

**Minutes of the
Northern Health School Board meeting
Thursday 16 June 22**

online due to Covid-19 CPF Orange Level

Present: M. Smith, R. Winder, M. Watson, S. Pilisi, A. Wong, L. Taogaga, T. Grieve (lateness)

Apologies: J. Walker

Also in attendance: A. Honey, K. Watkins, J. Marsden, R. Burden (Minute taker)

Meeting commenced: 3:16pm

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 accurate record.

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

Board Chair. M. Smith to continue in the role through to the end of this Board's term.

Matters Arising from the previous meeting

- Research Proposal

The two research proposals reviewed and approved by the Board sub-committee are accepted.

Moved R. Winder, seconded A. Wong. All in favour.

- Annual Board Fee Review. To be revisited at Feb-23 Board Meeting.

T. Grieve joined the meeting 3.29pm

- Te Awa update

The Board discussed the Te Awa model. Due to roll growth the existing Te Awa contract may need to be reviewed; the unit is working at capacity, with a higher administration workload than was anticipated.

Covid update

Five additional air filters were received from the MOE. CO₂ monitors have been ordered for all units. N95 masks are difficult to purchase due to supply shortage. The school has a good supply of medical grade masks through the MOE.

Monthly risk/serious complaints update. No significant change to risk profile.

Board Election 2022

The new Board will take office 18 Sep-22.

An election process will occur for the Staff Representative position and an impartial Returning Officer will be appointed by the Board for this purpose.

All other Board Member positions are appointed by the MOE. Current Board Members are reminded they must reapply should they wish to be considered for nomination.

To be actioned
by

R. Winder

Sustainability Progress Report

Discussion about installing charging stations at units with e-vehicles and possible installation of water meters at each unit.

HELP Conference Proposal. The Board discussed the HELP Conference Proposal.

Moved that the HELP Conference Proposal to send a maximum of 5 staff be accepted.

Moved M. Smith, carried 5 for, 2 against.

M. Watson and S. Pilisi requested their votes against the motion be noted.

Audit Report 2021

The Auditors were extremely thorough this year; the school received (another) clear Audit Report.

M. Watson queried the Auditors comments re payroll guidance for the Board, and if the related policy/procedure requires amending. Documents with commentary and recommendation to be added to agenda for next Board Meeting.

R. Winder
Board
Secretary

Applications for sabbaticals and study leave for 2023

Two full-year study leave applications have been received. One for a post-graduate psychology diploma, and the other for Māori language and culture.

Two 10-week sabbatical leave applications have also been received.

R. Winder advised no operational issues expected should these applications be approved.

Moved that the Board approve the two study and two sabbatical leave applications.

Moved L. Taogaga, Seconded M. Watson. All in favour.

Staffing

NHS has requested an invoice from MOE for overuse of staffing in 2021 rather than the 2021 cost of overuse of staffing being deducted from the current 2022 allocation.

Student duration of attendance

Report received. M. Smith asked if we have equivalent data from other Regional Health Schools.

R. Winder

Online Learning research. Report received.

Policies. Food and Beverage policy. A. Wong to draft for the next meeting.

A. Wong

General Business

- The sub-committee of M. Smith, M. Watson and R. Winder have reviewed the proposal from Evaluation Associates (EA) to progress the Professional Growth Cycle Reviews for Principal and Deputy Principals, and how this replaces the Principal's Appraisal process. The 2022-23 reviews include three sessions with the Board which will be convened by a representative from EA, the first being at the Jul-22 Board meeting.
- Milldale School. R. Winder advised an enquiry from MOE re the Milldale School site (which will include a NHS unit) co-hosting with a proposed new Massey North school for a period of time (due to land development delays for Massey North).
- Te Awa unit. A recent incident causing physical damage closed the unit for two days.

R. Winder

Meeting closed: 5.10 pm

Next Meeting: 3.00pm Thursday, 7 Jul-22