

**Minutes of the
Northern Health School Board meeting
Thursday 16 September 2021**
online due to Covid-19 level 4 lockdown

Present: R. Winder, M. Smith, T. Grieve, M. Watson, L. Taogaga, J. Walker, S. Pilisi

Apologies: A. Wong **Also in attendance:** A. Honey, K. Watkins, R. Bourgaize (Minute taker)

Meeting commenced 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.

Minutes of the previous meeting

The Minutes of the meeting were accepted as a true and correct record of events.
Moved T. Grieve, seconded J. Walker. All in favour.

Matters Arising from the previous meeting

• **SIP Funding Report**

R. Winder advised that to date the SIP funding has not all been spent. R. Winder will follow up where funding could be spent.

• **Memorandum of Delegation – Discipline**

Discussion on what is included in the Principal’s Memorandum of Delegation regarding discipline. It was agreed that there will be Board involvement for dismissal or termination of employment. M Watson will draft a document for R Winder to review.

R. Winder
M. Watson

• **Health School Guidelines – 10-day criteria**

Discussion around what would be the possible outcomes if any changes were made to this criterion.

• **Board Self-Review**

The Board discussed developing the induction process, looking at charter goals and targets, and Principal’s reporting.

M. Smith to bring to Board updated papers on the induction process, and the role of the Chair.

M. Smith

• **Principal’s Report Content**

The Board will send any suggestions for streamlining content via email. A Q&A session is suggested for the end of each meeting. Note on Agenda.

T. Grieve

Charter Goals and Targets

Discussion on improving the style of report. Suggestion of slight change to the new traffic light colour indicators.

Strategic Plan 2022

The Board discussed development of the Strategic Plan for 2022 with the following suggestions: continue to build on Te Reo and understanding Te Tiriti o Waitangi, connecting with the community, revisit policies and Act compliance, strengthen systems to build resilience in workforce.

R. Winder to present draft Strategic Plan for 2022.

A. Honey requested information regarding requirements for curriculum reporting.

J. Walker and A. Honey to discuss.

M Watson recommended watching the NZSTA Strategic Planning webinar. Link to be forwarded.

R. Winder

J. Walker/

A. Honey

Growth Planning

Intend starting next year with more permanent staff to match continued roll growth.

Upcoming Policies for review

- Privacy Policy – Oct 2021 - S. Pilisi & M. Watson
- Fixed Asset Policy – Nov 2021 - T. Grieve & M. Smith
- Credit Card Policy – Nov 2021 - J. Walker & M. Watson
- Sensitive Expenditure – Nov 2021 - J. Walker & M. Watson
- Financial Management – Nov 2021 - M. Watson & S. Pilisi

In-Committee

The Board moved into committee to discuss a personal matter – 4.43pm

It was agreed K. Watkins, A. Honey, and R. Bourgaize would remain present.

The Board moved out of committee 4.53pm.

Moved R. Winder, seconded M. Smith. All in favour.

Student Work Experience

Board discussion about students over 16 working whilst on our roll. Clarity requested from the Ministry about whether this would be the decision of the School Principal (or SoE Principal). R. Winder to bring draft Policy to the next meeting.

R. Winder

Term Dates 2022

Approved.

Moved M. Watson, seconded S. Pilisi. All in favour.

General Business

Board Meeting dates for 2022 to be presented next meeting.

General discussion around Covid vaccination and lockdown.

Diversity training. R. Winder to obtain more detail and email to Board members.

L. Taogaga suggested 5-minute slot on Pepeha each meeting, this is to be added to Agenda.

M. Watson will respond on behalf for the Board to the NZSTA proposed name change.

T. Grieve

R. Winder

T. Grieve /
L. Taogaga

M. Watson

Community feedback for website

Items to include growth, covid, strategic planning.

T. Grieve

Meeting closed - 5.18pm