

**Minutes of the May 2023
Northern Health School Board meeting
held Thursday 25 May 2023
60 Khyber Pass Road, Grafton, Auckland**

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

Apologies: P. Sisson

Also in attendance: T. Grieve, K. Watkins, A. Honey

Meeting commenced at 9.30am

Mihi/Whakatauki – P. Mitchell

Conflict of Interest

Reminder to Board members of the need to declare any possible conflict of interest.
None declared. Signed and accepted.

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.

Matters Arising from last meeting

Regional Health School Board Conference

The board discussed the upcoming conference, date to be confirmed, either 4 and 5 or 5 and 6 August 2023. K. Watkins will seek feedback from CRHS and SRHS and confirm dates with keynote speakers.

Recommended items for topics and possible presenters are:

Operational aspects

Innovation across the three Health Schools

Engaging Māori

Transition

Pasifika and connecting with Pasifika communities and agencies

K. Watkins to follow up on suggested presenters and facilitator

Co-opted Board members

Applicant AS is no longer available. All Board members and SLT to continue advertising and canvassing for suitable people.

MOE parameters on equity use/investment

The Board discussed investment and asked that our accountant confirm that MoE allow bank investments only. The Board were advised that NZSTA have financial modules, training and information available via the website.

RW to bring the MoE expectations/parameters to the next meeting.

NZSTA Conference

J. Walker and J. Huston will attend. A request that any other Board members who wish to attend advise J. Walker and T. Grieve. Remits will be presented at the next meeting.

**To be
actioned by**

K. Watkins

K. Watkins

All

R. Winder

Incorporating Te Reo

The Board were advised that we have engaged DIA translation service to translate our enrolment forms only into Te Reo, therefore, we will have both an English and Te Reo version of these forms.

Following consultation with NHS Cultural Advisors, it was agreed that policies will be in English only except for the draft Wellbeing Policy. Selected policies will be translated into Te Reo on recommendation from the Cultural Team.

Moved: J. Walker. All in favour.

R. Winder

Pasifika student numbers March/April 2023

The Board discussed the report circulated by R. Winder. This report is produced from etap and is a snapshot of all unit numbers. The Board would like to view this in future Principal reports.

Discussion around Pasifika referrals, NGOs and connections with Pasifika agencies, the ongoing work that this represents and if there are other measures to use for reference.

Reflection on the Curriculum report (*G. Kelly*) – *Deferred as GK wishes to revise the report.*

Correspondence

Board decision on PPTA strike action on 10 May 2023 - Taranaki unit; 11 May 2023 - rest of the school (previously circulated by email)

Received and accepted.

Moved: J. Walker. All in favour.

Financial Report

Discussion and clarification around various items including communication allowance and risk management.

Discussion regarding the substantial cash reserves and what is required from the Board to ensure these are used appropriately and in line with MoE guidelines.

Consider whether we need to co-opt expertise to assist with financial planning and strategy.

The Board accepted the financial reports and Statement of Financial Position up to 30 April 2023

Moved: J. Walker. All in favour.

Ahutoetoe Update

R. Winder gave an update on the progress of the new build at Ahutoetoe School.

T. Grieve explained F&E requirements for this new unit and requested an additional \$75,000.

The Board approve the extra spend of \$75,000 for Ahutoetoe F&E

Moved: J. Walker. All in favour.

The Board discussed how to plan for future growth projects and suggested that appropriate contingency be built into the budget for future projects and growth. Where projects are unforeseen, a request for specific funding can be made.

SLT to include a contingency in the budget.

Application for University Course Funding

The application for Lee Hill was approved.

Moved: J. Walker. All in favour.

The Board noted that study leave is an operational matter and asked Richard to make a recommendation for each study request.

Secondary Teacher's Study Award Grant

Merryn Lala, the Board approved this request.

Moved: J. Walker. All in favour.

Teresa Vaughan, the Board approved this request.

Moved: J. Walker. All in favour.

The Board moved into committee to discuss personnel matters at 11.30am. T. Grieve, K. Watkins, A. Honey and R. Winder left the meeting

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

12.15pm The Board moved out of committee. R. Winder, K. Watkins and T. Grieve re-joined the group together with the Strategic Leaders Megan Smith, Joanne Anderson, Edward Walker, Laura Webster and Karen Abel: break for lunch together.

12.45pm Meeting resumes - SLT introductions and policy feedback session.

Policy review process

R. Winder suggested a Board subcommittee to compare 3 Health School Policies.

The Board will continue to review policies and send to the Strategic Leadership Team for feedback prior to final approval, in the meantime. The Board agreed that the current policies presented in the pack will be managed online.

The Board and SLT discussed strategic direction and planning. Synthesis of the wish list presented to the Board from the SLT and share back. Discussed a date for Board and Strategic Team to meet again to continue to develop strategic planning with the aim for one meeting a term.

Date to be determined.

Consider

Use of an external facilitator for the next meeting.

Think about what we want to be happening in three years.

2.00pm T. Grieve left the meeting.

General Business

The Board confirmed that the next Board meeting will be held in our Far North Unit during a visit to Northland.

Meeting close: 2.20pm

Next meeting: 15 June 2023

R Winder/
J. Walker