

**Minutes of the August 2023
Northern Health School Board meeting
held Thursday 17 August 2023
60 Khyber Pass Road, Grafton, Auckland**

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

Apologies: P. Mitchell (joined for part of meeting online), P. Sisson

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

Meeting commenced 9:30am

Mihi/Whakatauki

**To be
actioned by**

Conflict of Interest

Reminder to Board members of the need to declare any possible conflict of interest. Possible conflict of interest identified for all members around item 9 on the Agenda – Revised Board Fee Structure.

Reflection on Joint Boards' Conference

The Board discussed the success of the Regional Health School Board Conference held in Auckland, at the new NHS premises located at 60 Khyber Pass Road, Grafton. Members agreed the topics, use of facilitator, and setting all promoted full engagement from participants, and thanked the organisation team for their work in delivering the event.

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.

Board member co-option

The Board welcome new co-opted member Megan Campbell. Megan is co-opted for the same duration as the current Ministerial Appointed Board Members.

Move to formally accept Megan as a co-opted member to the board.

Moved: J. Walker. All in favour

Correspondence

A letter of thanks to the Board from A. Honey was circulated.

Correspondence received and accepted.

Moved: J. Walker. All in favour

P. Mitchell joined the meeting online at 9.39am

Matters Arising from last meeting

G. Kelly referred to his ‘Reflection on the Curriculum report’ discussed at the previous meeting and indicated he would like to present on identifying and measuring equity at the next meeting in September.

Board Sec
Agenda item
next meeting

The Board discussed the follow through of minuted items and R. Winder advised the many different ways this occurred.

J. Huston joined the meeting at 9.51am

Board Fees – revised fee structure: The board discussed the honorarium and proposed fee structure options presented in the August 2023 board pack. Members were reminded the honorarium was also paid to the principal and staff representative on the board.

A. Honey joined the meeting at 9.58am

P. Mitchell left the meeting at 10.09am

Move to adopt option 2 from the board pack:

Meeting type	Board member	Deputy Presiding member	Presiding member
Full Board Meeting <4hrs	\$300	\$350	\$400
Full Board Meeting >4hrs	\$500	\$550	\$600
Sub-committee Meeting <4hrs	\$250	\$300	\$350
Sub-committee Meeting >4hrs	\$450	\$500	\$550

Moved: J. Walker.

Votes For: 5, Against: 1. Motion carried.

The board agreed to establish a Sub-committee to define a ‘meeting’. R. Winder, J. Huston and M. Campbell will form this Sub-committee.

Policies

Wellbeing – accepted

Moved: J. Walker. All in favour.

Property Management – accepted

Moved: J. Walker. All in favour.

On-line Learning – accepted

Moved: J. Walker. All in favour.

Equal Employment Opportunity – accepted

Moved: J. Walker. All in favour.

Welfare of Animals – accepted

Moved: J. Walker. All in favour.

Complaints – accepted

Moved: J. Walker. All in favour.

Ethical Behaviour – accepted

Moved: J. Walker. All in favour.

Pandemic/Epidemic – accepted

Moved: J. Walker. All in favour.

Principal’s Report

The current roll as at 9 August 2023 of 1545 is 150 students more than at the same time last year. A new full time HR manager will start on Monday 21 August and will be leading with the appointment of a new unit leader for the Waikato south team following a resignation.

J. O’Leary raised staff shortage concern. The Principal advised work was progressing on a more aggressive approach to staffing the school at the beginning of 2024 and that the Strategic Leadership Team would be looking at a more generous allocation of staff, and the risks involved in doing this, at next weeks meeting.

Credit Card. The Board discussed the proposed change to the credit card policy.

Move to approve that the credit card policy be amended to include the positions of Deputy Principals and Business Manager.

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

Health and Safety Report. The Board discussed health and safety and were advised the new HR manager will be looking at this.

Risk Register. Board members were advised if there was anything they wanted to discuss to advise the Board Secretary before the next meeting to enable time to include in the Board Pack.

Property: The Board discussed property issues.

Move that the Board agree in principle and in the short term, while funding allows, to fully fund fit out of new and existing property across the school, including furniture and fittings.

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

Unit visits in Term 4 will be discussed at the next meeting.

Principal's Report received and accepted

Moved: J. Walker. All in favour.

Financial Report

The Board reviewed and approved the actual total cost against the budget approved for both the HOPE 2023 in Europe and Richard's Sabbatical Travel in Term 1, 2023.

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

The Board accepts the financial reports and Statement of Financial Position up to 30 June 2023.

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

Policies

Personal Protective Equipment

Media

Performance Management

Safe Driving

The Board agreed amendment of the above policies would be completed online and presented at the next meeting for approval.

Restraint and Seclusion - accepted with the change:

'Guidelines (f) b' to 'The student'

Moved: J. Walker. All in favour.

Reducing Student Distress – accepted

Moved: J. Walker. All in favour.

Policy for Review

Tiriti o Waitangi (October) – G. Kelly with assistance of A. Honey

General Business

Secondary Teacher's Study Award Grant

Merryn Lala, the Board approved this request.

Moved: J. Walker. All in favour.

Term Dates

Move to accept term dates presented.

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

Board
Members

Board Sec
Agenda item

Principal's Appraisal

Final report to be presented at the next meeting.

Covid Restrictions

The Board agreed the removal of covid restrictions and the effect this may have on staff sick leave was an operational management decision.

In Committee

The Board moved into committee to discuss personnel matters at 11.14am, R. Winder, T. Grieve, K. Watkins, A. Honey and R. Bourgaize left the meeting.

The Board moved out of committee at 11.40am and R. Winder, T. Grieve, K. Watkins, A. Honey and R. Bourgaize returned to the meeting, for a short break.

Pam Elgar joined the meeting for the Strategic Session at 11.51am

Strategic Session

The Presiding Member introduced the session and role of the facilitator. The main objective was to start the process of developing the extension of the 2023 plan to cover 2024-2025.

Executive staff provided an update on the current school context including presentations on where Northern Health School is at in relation to:

- a) Change evidence, Trust and Purpose
- b) Curriculum & Learning
- c) Wellbeing
- d) Sustainability.

The Presiding member presented an overview of Governance expectations (e.g. legislative requirements, primary objectives of school boards), the latest 2023 Ministry framework for strategic plans and timeframe.

The facilitator summarised at key points. Members split into groups to review the current one-year plan and key areas they thought should be explored in 2024-2025. Feedback was shared with the whole group. The facilitator summarised key themes.

The Board agreed to having a strategic planning day in September and R. Winder will send out a poll to ascertain what day the majority of members would be able to attend a meeting.

R. Winder

Meeting closed at 2.18pm

Next meeting: 21 September 2023