

Minutes of the December 2022
Northern Health School Board meeting
Thursday 1 December 2022
60 Khyber Pass Road, Grafton, Auckland

Present: J. Walker, J. Huston, P. Mitchell, R. Winder, J. O’Leary, G. Kelly

Apologies: P. Sisson

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

Meeting commenced 10:00am

**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: P. Mitchell. All in favour.

Matters Arising from the previous meeting

The Board discussed the principal’s presentation in relation to the decline in the number of Pasifika students on the roll. It was agreed we need a plan to address this, given we should have a much higher level of Pasifika students due to their representation in the health system per population.

The Board discussed read only access of day to day financial accountability and agreed if they had any queries regarding day to day financial transactions, they would advise the presiding member and look at this on a case by case basis.

Follow up re Infection Control Policy

Matter resolved.

Organisational Structure Chart

The new Organisational Structure chart was shared.

Correspondence

Two letters of thanks for university funding were circulated.
Inward correspondence accepted.

Moved: J. Walker, Seconded: J. O’Leary. All in favour.

Ideal Board Member Activity

All members participated in discussions. We will seek additional members with Māori, Pasifika and financial expertise to be co-opted in 2023. The process will be discussed in more detail at the February meeting.

NZSTA governance booklet to be sent to members.

Presiding member

Board secretary

Staff Elected Board Member

Presentation from staff elected board member on their roles and responsibilities.

Proposed Board Meeting Dates and Locations 2023

A change of start time to 9.30am for a 3 hour duration was agreed for meetings in 2023.

Annual strategic planning will occur at the 16 March meeting and the three year plan strategic workshop will be held on 25 May 2023.

Meeting dates for 2023 accepted.

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

Police Vetting

The Board discussed police vetting. No action to be taken currently as this is not required of Board members. Ministerially appointed Board members have already consented to the Ministry checking this during the application process.

Policies

Healthy Food and Beverage

Accepted with the change in Guidelines (a) from 'as the only drink option' to '*as the preferred drink option*'

Moved: J. Walker, Seconded: G. Kelly. Votes for 5, against 1. Motion carried.

Smoke Free - Accepted

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

Allocation of Management Units - Accepted

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

Fixed Asset

Accepted with a change in Guidelines, Recognition (a) and (b) from '\$300' to '\$500'

Moved: J. Walker, Seconded: G. Kelly. All in favour.

Assessment

Accepted with a change in Purpose (a) from 'achievement objectives' to '*progress outcomes*'

Moved: J. Walker, Seconded: J. O'Leary. All in favour.

Child & Youth Protection

Accepted with the addition under Rationale of '*Education and Training Act 2020*'

Moved: J. Walker, Seconded: G. Kelly. All in favour.

The board requested to see the procedures document for Child Youth and Family and Student Disclosures.

R. Winder

Student Disclosures - Accepted

Moved: G. Kelly, Seconded: J. Walker. All in favour.

Transporting Students - Accepted

Moved: J. Walker, Seconded: J. O'Leary. All in favour.

Traumatic Incident Response - Accepted

Moved: G. Kelly, Seconded: J. Huston. All in favour.

The Board requested to see the procedures for Traumatic Incident Response.

R. Winder

P. Mitchell left the meeting 11.59am.

Review for February 2023

Financial Assistance for Tertiary Study - J. Huston/J. Walker
Wellbeing - J. O'Leary/G. Kelly

Principal's Report

The Board discussed unit roll growth and patterns during 2022.

Personnel. APs for Auckland North and West Auckland units have now been appointed. The Board was advised that six school leaders had been appointed as new senior leadership team, also comprised of the Executive Management team members. This includes staff with Māori and Pasifika backgrounds as well as leaders with a wide range of skills and experience across different geographical areas.

The PGC process has been completed for those who meet the criteria.

Online only teachers. Discussion about the use of online only teachers due to staffing shortages in 2022 and the recommendation to continue this into 2023 for fully vaccinated staff in fixed term roles only and to address staffing shortages.

The Board move to approve online teaching only for 2023 with the following provisions: Fixed term for roll growth towards the end of the year when it is impossible to find staff locally; they are fully vaccinated as per the school's policy.

Moved: G. Kelly, Seconded: R. Winder. All in favour.

Te Awa Contract. Meeting with MoE on 6 December 2022 in relation to funding.

A copy of the Te Awa Annual report was tabled with two options related to staffing and draft budgets for the unit. The principal will circulate information and a recommendation for Board members to consider via email prior to Christmas.

Collective Agreements

The Board discussed the upcoming changes with the two collective agreements.

Move that the Board continue to offer permanent teachers the opportunity to change collective agreement when the two collectives have been ratified.

Moved: R. Winder, Seconded: J. O'Leary. All in favour.

Principal's Report received and accepted.

Moved: R. Winder, Seconded: J. O'Leary. All in favour.

Charter Goals & Targets 2022

The Board agreed to discuss the Charter Goals and Targets annual plan in the March 2023 board meeting.

Charter Goals & Targets 2022 report received and accepted.

Moved: J. Walker, Seconded: J. O'Leary. All in favour.

Work Plan 2023

To be reviewed and presented at the next meeting.

Conference report

To be presented at the next meeting.

Privacy Officer Annual Report

Privacy Officer Annual Report received and accepted.

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

J. Marsden left the meeting 1.05pm

Board secretary

Presiding member

Financial Report

The Board accepted the financial reports and Statement of Financial Position up to 31 October 2022.

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

Draft Operating Budget 2023

Draft operating budget 2023 accepted in principle.

Moved: J. O'Leary, Seconded: J. Huston. All in favour.

Draft Fixed Asset Purchase Budget 2023

Draft fixed asset purchase budget 2023 accepted in principle.

Moved: R. Winder, Seconded: J. O'Leary. All in favour.

Monthly Risk and Serious Complaints Update

Nothing to report.

The Board moved into committee to discuss a personnel matter at 1.16pm.

It was agreed K. Watkins, A. Honey, T. Grieve and R. Bourgaize (Minute taker) remain present.

Meeting closed - 1.45pm

Next meeting: 16 February 2023, 60 Khyber Pass Road, Grafton at 9.30am