

**Minutes of the April 2023  
Northern Health School Board meeting  
held Thursday 6 April 2023  
60 Khyber Pass Road, Grafton, Auckland**

**Present:** J. Walker, J. Huston, J. O’Leary, K. Watkins, P. Mitchell, G. Kelly (*online*),

**Apologies:** P. Sisson

**Also in attendance:** T. Grieve, K. Abel, L. Stone, R. Bourgaize (*Minute taker*)

Meeting commenced 9:55am following a tour around the new premises.

Mihi/Whakatauki

**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 of events.

Moved: J. Walker. All in favour.

**Sustainability Presentation**

Lesley Stone (Environmental Scientist) gave an overview of sustainability and how the school was supporting this in their draft sustainability plan.

*Lesley Stone left the meeting at 10.30am*

**Matters Arising from the Previous Meeting**

**Board Member Co-options.** One application has been received so far. It was agreed the position would be re-advertised via different channels with the view to extend diversity across the Board. The Board agreed the applicant would be contacted and met by a current member for an informal discussion and invited to the next Board meeting.

K. Watkins

**Pasifika Students.** The board agreed to visiting the South Auckland unit later in the year with the view of becoming acquainted with current networks and connections with Pasifika. The Board asked for the total number of Pasifika students on the roll for March 2023 and that this figure continue to be presented as part of the Principal’s Report.

K. Watkins

**Charter & Annual Plan 2023.** The Board viewed and discussed the suggestions for the Charter & Annual Plan 2023.

K. Watkins

Move to accept all suggestions presented for the Charter & Annual Plan 2023.

Moved: J. Walker. All in favour.

**Correspondence**

Board decision on PPTA strike action on 29 March 2023 (previously circulated by email).

Received and accepted.

Moved: J. Walker. All in favour.

**To be  
actioned by**

## **Principal's Report**

The Board discussed the potential impact of industrial action continuing into next term and requested scenarios be presented for decision making purposes.

K. Watkins

The Board agreed the Combined Regional Health Schools' Board conference date is to be set.

K. Watkins

Principal's Report received and accepted.

Moved: J. Walker. All in favour.

## **Draft Annual Report/Financial Statements 2022**

The Board queried the difference between the budgeted deficit and actual net surplus and were advised overall operational underspending eventuated due to a number of factors including Covid lockdowns, online learnings and short supply chain. The Board queried the difference between GST payable in 2021 to GST receivable in 2022 and were advised this was due to two delayed contract payments not being received until December 2022. The Board discussed the schools short term bank deposits and requested the MOE parameters on how equity can be used and invested. It was agreed further discussion was needed on managing equity.

K. Watkins

*K. Abel left the meeting at 11.59am*

The Board accepted the draft annual report/financial statements 2022 with the following change:

*Members of the Board for year ended 31 December 2022 – Jenny O'Leary, Member, Staff Appointee*

Moved: J. Walker. All in favour.

The Board give permission for the Presiding Member and Principal to sign off the final accounts without going back to a full board.

Moved: J. Walker. All in favour.

The Board approve the 2023 Balance Sheet & Cash flow budget.

Moved: J. Walker. All in favour.

## **NZSTA 2023 AGM**

The Presiding Member will attend the NZSTA 2023 AGM and Conference in July 2023. Other members are to advise of their attendance within the next week.

All

## **Policy Review Process**

The Board discussed policy processes and cultural guidance. It was agreed to seek further advice from the Cultural Leaders Team about how best to incorporate Te Reo and the priority of translation in relation to documentation. The Board agreed to continue with the current practice of approving policies with the addition of presenting revised policies to the Strategic Leadership Team for any comment prior to approval.

J. O'Leary/  
K. Watkins

Request for reviewers to edit April and May policies by 1 May on Teams.

Board Policy  
reviewers

## **Policies for Review April**

Equal Employment Opportunity – J. Walker/P. Mitchell

Welfare of Animals – J. Walker/J. O'Leary

## **Policies for Review May**

Complaints – G. Kelly/J. Walker

Ethics – G. Kelly/P. Mitchell

Pandemic – J. Huston/J. O'Leary

Personal Protection Equipment – P. Mitchell/J. O’Leary

**Policies for Review June**

Media – J. Huston/J. O’Leary

Performance Management – P. Mitchell/J. Walker

Safe Driving – G. Kelly

*The Board moved into committee to discuss personnel matters at 12.29pm and T. Grieve left the meeting.*

Moved: J. Walker. All in favour

*P. Mitchell left the meeting at 1.10pm.*

*The Board moved out of committee at 1.23pm.*

Moved: J. Walker. All in favour.

**General Business**

Reflection on Curriculum Report presented by G. Kelly to be sent to members and discussed at the next meeting.

**Meeting closed at 1.25pm**

**Next meeting: 25 May 2023**