

**Minutes of the November 2022
Northern Health School Board meeting
Thursday 17 November 2022
60 Khyber Pass, Grafton, Auckland**

Present: J. Walker, J. Huston, P. Mitchell, R. Winder, J. O’Leary, P. Sisson (late)

Apologies: G. Kelly

Also in attendance: A. Honey, K. Watkins, T. Grieve, J. Marsden (online), R. Bourgaize (Minute taker)

Meeting commenced 10:05 am

**To be
actioned by**

Mihi/Whakatauki

Conflict of Interest

Reminder to Board Members of the need to declare any possible conflict of interest.
P. Mitchell declared her position with Health Connections as this may impact some items, however, there are none at this meeting. No other declarations.

Minutes of the previous meeting

The Minutes of the meeting were accepted as a true and correct record of events.
Moved: J. Walker, Seconded: J. Huston. All in favour.

Matters Arising from the previous meeting

There was no response from contact made in relation to correspondence received about the Infection Control Policy. The Board agreed a follow up email be sent.
Audit report has been sent to all Board Members.
Professional Growth Cycle agreement and excerpts from NZSTA conference sent to all Board members.

R. Winder

Correspondence

Letter from MOE regarding recent Resourcing Audit
Inward Correspondence Accepted

Moved: J. Walker, Seconded: J O’Leary. All in favour.
P. Sisson joined the meeting 10.12am.

About Northern Health School

Presentation to the Board by the Principal.
Organisation/structure chart requested by the Board for presentation at next meeting.

EEO Report

The Board discussed the EEO report. They were advised there was no problem with staff retention and hard work was put in to finding varying ethnicities of staff, noting there are a number in leadership roles. The Board requested a strategy be presented for what was needed to obtain and retain diverse ethnicities of staff.
The Board have asked that applicant data be collected for investigation in relation to ethnicity and diversity.

Moved: J. Huston, Seconded: P. Sisson. All in favour.

Charter Review and Planning

Curriculum. Leadership team met this week with leaders of every unit looking at the current charter and what may need implementation or change.

The Board discussed the need for quality data for governance purposes. The Board were advised the MOE were making changes in relation to how schools were reporting and that they would advise further next year. The Board discussed undertaking a review of the charter next year due to substantial amounts of change being made with the curriculum.

Professional Development. The Board were advised staff can access PD in group, individual and whole school settings; that staff are employed with specific responsibility for cultural capability in order to increase staff awareness and skill.

Sustainability. The Board were advised of a sustainability plan and data was presented showing up to date information.

Strategic Plan. The Board discussed the continuance of further developing relationships with tangata whenua; leadership structure is progressing.

PGC Excerpt from Teaching Council

The Presiding Member outlined information presented to members.

P. Mitchell left the meeting 12.50pm.

Budget Parameters for 2023

The board discussed the Budget Parameters for 2023. These are accepted in principle so a draft budget can be prepared and presented at the next meeting.

Moved: J. Walker. All in favour.

2023 HOPE Congress

The Board discussed the proposal for attendance at the HOPE Congress.

The Board agreed in principle to approve costs for attendance at the Hope Congress 2023 for 3 staff with the proviso of a review of impact and reflection to take place 12 to 18 months post congress.

Moved J. Walker, Seconded: P. Sisson. All in favour.

Research Management Units (MU's)

Two Board members to work with Deputy Principal to review proposals in January 2023.

University Course Funding Applications

The Board approved five funding applications which included one approved at the previous meeting, subject to completion of application form. The Board would like to know the thesis title of one of the applicants.

Moved: R. Winder, Seconded: P. Sisson. All in favour.

The Board discussed the Policy on Financial Assistance for Tertiary Study, which is to be reviewed in February 2023, as additional information is required.

Monthly Risk and Serious Complaints updates

Deferred to next meeting

Proposed Board Meeting Dates & Locations 2023

Deferred to next meeting

R. Winder

Board Secretary –
agenda item next
meeting

General Business

It was agreed the bank signatories should be updated and only include the following persons. They should all have full signing rights.

- Richard Henry Winder – Principal
- Kerry Watkins – Deputy Principal
- Tracy Anne Grieve – Business Manager
- Debbie Eunkyong Jeremic – Accountant
- Joanne Joy Walker – Presiding Member

Moved: R. Winder, Seconded: P. Sisson. All in favour.

The Board asked if it was possible to have view only access to the accounting software Xero. Principal and Business Manager to investigate this.

Policies

- Healthy Food & Beverages
- Smoke Free
- Allocation of Management Units
- Fixed Asset

Deferred to next meeting.

Next meeting: 1 December 2022, 10am, 60 Khyber Pass Road, Grafton
Meeting closed – 1.45pm

Board Secretary –
agenda item next
meeting