

**Minutes of the September 2023
Northern Health School Board meeting
held Thursday 21 September 2023
60 Khyber Pass Road, Grafton, Auckland**

Present: J. Walker, J. O’Leary, P. Mitchell, R. Winder, M. Campbell, J. Huston (online), G. Kelly (late)

Apologies: Nil

Also in attendance: T. Grieve, K. Watkins, A. Honey (late), R. Bourgaize (Minute Taker)

Meeting commenced 9:34am

Mihi/Whakatauki

Conflict of Interest

Reminder to Board members of the need to declare any possible conflict of interest. None declared. Attendance sheet 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.

Correspondence

Staff resignation notice

Inward correspondence received and accepted.

Moved: J. Walker. All in favour.

Matters arising from last meeting

Board Fees and ‘meeting’ definition – no further discussion.

Move to accept the Board meeting fee guidelines 2023 as provided by the Sub-committee.

Moved: J. Walker, 5 for, 1 abstained (P. Mitchell)
Motion Carried.

2024 staffing update

The Principal advised negotiations are in process with MOE for staffing entitlement in 2024.

Sustainability around staffing is part of the strategic plan, with the current proposal being aggressive with staffing numbers at the start of the year with the view of not requiring a staffing increase until around mid term 2. The Board discussed the small risk associated with this and the possibility of using surplus funds to buy staff later in the year if needed.

The Board discussed staff wellbeing, support and professional development in relation to teacher retention and those who start the year with the view to increasing their hours as the roll increases. It was agreed investigation of what this needs to look like is required. The board support funding additional resources for this to be effective, once needs have been identified, and asked this to be included in the budget.

The Board asked for an update from the Wellbeing Committee at the next meeting.

Joint Boards’ conference survey

26 attendees completed the survey and the response overall was, organisationally, very favourable.

**To be
actioned by**

D Jeremic/T
Grieve

R. Winder/K.
Watkins

Credit Card

Deferred to the next meeting pending review of the Memorandum of Delegation.

K. Watkins left the meeting 10.13am

Item for October meeting

Unit Visits – Term 4

The Board agreed to visiting Auckland North, Wilson unit and Ahutoetoe on 16 November, incorporating the board meeting. Principal to advise details.

R. Winder

Board Meeting Dates 2024

The Board discussed the proposed meeting dates and agreed on having less meetings overall. A revised schedule with two meetings per term for 2024 will be presented at the next meeting.

T. Grieve/
Board Sec

Waikato South property update

The Board were advised the Waikato South unit have no MOE provided property and negotiations with them in relation to this have so far been unsuccessful.

NHS have themselves identified suitable accommodation for a base unit at 14 Wilson Street, Cambridge and propose to rent this from October 2023 to the end of 2024.

Move that the board approve the lease of 14 Wilson Street, Cambridge, from October 2023 until the end of 2024 plus \$25,000 for furniture and equipment, with the proviso that the MOE are asked to fund the lease in the first instance.

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

R. Winder

Cyber Security report

The Business Manger talked to the report and advised the results and recommendations of the network security assessment exercise 2023. This included staff resetting their own passwords, multi factor identification (being turned on in Term 4), lockout threshold and cloud based backup. The Board advised they supported funding cyber safety and requested costings be presented for cloud based backup at the next meeting with the view to start this immediately. The Board were advised cyber awareness was carried out with staff throughout the year and that this would be ongoing and frequent. The Board requested a desk top exercise to measure the effectiveness of our response to a cyber attack. They were advised this would be done once cloud based backup was in place.

T. Grieve

Policies

Personal Protective Equipment – accepted

Moved: J. Walker. All in favour.

Media – accepted

Moved: J. Walker. All in favour.

Performance Management – accepted

Moved: J. Walker. All in favour.

Safe Driving – accepted

Moved: J. Walker. All in favour.

General Business**Secondary Teacher’s Study Award Grant**

The following staff members applied for the above grant: Merryn Lala, Teresa Vaughan, and Lee Hill.

Move that the board approve to support the above three named staff members in their application of the Secondary Teacher’s Study Award Grant. Emails to be sent to Study Award Committee confirming NHS Principal and Board support.

R. Winder/
J. Walker

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

Staff Leave Request

Move that the board approve leave for Joanne Anderson from 28 January 2024 through until 27 January 2025.

Move: J. Walker. All in favour.

Third Deputy Principal

The Board was advised that as the school has continued to grow a need for a third Deputy Principal has been identified to share the workload.

Move that the Board appoint up to 2 members to participate in the appointment of a third Deputy Principal, with the process to be completed before the end of the 2023 school year.

Moved: R. Winder, Seconded: M. Campbell. All in favour.

G. Kelly and A. Honey join the meeting at 11.09am.

Identifying and measuring equity – G Kelly presentation

G. Kelly presented his report to the Board which showed macro/aggregated equity reporting can both affirm what we do well and what we could do better for cohort groups of akonga. The report reiterated the recommendation that resources be allocated to developing enhanced outcome and equity reporting. An example of an annual outcomes equity report was presented, with gender and ethnicity factors charted against enrolment, progress, achievement, and transition outcomes. A recommendation was made to evolve reporting to overall equity reporting. The Board thanked G. Kelly for his report.

A. Honey

Move that for 2023 the NHS include an equity report as part of their curriculum reporting and that the board fund/resource any additional administrative work that this would entail.

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

The Board moved into committee to discuss personnel matters at 11.51am, A. Honey and T. Grieve left the meeting.

Moved: J. Walker. All in Favour.

The Board moved out of committee and R. Winder, T. Grieve, A. Honey and R. Bourgaize (Minute Taker) returned to the meeting at 2.00pm.

Principal's Appraisal

The Board were advised there is a contract with Evaluation Associates in place for another year, and they requested to be included in every round of future appraisals.

Move that the Board accept the Principals Appraisal Report, June 2023

Moved: J. Walker. All in favour.

Risk Register

The Board discussed the risk register and agreed a further risk title needed to be added to include additional reasons for staff not being able to perform their duties. HR manager to be consulted in preparation of this, then to be emailed to all members for review. Risk Register link to be sent to all members.

R. Winder

Memorandum of Delegation

The Board requested a review of the document and the need to add the spend amount delegated to the principal. The Board asked for advice from the auditors to be obtained regarding the delegated amount and any further advice on review of the policy.

T. Grieve

Meeting closed at 2.30pm, Next meeting: 19 October 2023