

**Minutes of the Northern Health School
Board of Trustees Meeting
Held at Regional House
18 March 2021 -2:30pm**

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

Apologies: L. Taogaga – Lateness arrived 3:00pm

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

**To be actioned
by**

The Chair congratulated Deputy Principal Abbie Honey on her appointment and welcomed her to the meeting.

Conflict of Interest

Reminder to Board Members of the need to declare any possible conflict of interest. J. Walker advised she is no longer on the Board of Westbridge.

Agenda check

- L. Taogaga asked for the Interview Process to be an item of General Business.

Minutes of the previous meeting

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

Moved M. Watson, seconded J. Walker. All in favour

Matters arising from the previous meeting

- Senior Staff have not yet met to discuss how the additional funding for staff might be used this year. Currently staff/Student ratios are reviewed by the Principal, DP and Business Manager on a weekly basis.
- J. Walker requested that a rental car be booked for those attending the NZSTA conference.
- Board Members are asked to complete on-line the Board self-review document prior to the next meeting.
- Staff have been reminded to follow the Infection Control policy and procedures when visiting students.
- DHB's throughout our region are dealing in different ways regarding vaccinating our staff for Covid 19.

**J. Carlson
ALL**

Correspondence -as per list

Moved R. Winder, seconded T. Grieve. Correspondence accepted

Principals Growth Cycle

The Chair welcomed Martin Turner who conducted the Principal & Deputy Principals appraisal in 2020 to the meeting.

He discussed ideas for developing the process for the Principal and Deputy Principals(2) growth cycle in 2021. The Board discussed whether staff feedback should come from the wider staff and not just senior staff. M. Turner to circulate in the next week last year's appraisal targets and possible new targets for 2021.

Combined Principals Meeting

The Principal Advised that further discussions were held regarding SESTA transport. Changes already in place and other planned changes are looking positive.

Other discussions took place regarding Property, Te Kura dual enrolments and Health School guidelines.

The Central Regional Health School Board are still deciding whether they wish to participate in the Combined Boards Conference this year.

Curriculum Report 2020

The Chair welcomed Hannah Terstappen who is the Principals Nominee for NZQA to the meeting. The 2020 curriculum report produced by Hannah and Abbey Honey was prior circulated to the Board and discussed. The Board thanked them both for a very thorough and informative report.

Whakatane Property Update

Two classrooms have now been cleared at Whakatane Intermediate School for our use. We are now waiting for new ceiling tiles to arrive and be uninstalled. A quote has been received and sent to MoE for the refurbishment of the rooms which hopefully can start soon. The team are currently working from home and also out of the hospital.

Te Awa Contract Update

The Principal, DP and Business Manager met with David Pluck and Kristeena Pretorius to discuss the Te Awa contract and its renewal for a further period. D. Pluck advised that the contract would not be going out for tender and it is his recommendation that NHS be given the contract.

The Principal asked the Board to give approval to employ two further staff members at Te Awa prior to the signing of the contract providing agreement in principle is received from MoE that the contract will be awarded to the school.

MOTION: Understanding the possible risks the Board agreed to employ 2 further staff members prior to the confirmation of the school being awarded the contract.

Moved R. Winder, Seconded L. Taogaga, All in Favour

The Board discussed the length of time it is taking for the additional Health and Safety procedures to be formulated. The Principal is to enquire whether the Manager requires any additional assistance is needed to allow this work to be escalated.

R. Winder

NZSTA Remits and Voting

The Board agreed on their choice of votes for the remits being voted on at the NZSTA conference. They Moved and agreed that J. Walker will be their nominated delegate for voting on remits at the conference.

ALL

J. Walker

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

M. Smith to send for the voting pack.

Board Fee Review

The Board discussed the level of Board fees they receive and agreed no increase was necessary.

Satisfaction Survey

A discussion copy on the response rate from the student satisfaction survey was viewed and discussed.

The Principal advised that getting an outside contractor to follow up on giving reminders to students to complete the survey would be difficult as contractors are unable to contact persons under 16 years old. There are also privacy issues in divulging names to those outside of NHS. The parent surveys have quite good return rates. It was suggested that teachers give students a reminder when they see them or send a txt to remind them. A reward system could also be a good way of increasing responses from students.

R. Winder

ERO Message for Website

The Board viewed the draft response. They suggested that in the 4th paragraph the word cohorts be replaced by a more suitable word. The last sentence of the response is to be removed and a closing sentence stating they are pleased with the report and look forward to the next review.

R. Winder

Board Vacancy

The Board resolved to try to co-opt someone with a Pasifika lens to the Board. Their term of office will be the same as the current Ministerially appointed Board Members. The Principal advised he will ask staff whether they know of anyone in our school community that may be interested.

R. Winder

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

Policies

- **Vehicle Sales & Purchase** - Revised Policy Adopted

**Moved R. Winder
Seconded M. Watson**

General Business

- Interview Process – L. Taogaga suggested that at future interviews the Principal should Mihi all applicants not just Maori applicants and then invite the rest of the panel to introduce themselves to the candidates.
- Staff Flu Vaccinations – The Board agreed to the purchasing of flu vouchers for those staff wishing to be vaccinated.

R. Winder

J. Carlson

The Board moved into Committee to discuss personnel matters 6:00pm

The Board moved out of Committee at 6:10pm

Meeting closed 6:15pm

Next meeting: Regional House Thursday 8 April 2021 3pm