

**Minutes of the
Northern Health School Board Meeting
Thursday 20 May 2021**

Present: R. Winder, T. Grieve, M. Watson, L. Taogaga, A. Wong (late 3.30) J. Walker (late 3.15)

Apologies: M. Smith

Also in attendance: K. Watkins, A. Honey (online).

Meeting Commenced at 3:00pm

**To be
actioned by**

Conflict of Interest

Reminder to Board Members of the need to declare any possible conflict of interest.
None declared.

Agenda check

Three items added to General Business:

- Changes to the Education and Training Act
- Discuss and identify tikanga and Te Ao Māori training requirements within the Board.
- Draft Annual Accounts.

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. All in favour

Matters Arising from the previous meeting.

- Draft Annual Accounts – as above
- A request by the Board for minutes to be distributed earlier than the Board mailout.
- Te Kahu Tōi – Te Awa Unit enhancement to existing Health & Safety procedures received and discussed.

Correspondence – distributed at the meeting.

Inward correspondence accepted.

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

Principal's Report

- The school roll currently sits at 1061 with more growth in recent weeks than the growth of previous years.
- Personnel – the increase on our role has had an impact the administration staff. The Board agree to allocate \$75,000 for extra administration staff from the money budgeted to increase staffing this year.

Moved J. Walker seconded R. Winder, All in favour

Property

- Kaitaia progressing well.
- Whakatāne – The Board approved up to \$16,000 for replacing the roof at Whakatāne Intermediate School. This money will come from our SIP Fund. The Board will write to MoE in collaboration with Whakatāne Intermediate Board to confirm the permanent location of our Unit there and confirm that we can build a SIP funded garage on the site. R. Winder will present the paperwork.

R. Winder

R. Winder

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

- Taupo – R. Winder has been advised that we are entitled to remain in our current site, however R. Winder will visit Taupo to look at alternative options.

- The Health & Safety report was viewed and discussed.
- Fixed Term Contracts – R. Winder advised of some changes to the wording in the standard contract. We will now start the year with 100% staff on permanent contacts.

Martin Turner joined the meeting 3.38pm. The Board moved into committee to discuss a personnel matter with Martin Turner. K. Watkins and A. Honey left the meeting for this discussion.

In committee 3.42pm, Out of committee 4.30pm

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

Martin Turner left the meeting 4.30pm. K. Watkins and A. Honey re-join meeting.

Principal’s Report continued 4.40pm

- Youth Health Survey – The Board discussed the proposal and grant approval for the National Youth Health and Wellbeing Survey 2021 with appropriate Health & Safety procedures in place.

Moved A. Wong. Seconded L. Taogaga. All in favour

- Covid immunisation – R. Winder updated the Board on our staff that have been included in the vaccine roll out and that the school database updated accordingly.
- Oranga Tamariki Remand Homes – R. Winder discussed the information he has received regarding the initial request. The Board have decided not to proceed at this stage, R. Winder will advise the MoE.
- Wage freeze – discussion took place about the impact on our Support Staff and that changes are ongoing. The Board ask that this item be added to the September agenda.

R. Winder

R Winder

Principal’s Report received and accepted.

Moved T. Grieve. Seconded J. Walker. All in favour

Charter 2021

The Board viewed and discussed the updated charter.

R. Winder

Te Awa Contract

The Board received the Outcome Agreement (Bilateral) between MoE and Northern Health School - Te Kahu Tōi – Te Awa Unit contract and delegate R. Winder authorisation to sign this.

Moved M. Watson. Seconded A. Wong. All in favour

It is noted that we will provide a Children’s Act Policy as identified in the contract.

[Update after meeting – the School has a policy titled *Child and Youth Protection Policy*]

The Board asked to be provided with a copy of the Annual Report when it is sent to the MoE.

R. Winder

Board Co-options

R. Winder and K. Watkins will meet with an interested party on Friday 21 May. The Board were reminded to seek interest amongst their contacts.

All

Combined Board Conference

The Board discussed topics for the upcoming conference with the follow suggestions: media; growth challenges; property; Acts and the possibility of a MoE person to present this; medicals; and possibly Working alongside parents as this was presented at the NZSTA conference last year. R. Winder will communicate these suggestions to Central Health School.

R. Winder

R Winder

Policies

- **Allocation of Classroom Release Time** – adopted without change.
- **Fraud and Theft Prevention** – adopted with the change from - *The Board of Trustees to The School Board* under Rationale
- **Appointments Policy** – To be represented - discussion around the current school procedures and if they are robust enough. R. Winder will have a look and update these. J. Walker and L Taogaga will work on this policy for the next meeting.
Moved R. Winder. Seconded T. Grieve. All in favour

J. Walker
L Taogaga

General Business

- Advised of changes to the Education and Training Act.
- The website Privacy Act date is incorrect and needs to be updated.
- Discussion to identify Te Ao Māori training requirements within the Board. It was suggested that a map or visual resource be developed to show Iwi boundaries and NHS Unit boundaries. Identify resources available and that the Māori resource channel in Teams be made available to the Board. The Board will touch base in the August meeting to discuss what they have learnt.
- Annual Accounts 2020 - the Board agreed to approve the Annual Accounts in principle and delegate sign-off to R. Winder and the Presiding Member.
Moved L. Taogaga. Seconded J. Walker. All in favour
The Board request that the accounts are sent to all Board members to view 24 hours before signing and submission.
- For next meeting – STA conference written reports from those who attended.

R Winder

R. Winder
M. Smith

A. Wong
M. Watson
J. Walker
M. Smith

Community feedback for website

Items to include – growth, the Youth Survey and covid immunisation programme for staff.

T. Grieve
R. Winder

Meeting closed - 6.25pm

Next meeting Thursday 17 June at our South Auckland Unit