

**Minutes of the Northern Health School
Board of Trustees Meeting – Video Link
22 October 2020**

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

Apologies: J. Walker arrived 3:10pm, R. Keshaw arrived 3:15pm, L. Taogaga arrived 3:30pm

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.

Minutes of the Previous Meeting

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

Moved R. Winder. Seconded T. Grieve. All in Favour

Matters Arising from The Previous Meeting

There were no matters arising.

Correspondence – as per list:

Inward Correspondence Accepted. Outward Correspondence Approved

Moved T. Grieve. Seconded R. Winder. All in Favour

Principal's Report

- Roll is 1216.
- A notional roll of 1025 has been set for 2021 which is an increase of 75 students. We have been advised that this roll is set through orders in council and can no longer be adjusted during the year. This will be discussed further given our roll is still rising steeply every year.
- Property
 - Whakatane.** The move to Trident HS is progressing through MoE but no date for a relocation has been given.
 - Kaitaia.** The building of a garage for our school car has now been agreed and will progress through the school's building plan.
 - Northland.** The lift has now been installed.
 - Site Visits.** The Principal advised he and Spyros Vatselios from MoE Property will be visiting Starship, Northland and Auckland Central Units next week to review property upgrades.
- The Principal explained to Board members the function of the Pohutukawa unit.
- The Health & Safety report for term 3 was discussed. Revised Health & Safety Procedures that are specifically for the Te Awa Unit are being developed by the Manager.
- The dual enrolment of Te Kura students is now being investigated by MoE prior to any change in procedure. Currently NHS has 6 Te Kura enrolled students that have been admitted to our roll.
- A meeting later this term between MOE, NHS, CAMHS & Spotswood College is being arranged by MOE to try to address concerns over inclusion & access for students wishing to attend Spotswood College.

- The current 3-year contract with MoE to run Te Awa expires on 30 June 2021. In the 6 years the school has been running the unit we have not requested contract increases. With a projected increase in student numbers it will be necessary to increase staffing in the unit and that together with rises in operating costs means an increase in the contract price has been requested.
- A report on the use of Vitae Counselling for staff was viewed and discussed. Most counselling requests are made by staff for non-work-related problems. The school is also developing and using an in-house peer support programme. Staff are regularly advised of the availability of free Vitae Counselling by the Principal.

Policies

- **Te Tiriti.** Policy Adopted

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

- **Privacy**

Close bracket at the end of guideline b

Close bracket on guideline f)

In the purpose remove teachers and replace by staff.

Policy Approved

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

4:10pm M. Watson left the meeting

Charter Goals & Targets 2020

Charter goals and target progress were viewed and discussed.

2021 Charter

The Board discussed possible changes to the Mission Statement, Values & Purpose. The Principal will send the discussed suggested changes to Board Members after the meeting and place the draft Charter back in Teams for further suggestions by all Board Members and re-presented to the next Board meeting. The Principal is also to discuss the 2021 charter further with staff.

EEO & Teacher Registration Report

The Principal shared a report on the registration status of NHS teachers and also of age, gender and ethnicity of teachers & support staff.

It was noted that many staff choose not to share their ethnicity. The Principal agreed to give staff another opportunity to add this to their profile.

Transporting of Students by NHS staff

The Principal discussed with the Board concerns over staff transporting students to meetings and between their home and our student support centres. It was agreed that it is timely to re-visit the policy and this is to be placed on the agenda for November's meeting.

Leadership Survey Report

A Leadership Team review was recently carried out as part of the external appraisal of the Principal & Deputy Principal and the Board received the report on its findings. The report has been shared with all who participated in it and will be reviewed by senior staff at their

R. Winder

next meeting. The Board thanked the Principal and Deputy Principal for the positive way they welcomed the review.

Report Accepted

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

Te Awa Report

The monthly report for Te Awa was viewed and discussed.

Financial Report

The Board viewed and discussed the financial reports to the end of September.

Reports Accepted

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

It was agreed that the bank signatories should be updated and only include the following persons. They should all have full signing rights.

- Richard Henry Winder -Principal
- Janice Sylvia Carlson- Business manager
- Debbie Eunkyong Jeremic- Accountant
- Martin Heatley Smith- Chairperson

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

General Business

- **Research Proposal.** This is now ready for review by the Ethics Committee. J. Walker & A. Wong to review the proposal with the Principal.
- **STA News.** On-line Meetings should be accessible to the general public. Discussion took place regarding how this can work successfully. A link to be made available to those requesting access. Instructions to appear on our website.
- **Stakeholder Report.** Items for report from this meeting are, Charter Updates for 2021, Vitae Counselling, Ti Tiriti Policy.

In Committee 5:20pm

Out of Committee 5:25pm

Meeting Closed 5:25pm

Next Meeting 19 November 2020, 3pm, 385 Queen St, Auckland

J. Carlson

**R. Winder
J. Walker
A. Wong**

**R. Winder
T. Grieve**

T. Grieve