

**Minutes of the Northern Health School Board meeting**  
**Thursday 18 August 2022** (Whangārei and Kaitaia Units, and online)

**Meeting commenced 1.15pm**

**Present:** R. Winder, T. Grieve, J. Walker, A. Wong, M. Smith (Kaitaia Unit online), S. Pilisi (online), M. Watson (online)

**Apologies:** Nil

**Absent:** L. Taogaga

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

**Action**

**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: T. Grieve. All in favour.

**Matters Arising from the previous meeting.**

- Student duration of attendance – awaiting data from other Regional Health Schools.

**R. Winder**

**Correspondence**

Inward correspondence

- NZQA document – an electronic copy to be sent to all Board Members if possible.
- Application from staff member for guidance counsellor training scholarship – requiring Board and Principal approval.

**R. Winder**

Moved that the Board approve in principle support for scholarship application and subsequent study leave.

Proposed: R. Winder, Seconded: S. Pilisi. All in favour.

Outward correspondence

- M. Smith sent HELP Conference documentation to MOE.

Moved that the Inward and Outward correspondence be accepted.

Proposed: J. Walker, Seconded: M. Watson. All in favour.

**Principal's Report**

- Monthly Report

The Board discussed the possibility of unvaccinated staff working online-only, on a case by case basis, in response to rapid roll growth.

Moved that the School allow unvaccinated staff working online-only, under fixed-term contracts ending at the end of the School's 2022 year.

Proposed: R. Winder, Seconded: S. Pilisi. Votes for 5, against 2. Motion carried.

A. Wong and M. Watson requested their vote against the motion be recorded.

*M. Watson left the meeting 2.15pm.*

- Risk Register Review – to be reviewed at September Board meeting.
- Monthly risk/serious complaints updates
- HELP Conference attendees confirmed

**M. Smith**

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**Action**

- R. Winder advised that the new ‘Wellbeing Committee’ is currently investigating various options for surveying staff
- Property update given
- NZQA Managing National Assessment Report
- Disaster Planning and Emergency Response System

R. Winder advised this document has been updated by all Units with their awareness and understanding of the required responsibilities and actions.

The Board suggested having emergency response wheelie bins in hosted units and Coordinated Incident Management System (CIMS) training for unit leaders.

- Incident Report discussed

**R. Winder**

Principal’s Report received and accepted.

Moved: J. Walker, Seconded: S. Pilisi. All in favour.

**Financial Report**

The Board accepted the financial reports and Statement of Financial Position up to 31 July-22

Moved: R. Winder, Seconded: A. Wong. All in favour.

**Charter Goals & Targets 2022**

The Board discussed Strategic Priorities and progress with establishing links with mana whenua. Connections established through the Ahutoetoe (Milldale) project, and Tauranga staff creating relationships as a result of attending Te Reo classes through a local iwi provider. The Board were provided with a Jamboard link to specific ideas already identified.

Charter Goals & Targets 2022 report received and accepted.

Moved: R. Winder, Seconded: J. Walker. All in favour.

**Policies**

- Food and Beverage Policy  
Draft policy to be shared with the leadership team and re-presented at Sep-22 meeting.
- Performance Appraisal of the Principal policy adopted with changes discussed in the meeting.

**R. Winder**

Moved: T. Grieve, Seconded: S. Pilisi. All in favour.

- Infection Control

The Board discussed implications and process if a staff member did not adhere to Covid vaccination booster policy.

To be revised and present to next Board meeting.

**A. Wong**

**NZSTA Special General Meeting**

The Board moved that J. Walker be the delegate at the NZSTA SGM

Proposed: M. Smith. All in favour.

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**Action**  
**S. Pilisi**

**Engaging with the Pasifika Community**

S. Pilisi discussed drafting a paper to present to the Board to improve understanding of the Pasifika view of mental health. To be presented at the next Board meeting.

S. Pilisi suggested a speaker on Pasifika mental health would be beneficial for the next RHS Conference.

**Feedback from RHS Conference.** There was a good range of speakers, and the perspective of the parent and student experience were heard.

**General Business**

- Board Elections – voting for the Staff Representative position closes 7 Sep-22
- J. Walker requested next Board meeting be ‘face-to-face’ if possible

**Community feedback for website.** Items agreed.

**Meeting closed – 3.32 pm**

Post meeting advice:

**Next meeting 4pm Tuesday 13 September 2022 - Auckland location tba**