

**Minutes of the October 2023
Northern Health School Board meeting
held Thursday 19 October 2023
60 Khyber Pass Road, Grafton, Auckland**

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

Apologies: J. Walker, J. Huston

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

Meeting commenced 9.00am

Deputy Presiding Member P. Mitchell to chair the meeting in the Presiding Members absence.

**To be
actioned by**

Mihi/Whakatauki

Strategy workshop 9am – 11.00am

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

Apologies: J. Walker, J. Huston

Also in attendance: T. Grieve, A. Honey, R. P. Elgar (External Facilitator)

P. Elgar joined the meeting at 9.20am

Key points:

Consultation with community phase to commence as scheduled.

Feedback to be collated.

Strategy to be updated.

Next Strategy meeting – 7th Dec 2023. P. Elgar has this in her calendar.

Conflict of Interest

Reminder to Board members of the need to declare any possible conflict of interest.

None declared. Attendance sheet signed by all board members and accepted by Deputy Presiding Member.

Minutes of the previous meeting

The Board reviewed the item Principal’s Appraisal. The board discussed the possible conflict of the principal signing Evaluation Associates contract, which provides the principal’s appraisal. A board member suggested the Presiding Member sign the contract. The Board agreed the signing of the Evaluation Associates contract be revisited at the November meeting given the perceived conflict of interest.

Action: P. Mitchell to discuss with J. Walker prior to November meeting.

P. Mitchell

The Minutes of the meeting were accepted as a true and correct record of events.

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

Correspondence - Nil

Matters arising from last meeting

2024 staffing update; investigation into staff wellbeing, support and PD

The board were advised the MOE are still to confirm staffing numbers for 2024 and that the possible implications of this could be, as the roll grows, deploying staff we don't have as well as an impact on the number of management units. The Board asked for an update on this at the November meeting.

R. Winder

Action: R. Winder to provide a specific update at the November meeting.

Hauora Wellbeing Committee update/survey to staff

The Board thanked the Committee for their report. The Board discussed the concern about the percentage of staff who fall into the 'at risk' orange category and acknowledged the measuring tool used only represented a 'snapshot' moment. A board member mentioned that the tool used was not fit for purpose.

The Board asked for a further report to deepen understanding of any issues from the Hauora Wellbeing Committee for the November meeting with particular interest around resources requested, and mitigation/prevention strategies for those staff represented in the 'at risk' category. The Board asked if staff wellbeing was on the risk register and invited the committee to attend a subsequent meeting.

R. Winder

Action: R. Winder add Staff Hauora and Wellbeing to Risk Register.

Term 4 visit details

The Board agreed to the proposal in the Principal's Report. Details to be provided and logistics to be shared with Board members.

R. Bourgaize

Action: R Bourgaize to inform board members of logistics.

Memorandum of Delegation review/Credit Card

The Board discussed the suggestions made by Edtech to the Memorandum of Delegation and Credit Card Policy. The Board agreed to the redrafting of the MOD to include the addition of the example provided by Edtech, 'Principal's delegations to specified positions'. The board also agreed to Edtechs suggested changes to the Credit Card Policy.

The modified Memorandum of Delegation and Credit Card Policy will be emailed to all board members for approval via email.

R. Bourgaize/
T. Grieve

Action: R. Bourgaize/T. Grieve to send the updated Memorandum of Delegation and Credit Card Policy to Board members prior to Nov meeting for approval.

2024 Board Meeting Dates – revised and BoardPro and Diligent update

The board agreed to the revised schedule.

The board discussed the reduced number of meetings and the requirement of a system to support between meeting discussions/decisions. An overview of functions and cost was provided by T. Grieve. BoardPro was the preferred option. No decision made as further information required to confirm costs.

Moved that the revised meeting dates for 2024 be accepted.

T. Grieve

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

Action: T. Grieve to provide updated and actual costs for the implementation of Board Pro.

Waikato South property update

The Board were advised the lease for the property in Cambridge has been secured. A blessing of the site is to be arrange and Board members will be invited to attend.

Third Deputy Principal

The Board were advised of the resignation of K. Watkins (DP) and that the requirement was now for two DPs to be appointed. A sub-committee will convene on behalf of the board and will provide an update before the next meeting. The board briefly discussed DP portfolios and requested an update from the committee at the November meeting.

J. Walker

Costing for cloud based backup

The Board were advised this is covered in the current budget and will be included in subsequent budgets.

Risk Register title addition

The Board agreed to the addition as provided on page 13 of the Principal's Report.

Move that the Board approve the inclusion of this additional risk register line.

Moved: P. Mitchell, Seconded: G. Kelly. All in favour.

Waikato recommendation

The Board were reminded previous approval was given at the August 2023 meeting for the purchase of additional furniture for the Waikato unit for which no amount was stipulated.

Move that to ensure transparency it is requested that the board approve \$30,000 for F&E for Waikato in the 2023 budget.

Moved: P. Mitchell, Seconded: R. Winder. All in favour.

The Board break for lunch at 12.25pm

The Board resume the meeting at 12.40pm

Principal's Report

Roll numbers continue to grow and sit today around 1700 students.

The Board were advised that the Memorandum of Understanding between the MOE and Oranga Tamariki in relation to information sharing has expired, directly affecting the Te Awa unit. The Board were advised until this has been resolved Te Awa will not take on any new students due to the associated risks.

R. Winder

The board asked to understand what the risks of taking this approach are and requested an update at the November meeting, or prior via email if required.

R. Winder

Action: R Winder to provide an update at the November meeting.

Health & Safety Report

The Board requested dates be added to this report as well as the name of the person responsible for leading mitigation.

All members

The board requested this item be on the next agenda, for further discussion and deep dive. The board suggested that the requirements of board members be reviewed by board members prior to the November meeting.

The Board asked for an update on Covid and were advised management had made the decision to continue with 5 days isolation for staff testing positive for Covid -19. A reminder of this will be sent out to all staff.

Principal's Report received and accepted.

Moved: R. Winder, Seconded: P. Mitchell. All in favour.

Financial Report

The Board queried the budgeted expenditure of \$15,000 for legal fees and were advised that current expenditure sits within the Te Awa expense budget.

The Board queried why the budgeted \$229,000 expenditure for rent currently sat at only \$72,576 and were advised that \$35,000 budgeted for Auckland West to rent 4 spaces for

2023 has not been used as the unit had been working out of the new premises at Khyber Pass. A \$30,000 contingency for Auckland Central was built into the budget in case of delays with the Khyber Pass fitout, and some of the \$10,000 budgeted rent for Auckland North may still be used before the end of the year.

The Board requested a closer look at the Te Awa budget for the contract term.

The Board agreed to discuss the working capital surplus for the benefit of student learning and wellbeing at the next meeting. The board discussed that this is a perennial issue and required specific time to address the excess surplus. The Board requested this to be an agenda item for December Board meeting and suggested that P. Elgar facilitate this session if the strategy is at a point it no longer requires additional facilitation.

Action: R. Winder/T. Grieve to provide a review of Te Awa contract in the first meeting of 2024 to inform discussion regarding the Te Awa contract.

R. Winder/T.
Grieve

The Board accepted the financial reports and Statement of Financial Position up to 31 August 2023.

Moved: R. Winder, Seconded: P. Mitchell. All in favour.

The Board moved into committee to discuss personnel matters at 12.56pm, A. Honey and T. Grieve left the meeting.

Moved: G. Kelly, Seconded: P. Mitchell. All in favour.

R. Winder talked to the paper provided on the principal's concurrence.

R. Winder and R. Bourgaize left the meeting 12.57pm.

R. Winder, A. Honey, T. Grieve and R. Bourgaize returned to the meeting at 1.13pm.

Board co-option follow-up with two applicants and MOE

Deferred to next meeting as no information available.

Purpose and Valued Learner Outcomes – presentation by A. Honey

The Board were asked for their input, feedback and guidance on the Draft Purpose and Valued Learner Outcomes and advised that this will be re-presented when feedback information has been synthesised.

The board thanked Abbey for the presentation.

Action: Abbey Honey will send an email directly to board members seeking feedback.

All members

Staff wellbeing & counselling needs/Northland Unit Staff Wellbeing report (K. Abel)

G. Kelly presented 'Peer Group Mentoring' to the Board.

The Board discussed this in conjunction with the Northland Unit Staff Wellbeing model and its success in the unit. The Principal will report back to the Board after consultation with the executive team as to how and when this model could be rolled out over the region and if this is something that could be made compulsory. The Board thanked Grant for the presentation.

R. Winder

M. Campbell left meeting at 1.30pm.

Policies

Tiriti o Waitangi - accepted

Moved: P. Mitchell, Seconded: R. Winder. All in favour.

Action: R. Bourgaize add to schedule to be reviewed in 1 year

Policies for Review

Allocation of Management Units – J. Huston

Fixed Asset – P. Mitchell

The Board asked if the Allocation of Management Units and Fixed Asset policies review dates could be extended to every 3 years.

Action: T Grieve to confirm if Policy review can move to 3 yearly.

T. Grieve

General Business

Access to EdPay – The Authorised User report

Move that the board has confirmation from the principal that the authorised users of EdPay are currently employed by the school.

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

Application for Tertiary Study Funding

The Board asked for information on who is applying for tertiary study and professional development funding across the school.

The board requested information re allocation of funding at the first 2024 meeting.

Move that the Board approve the funding application presented in the board pack for the full amount.

Moved: J O’Leary.

Votes For: 3, Against: 1 (P Mitchell). Motion carried.

Action: R Winder to provide a report detailing the allocation of funding.

K. Watkins/R.
Winder

The Board discussed supporting staff Christmas functions.

Move that the board approve to increase their support of staff Christmas functions by 40% per staff member, from \$25 to \$35 and that in subsequent years the budget is to include an increase to the level of inflation.

Moved: R. Winder, Seconded: G. Kelly

Meeting closed at 2.13pm with a Karakia led by G. Kelly

Next meeting: 16 November 2023