

**Co-option Application Form**

**Te Kura Āwhina Ora o Te Raki / Northern Health School Board**

**CLOSING DATE for applications: 5pm, Thursday 30 March 2023**

**If you have an interest in being considered for co-option to the Northern Health School Board, please complete this form and forward with your Curriculum Vitae to:**

The Presiding Member

Northern Health School Board

Email address: [admin@NHS.school.nz](mailto:admin@NHS.school.nz)

Phone: 09 520 3531

**Application Form**

The Board is seeking to maintain a well-rounded team. We are currently seeking interest from people who have this knowledge or experience:

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| * Te Tiriti o Waitangi advocacy * understanding of the needs and achievement outcomes for Maori students * understanding of the needs and achievement outcomes for Pasifika students * understanding of student diversity   In addition to this knowledge, the following experience or skills would be helpful. However, it is not expected that every member will have all these skills:   * an understanding of school governance systems and structures * forward thinking, embracing of innovation, and receptive to new ideas * strategic thinking, a willingness to ask challenging questions, and assimilate and analyse information |
| * excellent communication and relationship skills and work effectively in a team * good organisational skills and the time to commit to the task |
| * good judgement and problem-solving skills * other specific skills, including experience or knowledge in the areas of finance, law, mental health   NHS additionally welcomes expressions of interest from:   * a parent/caregiver of a student previously admitted to the Northern Health School roll * a former student of the Northern Health School roll |
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| Address |  |
| Email address |  |
| Telephone | Home: |
|  | Work: |
|  | Mobile: |

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| **Suitability for the role**  **\* Northern Health School require all current and future employees to have had 2 Covid-19 vaccinations plus 1 booster.** |
| 1. **Briefly describe any interest and/or experience in school governance and provide**   **examples.** |
| 1. **Briefly describe your interest and experience with the Ministry’s priority groups of students (students with special education needs, Māori students and Pasifika students), and provide examples. If you are able, please also include your interest and/or experience with any of the Regional Health Schools’ communities, with examples.** |
| 1. **Briefly describe other knowledge, skills, personal attributes and experience relevant to the proposed appointment, with examples (refer page 1 of this document).** |
| 1. **Are there any possible conflicts of interest arising from the proposed appointment?** |
| 1. **Please give below, the names and contact details of two referees who can attest to your knowledge and experience required for this position. Please note that referees should not be Ministry of Education employees.** |
| 1. **Please send your curriculum vitae with your application.** |

Note: The information you provide will be used only to assist in decision making for co-opting members of the Northern Health School Board.

**Background Information**

Northern Health School (NHS)/Te Kura Āwhina Ora o Te Raki is responsible for ensuring that students with high health needs receive equitable education provision, irrespective of where the students are located, or where health services are delivered. Students may be hospitalised, but an increasing number are at home.

The school complies with Ministry of Education Guidelines. Student achievement is fostered by providing teaching and learning programmes, which incorporate the New Zealand Curriculum.

The school is responsible for planning and managing the delivery of the education programme in collaboration with regular schools and the student’s parent/caregiver. In appropriate circumstances, resources are accessed from Te Aho o Te Kura Pounamu (Te Kura).

During their time at NHS, the majority of students, because of their health situation, are likely to follow an adapted programme that may be less than a fulltime course. Schools will set priorities through the Individual Education Plan (IEP) process.

The Northern Health School is a special institution under section 92 of the Education Act 1989. It is governed by a board whose composition is determined by the Minister of Education because there is not an easily identifiable parent community.

The school has its administrative base in Auckland and covers Northland, Waitemata, Auckland, Counties Manukau, Waikato, Bay of Plenty, Lakes, Tairawhiti, and Taranaki district health boards.

The constitution of the Board for Health Schools published in the 3 July 2003 edition of the New Zealand Gazette states that the composition of the Board shall be made up of:

* the principal of the school,
* one staff representative elected by and from the staff of the school,
* up to five members appointed by the Minister of Education as the Minister considers

appropriate, and

* up to four members co-opted by the Board. (These members may include people from

other agencies such as Oranga Tamariki, the Ministry of Health, District Health Boards.)

In considering co-options the Board will take into account, the character of the school community and the expertise and experience within the current membership of the board.

Before a person is elected, co-opted, or appointed, they must confirm to the board that they are, to the best of their knowledge, eligible to be a member, having regard to the grounds of ineligibility in Schedule 23, cl 9 and 10, Education and Training Act 2020.

**Role of Board members**

Board members have an important role in supporting strong professional leadership and effective teaching for all students through informed governance. Board members have a crucial role in making sure every child achieves their potential at school.

The school board is a Crown entity. It is the employer of all school staff and sets the school's overall strategic direction. The school's principal is the board's 'chief executive' and manages the school operation in line with the board's policies.

Here are some of the things board members do:

* Work with the principal and consult with staff, students and the community
* Set the educational goals and strategic direction of the school
* Monitor progress and let parents know how the school is progressing against its annual targets, and how well students are achieving
* Decide how the school's funding will be spent
* Select the school's principal and support the development of all staff
* Oversee the management of staff, property, finances, curriculum and administration.

Refer to this Ministry of Education resource for more information: <https://www.trustee-election.co.nz/assets/05fbf6dda2/Community-member-guide-to-the-role-of-the-board-of-trustees_Sept-2020-v2.pdf>

**Governance and management**

Each Regional Health School is governed by a Board whose composition has been determined by the Minister of Education by notice in the Gazette under section 95 of the Education Act 1989.

The management of each of the schools is the responsibility of a principal.

**Funding**

The funding of Regional Health Schools is allocated on the same basis as other special schools. Northern Health School is allocated decile one status.

Funding for travel is allocated on the same basis as for Resource Teachers: Learning and Behaviour (RTLBs).

**Property**

The Northern Health School is administered from the CIN7 Building, 60 Khyber Pass Road, Grafton, Auckland.

Lease/occupancy agreements and funding arrangements where appropriate, are in place for hospital and/or other property used by staff of the school.

**Criteria for student enrolment onto school roll.**

Students in Years 0 - 13 whose high health needs have been identified by a registered medical practitioner specialising in the condition which is preventing the student attending school in a regular school setting and are participating in either:

* an active treatment programme for their medical condition; or
* a health funded mental health programme,
* returning to their usual school after being away for a long time and need support.

In addition, students will meet one of the following criteria:

1. Students who are hospitalised and/or recuperating/accessing rehabilitation for a period expected to exceed 10 school days. This includes students whose length of absence from school cannot be determined on admission to hospital, but whose stay is likely to exceed 10 school days in a row, and students who need support to return to school after hospitalisation and/or recuperation/rehabilitation at home.
2. Students whose presenting health conditions and previous schooling history and information available to the teacher indicates there will be:
   * six or more re-admissions annually; or
   * school absences which exceed in total 40 school days in any one school year.

Some of these students may need support to return to school after hospitalisation and/or recuperation/rehabilitation.

1. Compassionate Admission. Siblings of a student who meets criteria 1 or 2 may receive services during the time the student who meets the admission criteria is hospitalised. This requires the agreement of the local school at which the sibling is enrolled, and the hospital team involved with the family or whanau.

These are discretionary provisions that depend on the capacity of a Regional Health School to provide for the sibling within existing staffing and funding resources. These students should not be entered on the roll as they do not attract staffing or funding to the school.

1. Home Schooled Students. At the request of the parent, home schooled students who meet criteria 1 or 2 may receive services from a Regional Health School during the time they are in hospital.

**Board member Eligibility**

**Schedule 23, cl 9 and 10 of the Education and Training Act 2020 lists the categories of persons who are not eligible to be selected to a casual vacancy, elected, appointed or co-opted as members. The list is set out below.**

(1)

(a)

a person who is an undischarged bankrupt:

##### (b)

a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the [Companies Act 1993](https://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?id=DLM319569), or the [Financial Markets Conduct Act 2013](https://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?id=DLM4090503), or the [Takeovers Act 1993](https://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?id=DLM325508):

##### (c)

a person who is not capable of being a board member under [clause 10(1)](https://www.legislation.govt.nz/act/public/2020/0038/latest/whole.html#LMS177823):

##### (d)

a person who is subject to a property order under the [Protection of Personal and Property Rights Act 1988](https://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?id=DLM126527):

##### (e)

a person in respect of whom a personal order has been made under the [Protection of Personal and Property Rights Act 1988](https://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?id=DLM126527) that reflects adversely on the person’s—

##### (i)

competence to manage their own affairs in relation to their property; or

##### (ii)

capacity to make or to communicate decisions relating to any particular aspect or aspects of their personal care and welfare:

##### (f)

a person who has been convicted of an offence punishable by imprisonment for a term of 2 years or more, or who has been sentenced to imprisonment for any other offence, unless that person has obtained a pardon, served the sentence, or otherwise suffered the penalty imposed on the person:

##### (g)

a person who is not a New Zealand citizen and—

##### (i)

to whom [section 15](https://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?id=DLM1440598" \l "DLM1440598) or [16](https://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?id=DLM1440599" \l "DLM1440599) of the Immigration Act 2009 applies; or

##### (ii)

who is obliged by or under that Act or any other enactment to leave New Zealand immediately by or within a specified time (being a time that, when specified, was less than 12 months); or

##### (iii)

who is treated for the purposes of that Act as being unlawfully in New Zealand.

(2)

Any permanently appointed member of the board staff may, if otherwise eligible for election, be elected as a staff representative, but no permanently appointed member of the board staff may be otherwise elected to the board or be appointed or co-opted onto the board.

(3)

A non-permanently appointed member of the board staff may, if otherwise eligible, be elected, appointed, or co-opted onto the board.

(4)

A person who has been appointed returning officer for an election of board members is not eligible to be nominated as a candidate in the election.

Compare: 1989 No 80 [s 103](https://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?id=DLM180586" \l "DLM180586)

##### Financial interests that disqualify persons from being board members

(1)

A person is not capable of being a board member or a member of a committee of a board if the total of all payments made or to be made by or on behalf of the board in respect of all contracts made by it in which that person is concerned or interested exceeds in any financial year—

##### (a)

the amount determined for the purpose by the Secretary, in consultation with the Auditor-General, by notice in the Gazette; or

##### (b)

in the absence of an amount determined under paragraph (a), $25,000.

(2)

For the purposes of subclause (1), a board member or a member of a committee of a board is to be treated as being concerned or interested in a contract made by a board with a company if—

##### (a)

the board member owns, whether directly or through a nominee, 10% or more of the issued capital of the company or of any other company controlling that company; or

##### (b)

the board member is the managing director or the general manager (by whatever names they are called) of the company.

(3)

For the purposes of this clause, a company is to be treated as controlling another company if it owns 50% or more of the issued capital of that other company or is able to control the exercise of 50% or more of the total voting powers exercisable by all the members of that other company.

(4)

Despite anything in this clause,—

##### (a)

a person is not disqualified under this clause if the Secretary approves the contract at the request of the board, whether or not the contract is already entered into; and

##### (b)

the Secretary may, by notice in the Gazette, issue guidelines setting out the basis on which applications for approval under paragraph (a) are to be considered.

(5)

In this clause,—

**contract**, in relation to a board,—

##### (a)

means a contract made by any person directly with the board; and

##### (b)

includes any relationship with the board that is intended to constitute a contract but is not an enforceable contract; but

##### (c)

does not include any contract of service for the employment of any person as an officer or employee of the board

**company** means a company incorporated under the [Companies Act 1993](https://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?id=DLM319569) or any former Companies Act or a society incorporated under the [Industrial and Provident Societies Act 1908](https://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?id=DLM144405) or any former Industrial and Provident Societies Act

**subcontract**, in relation to any contract made by a board,—

##### (a)

means a subcontract made with the contractor under that contract, or with another subcontractor, to do any act to which the head contract relates; and

##### (b)

includes any subsidiary transaction relating to the contract or subcontract.

Compare: 1989 No 80 [s 103A](https://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?id=DLM180802" \l "DLM180802)

##### Requirements before appointment

Before a person is elected, co-opted, or appointed as a board member, the person must confirm to the board that the person is, to the best of their knowledge, eligible to be a board member, having regard to the grounds of ineligibility in [clauses 9](https://www.legislation.govt.nz/act/public/2020/0038/latest/whole.html#LMS177816) and [10](https://www.legislation.govt.nz/act/public/2020/0038/latest/whole.html#LMS177823).