only NHS vehicles are to be used and 2 adults need to be present in the vehicle.
- From 2021 students are not to be transported by NHS staff.
- The Board will continue to discuss options regarding transporting students so that students that already face disadvantage are not further disadvantaged, this is to be worked through before next 2021.

R. Winder

R. Winder

ALL

Moved M. Watson, Seconded J. Walker

Privacy Office Appointment

R. Winder advised that Robyn Meikle has been appointed for this position as a Management Unit and that he and Robyn will do the necessary training.

R. Winder

Te Awa Report

The Board viewed and discussed the report from the Te Awa Unit Manager. J. Walker asked for an update regarding the Health and Safety report. R. Winder will ensure that this is up to date for the next meeting.

R. Winder

Principals Appraisal 2021

The Board discussed the outsourcing of the Principals and DP's appraisal. R. Winder will request a quote for the Principal and DP and a quote for an additional DP position. It was mentioned that there is value in the Principal doing the first appraisal for a new DP. Also, it was noted that R. Winder has had conversations regarding this with M. Smith and M. Turner.

R. Winder

Public meeting access to Board meetings

The Board discussed public access for in person and online meetings. M. Watson suggested that we have a policy around this.

ALL

Risk Register

The Board adopted the tables Risk Register with the updated text in Row 8 and 12 and that this to be a living document that is to be review annually.

Moved L. Taogaga, Seconded A. Wong, All in Favour

Treaty Policy Roll Out

Discussion with options for roll out of the Te Tiriti Policy. It was decided that the Board will put together a video with a story about the process involved at the next meeting. L. Taogaga with look at the introduction for this.

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Policies

- MU Allocation
- Fixed Assets

Both accepted moved R. Winder, Seconded J. Walker all in Favour

Draft Budget 2021

- The Board suggested an amount of \$50 per person per be added for staff wellbeing in each unit budget with some guidelines around how this is to be spent.
- An explanation was given on the use of the hospitality budget.
- The Board viewed and approved the projected Balance Sheet budget for 2020 and the depreciation split for capital expenses.

Moved R. Winder, 2nd M. Watson

Staff Wellbeing Review

The Staff Wellbeing Report was discussed. R. Winder advised that next year there will be the NZSTA review therefore this questionnaire could be sent in alternate years.

Stakeholders Items for Website: None for this meeting.

December meeting

1.30 lunch – possibly at Le Garde

Then back to Auckland Central to put together the video

Meeting 3pm – Budget and Charter sign-off.

Notice of this to be sent to Martin and Raj.

J. Walker is unable to attend in person and will try to connect online for the meeting.

A. Wong will advise if she can make 1.30pm.

Meeting closed 6.25pm

L. Taogaga