

**Minutes of the Northern Health School
Board of Trustees Meeting
385 Queen Street Auckland
18 February 2021**

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

Apologies: None

Also in attendance: J. Carlson Business Manager & Board Secretary, K. Watkins – D.P

M. Smith vacated the Chair and passed it to the Principal.

Election of Board Chair & Deputy Chair

M. Smith nominated himself as Board Chair.

No further nominations received. Nominations Closed

M. Smith Elected as Board Chair. All in Favour

L. Taogaga nominated M. Watson as Deputy Chair. Seconded by A. Wong

No further nominations received. Nominations Closed

M. Watson Elected as Deputy Chair. All in Favour

Conflict of Interest

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

Agenda Check

- NZSTA Conference
- ERO Review
- Privacy Office – The Principal reminded the Board that Robyn Meikle was appointed as Privacy Officer for 2021 at its December Board meeting.

Minutes of the Previous Meeting

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

Moved M. Watson, Seconded R. Winder.

Matters Arising from The Previous Meeting

There were no matters arising.

Correspondence -as per list

- NZSTA Conference. M. Watson encouraged members to attend the NZSTA conference. M. Smith, A. Wong, J. Walker, L. Taogaga & M. Watson will attend. Members should go on-line and register for the conference and complete the accommodation registration too.

Correspondence Accepted

Moved R. Winder, Seconded T. Grieve

Principals Report

- Roll is 878.
- Discussions on how the additional funding for teacher's salaries from the operational grant will be used will be discussed at the next senior staff meeting.

**To be actioned
by**

ALL

R. Winder

- The cause of the fire at Apanui School where our Whakatane Unit is located is yet to be determined. Temporary space in the hospital has been allocated to us until we move to Whakatane Intermediate School. The Ministry advise this will be a temporary move of 2-3 years.
- The deck in Kaitaia is now completed and further internal building works will start soon.
- The next meeting of the 3 Health School Principals will take place next week in Wellington. On the agenda are further talks regarding dual enrolments with Te Kura and SESTA transport.
- The Exam Centre Manager L. Wongso reported that all NCEA exams went smoothly for our students. We had 105 students sitting approximately 230 different exams.
- Survey results from students were viewed and discussed. It was suggested that the school could investigate phone collection of data by a contractor for students who have been on our roll for 3 months or more.

R. Winder

L. Taogaga left the meeting at 4pm.

- Discussion took place on the progression of the use of the allocated property funding allocated by MOE. The Principal advised that the Kaitaia project will probably cost more than was envisaged. We are still hopeful that agreement can be reached to put a garage on the school site in Taupo however if that cannot be agreed then projects in Whakatane and New Plymouth are still options.

Charter Goals & Targets 2020

The Board viewed and approved the completed 2020 Charter including variances with the following changes.

- In the Special Character Statement change to “NHS embraces the principals of Te Tiriti o Waitangi”.
- On page 6 replace the red writing with black.
- In long term goal 3 replace Zero with Xero.

The Principal will upload this onto the MoE portal and NHS website as required.

Final 2020 Charter Accepted. Moved R. Winder, Seconded T. Grieve, All in Favour

Charter Goals & Targets 2021

The Board viewed, discussed, and adopted the schools Charter Goals for 2021. The 2021 Charter is to be uploaded onto the school’s website.

2021 Charter Goals & Targets Adopted, Moved A. Wong, Seconded M. Watson, All in Favour

Finance

- The Board viewed and discussed the report from the Business Manager including financial reports to the end of January.

Reports Accepted. Moved M. Smith, Seconded R. Winder, All in Favour

- The final budget was presented and included all the requests the Board made following the viewing of the draft budget in December 2020. This included a large amount of funding for staffing from the school’s operational funds. They noted that the budget is a deficit budget of \$603301 and that the school is in a position to manage the effect that will have on their financial reserves.

Budget Adopted. Moved R. Winder, Seconded T. Grieve, All in Favour

Board Self Review

This is to be placed on the agenda for the March meeting and members are asked to read the NZSTA Governance Review document prior to the meeting.

ALL

Policies

- **Board Meeting Policy**

Policy Adopted Moved M. Watson, Seconded A. Wong, All in Favour

- **Infection Control**

The Board agreed that the policy should be amended to include the following points.

- ❖ A condition of employment for new staff is that they must agree to having a Covid 19 vaccination. Senior staff are reminded they need to advise this during the interview process.
- ❖ Existing staff are to be encouraged to become vaccinated.
- ❖ Our Covid 19 procedures should include that when staff are visiting a student's home, they should enquire whether anyone in the home left an isolation facility within the last 5 days. If the answer is yes, they should not enter the home.

R. Winder

R. Winder

The Board enquired whether NHS staff working in hospitals will be vaccinated along with DHB staff. The Principal to enquire.

The Principal is to check the risk register to ensure the above situations are included.

Moved A. Wong, Seconded J. Walker, All in Favour

Schedule of Delegations

The Board agreed to the Schedule of Delegations with the following changes.

- The date in the introduction a) should be 18 February 2021
- Add to Introduction b) Education & Training Act 2020.

Moved T. Grieve, Seconded M. Watson, All in Favour

The Board Moved into Committee to discuss Personal Matters 5:20pm

The Board Moved out of Committee at 6:10pm

General Business

- The ERO review is now available on-line. A link is to be placed on the school website to the report.
- A member needs to be nominated to vote on behalf of the Board at the NZSTA AGM. Remits to be viewed at the next meeting and a representative appointed.

Meeting closed 6:15pm

Next meeting: Regional House Thursday 18 March 2021. 1:30pm at Le Gard Manger for lunch followed by the Board Meeting.

Please advise J. Carlson if you will attend the lunch and a menu will then be forwarded to you so a pre-order can be placed.