

**Minutes of the Northern Health School  
Board of Trustees Meeting  
385 Queen Street Auckland  
3 December 2020**

**Present:** M. Smith, R. Winder, T. Grieve, M. Watson, A. Wong, L. Taogaga

**Apologies:** J. Walker,

**Also in attendance:** K. Watkins – D.P

**Conflict of Interest**

Reminder to Board Members of the need to declare any possible conflict of interest.

**Agenda Check**

- **Board Performance Review February Meeting**

**Minutes of the Previous Meeting**

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

- M. Smith Apology
- Remove duplications in policies
- Change Public Meeting to an Open Meeting

**Moved M. Watson, Seconded A. Wong.**

**Matters Arising from The Previous Meeting**

- R. Winder & M. Watson to draft a policy on Open Meetings.

**Correspondence**

- Thankyou from staff for the contribution towards their end of year functions.

**Principals Report**

- Roll is 1276.
- We are fully staffed for the start of 2021.
- Fixed Term MU's have been discussed and allocated.
- Property upgrade details have been confirmed and work should start during term 1.
- The new school in Milldale will open in 2023 and will include space for our Auckland North unit to re-locate to.
- A new Auckland West Unit will be located in a new school in Massey in 2024.
- Following further damage to the school car in Taupo over the weekend other options will be investigated.
- Remove Staff leave report from the workplan.
- R. Meikle has been appointed to the roll of Privacy Officer.
- The Stakeholder Report was viewed and discussed. Very few responses are received from students. It was suggested that students be given a link to the survey and asked to complete it during their last lesson.
- NCEA exams are progressing well and will be completed by 9 December. The Board congratulated the Principals Nominee, Hannah Terstappen on the great work she has done in this role. The Board also acknowledged the great work done by exam centre manager Lucy Wongso.
- The Board viewed and discussed the results of the leadership survey.

**To be actioned  
by**

**R. Winder  
M. Watson**

**R. Winder**

**R. Winder**

**R. Winder**

## **Charter Goals & Targets 2020**

The completed Charter is to be finalised and presented to the February meeting before sending to MoE.

**R. Winder**

## **Charter Plan 2021**

- Add macrons to To Matou in the Mission Statement.

**R. Winder**

**Plan Adopted Moved M. Smith, All in Favour**

## **Financial Reports**

- Explanation of the history behind the donations we receive from Brookfield's Lawyers and the Lion Club.
- The Board viewed and discussed the financial reports for October.
- The Board requested that the following amounts be added to the 2021 draft budget. Additional Staffing \$500k, Principal & DP growth cycle \$12,600, Green sustainability \$100k, Translation Service for paperwork /forms \$100k, Transporting Students \$20k.

Report Accepted M. Watson, Seconded L. Taogaga, All in Favour

**J. Carlson**

## **Principals Appraisal**

A draft report from Martin Turner has been received for 2020. The Chair will report to the Board on the Principals Appraisal at the February meeting. Martin Turner will also be invited to attend the meeting.

**M. Smith**

## **2<sup>nd</sup> DP Appointment**

It was agreed there should be a Maori representative on the interview panel plus the Board Chair, Principal and DP. J. Walker to be invited to join the panel too.

## **2021 Workplan**

- Remove the Leave Report from the workplan.
- Change references to Appraisal to Growth Cycle.
- Move Board Performance Review to the 1<sup>st</sup> half of the year.
- Memorandum of Delegations in February.

## **Transporting Students**

- Steps are to be taken to manage transport needs of disadvantaged students. The Board to communicate with staff their wish to find ways to prevent students being disadvantaged because of their lack of transport to allow them to attend our classrooms. A budget of \$20k is to be included in the 2021 budget for short term emergency interim transport.

**R. Winder**

**J. Carlson**

## **General Business**

- MoE and NZSTA are to be advised of the passing of Board Member Raj Keshaw.
- There is to be a lunch at 1pm for Board Members prior to a 2pm Board meeting on 18 March.

**J. Carlson**  
**ALL**

**Meeting closed 5:30pm**

Next meeting: Regional House

**Thursday 18 February 2021. 3pm**