

**Minutes of the
Northern Health School Board meeting
Thursday 07 July 2022**

online due to Covid-19 CPF Orange Level

Meeting commenced 3:00pm

Present: M. Smith, R. Winder, T. Grieve, M. Watson, A. Wong, L. Taogaga and J. Walker (arrived 3.20pm)

Apologies: S Pilisi

Also in attendance: K. Watkins, A. Honey (lateness arrived 3.08pm), and R. Burden (Minute taker)

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.

Moved: T. Grieve. Seconded R. Winder. All in favour.

Matters Arising from the previous meeting

- The Board have elected R. Bourgaize as the Returning Officer for the Election of Board Staff Representative which will occur 7 Sep-22.
All in favour (conducted via email pre-meeting).

- Student duration of attendance – deferred till Aug-22 meeting
- HELP Conference MOE approval – to be presented at Aug-22 meeting

**To be
actioned by**

R. Winder
R. Winder

Principal's Report

- Roll continues to increase with some units looking for additional staff
- Budget review.
The Board approve a 15% increase on the proposed budget line items for rental space, furniture, and leased assets due to growth.
Moved: R. Winder. Seconded: A. Wong. All in favour.

- Staff Wellbeing committee has been established
- Property Update - MOE has signed the lease for Khyber Pass and is waiting for signoff by the Landlord. Planning and design concepts for Level 1 and 2 are underway, with occupation likely in Term 1 2023. A temporary lease for Level 3 is being negotiated with possible occupancy early Term 3 2022.
- Payroll Assurance was given and confirmed that the correct processes are followed.

Principal's Report received and accepted.

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

Regional Health School Conference Aug-22 (Christchurch)

R. Winder, T. Grieve, M. Watson, A. Wong, L. Taogaga, J. Walker, K. Watkins and A. Honey have confirmed they will attend. Any changes to travel requirements to T. Grieve before 8 Jul-22.

Second Covid Booster

The Board thank staff for their ongoing efforts in using PPE and role-modelling safe hygiene practices. The Board acknowledges that the second Covid Booster dose is voluntary, however the Board strongly encourages staff to receive it if they are eligible.

Financial Report

The Board accepted the financial reports and Statement of Financial Positions up to 31 May-22.

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

The Board accepted the depreciation rates, and the budget statement of financial position and cash flow budget presented by Ed Tech 29 Jun-22.

Moved: M. Smith. All in favour.

The Board asked for hard-copies of the Budgeted Statement of Financial Position and Cashflows (pages 20 & 21 of the Jul-22 Board papers) to be filed with the minutes of the Feb-22 Board meeting (when the 2022 Budget was approved).

Board Secretary

The Board moved In-Committee to discuss a confidential matter at 3.41pm agreeing that K. Watkins, A. Honey, and R. Burden (Minute taker) remain present.

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

The Board moved out of committee 3.47pm.

Moved: R. Winder. Seconded: M. Watson. All in favour.

Policies

- Domestic Violence Leave adopted.

Moved: M. Watson. Seconded: R. Winder. All in favour.

- Induction, Training and Information – adopted with the following changes.
 - d) ‘computer health and safety’ – changed to ‘online and digital health and safety’.
 - b) ‘ae’ changed to ‘are’
 - j) ‘is’ changed to ‘are’

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

Board Secretary
& R. Winder

The December Board Work Plan is to be amended to include an annual statement of assurance from the Principal that policies are being complied with as necessary.

- Food & Beverage – deferred to next meeting
- Performance Appraisal of the Principal – deferred to next meeting

Allocation of upcoming Policies

- Assessment for National Qualifications – M. Watson, J. Walker.
- Reporting to Families, Schools of Origin & Other Agencies – M. Watson, L. Taogaga.
- Smoke-Free – M. Watson, A Wong.
- Health & Safety – A. Wong, M. Smith.
- Others in the Workplace – A. Wong, J. Walker.
- Administration – L. Taogaga, M. Smith.

P. Manson from Evaluation Associates joined the meeting 4.00pm introducing the Principal (and Deputy Principals’) Professional Growth Cycle (PGC) as differentiated from the performance appraisal process. The Board are to consider how involved they

want to be in the Principal's PGC (which will include the appraisal requirements of the Education and Training Act 2020). P. Manson requested feedback from the Board regarding their expectations for the final written report. R Winder to share a template with M. Watson and M. Smith prior to the next Board Meeting.
Next meeting with P. Manson will occur in Term 3.

R. Winder

P. Manson left the meeting 5.01pm.

General Business

- T. Grieve reminded Board members to sign the attendance sheet
- The last meeting of the existing Board will be Thu 15 Sep-22.

All

Community feedback for website. Items agreed.

T. Grieve

Next Meeting: Thu 18 Aug-22 - possibly at Kaitaia/Whangarei Unit.

T. Grieve

Draft itinerary to be circulated.

Meeting closed – 5.20 pm.