

**Minutes of the November 2023
Northern Health School Board meeting
held Thursday 16 November 2023
Ahutoetoe Unit, 89 Maryvale Road, Wainui**

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

Apologies: M. Campbell

Also in attendance: T. Grieve, A. Honey, K. Watkins, S. Willis-Baker, R. Bourgaize (Minute Taker)

Meeting commenced 9.30am

Mihi/Whakatauki

Unit visits: Auckland North and Ahutoetoe 9.30am – 1.00pm

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

Apologies: M. Campbell

Also in attendance: A. Honey, K. Watkins, S. Willis-Baker

12.00pm T. Grieve, R. Bourgaize joined at Ahutoetoe Unit

1.00pm G. Kelly joined the meeting online

Conflict of Interest

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

P. Mitchell declared her position as a business mentor for a company supplying educational science equipment to schools as a possible conflict of interest. Attendance sheet signed and accepted.

The Board welcome Susan Willis-Baker as an interested co-opted member.

Correspondence – Nil

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

Principal’s Appraisal

The Board were advised the Principal’s Appraisal had been discussed by the Presiding and Deputy Presiding Members and it was suggested the contract is split into two areas to ensure there is no conflict of interest. The Board agreed and Evaluation Associates will be advised of this change.

[Action: R. Winder to approach Evaluation Associates regarding the split of the current contract prior to the December meeting.](#)

**To be
actioned by**

MOE to confirm staff numbers for 2024

The Board were advised the MOE has not yet finalised staffing numbers for 2024 so the total number of Management Units NHS have to allocate is still unknown. The Board discussed the option of funding the additional units requested, in the interim and if required, with the knowledge of the slight risk of needing to underwrite the full amount (maximum risk to the Board would be \$75,000). The Board discussed the alternative option of allocating the MUs we have currently been calculated and the impact this would have on staff and student wellbeing. P. Mitchell requested an information paper on this for the next board meeting.

Move that the board fund up to \$50,000 towards Management Units in advance of receiving final staffing numbers from the MOE for 2024.

Moved: R. Winder, Seconded: J. Walker.
Votes For: 5, Against: 1 (P. Mitchell). Motion carried.

Action: R. Winder to provide information paper on additional MUs for December meeting.

Hauora Wellbeing

The Board deferred the discussion around wellbeing, the wellbeing report and consultation with the executive team regarding peer group mentoring until the February 2024 meeting so time could be devoted for in depth discussion.

Policies

Credit Card - accepted

Moved: J. Walker. All in favour.

Memorandum of Delegation - accepted

Moved: J. Walker. All in favour.

BoardPro

The Board discussed implementing BoardPro as a platform for future board work and as a direct result of reducing Board meetings from 10 to 8 for 2024.

The Board discussed the existing TEAMS platform and the option of training around navigation and functionality, in the first instance, revisiting the implementation of BoardPro in 2024, should TEAMS prove unsatisfactory.

Move that we consider using BoardPro instead of TEAMS for board work now.

Moved: J. Walker, Seconded J. O'Leary.

Votes For: 3, Against: 3. Tied Vote.

The Presiding Member made a casting vote Against the motion and proposed members should receive training on the existing TEAMS platform before further consideration was given to BoardPro.

Action: Members to advise R. Bourgaize if they want training on TEAMS

Third Deputy Principal

The Board were advised an appointments committee of J. Huston and J. Walker had been agreed and that they will have input into the job descriptions. The Board were advised there had been quite a bit of interest in the positions so far, and staff had been sent a survey asking for their input on what skills and attributes were most sort after for these leadership roles. The survey will be sent through to board members.

Action: R. Winder to send survey to Board members.

Te Awa/OT MOU

No further update as yet.

Capital Surplus

Te be discussed in depth at the December meeting.

Purpose and Valued Learner Outcomes Feedback

A. Honey thanked the Board for their very helpful and valuable feedback.

The Board moved into committee to discuss personnel matters at 1.59pm and R. Winder, T. Grieve, K. Watkins, A. Honey, S. Willis-Baker and R. Bourgaize left the meeting.

Moved: J. Walker. All in favour.

The Board moved out of committee at 2.16pm and R. Winder, T. Grieve, K. Watkins, A. Honey, S. Willis-Baker and R. Bourgaize returned to the meeting.

Board co-option

The Board offer S. Willis-Baker a co-opted member position on the NHS Board. S. Willis-Baker accepted the position and is co-opted for the same duration as the current Ministerial Appointed Board Members.

Move to formally accepted S. Willis-Baker as a co-opted member to the Board.

Moved: J. Walker. All in favour.

Community Consultation Update

The Board briefly discussed the results of the survey so far and were pleased with the number of respondents, however, noted the low number of SE participation. A member advised some key partners appeared not to have received the survey and suggested a proactive approach be take about this in future consultations. The Board were advised the survey went out to all stakeholders currently held on our database, however, that dataset does not include medical professionals and Iwi.

The Board asked that the next consultation results show percentages of response rate, where possible, providing more detail.

[Action: R. Winder to include percentage response rate in updated report for December meeting.](#)

EEO

The Board discussed the EEO report. A Board member questioned the number of staff whose ethnicities were not disclosed and suggested this should be improved to reflect a more accurate picture of diversity. The Board were advised a lot of effort goes in to recruiting a diverse range of ethnicities and this data is obtained in our application process. The Board asked what was needed from them to help with succession of teaching staff and were advised our vast amount of flexibility was a great asset in accommodated this risk. The Board asked for percentages to be included in this reporting.

[Action: R. Winder percentages to be included in the next EEO report.](#)

Budget Parameters for 2024

The Board discussed the proposed vehicle purchase of 7 all electric vehicles before the end of 2023 to take advantage of the clean car rebate, rather than wait until 2024.

Move that the Board approve the purchase of 7 all electric vehicles as a variation to the 2023 budget at a total cost of \$425,425.00.

Moved: J. Walker. All in favour.

Move that the Board approve the parameters in principle so that we can prepare the draft budget for 2024 and present this at the next meeting.

Moved: J. Walker. All in favour.

Charter Goals and Targets

For discussion at the December meeting.

Monthly Risk and Serious Complaints Update

The Board were advised Thames South School have now agreed to host our Thames Unit and R. Winder will be travelling down to Thames to meet with the Principal and have a look at the space.

Health & Safety Report

The Board were advised the report has been updated to include the date of the incident and discussed the inclusion of the name of the person responsible for mitigation. It was agreed that the role of the person responsible, rather than the name, be included in the report and this would be reflected in the next report at the February 2024 meeting.

[Action: R. Winder to add to H & S Report position of person responsible for mitigation of incident.](#)

General Business

Applications for Tertiary Funding

The Board asked for information and a rolling report of who was applying for and receiving tertiary and PD funding, including any results, and particularly for the purposes of ensuring equity around allocation of funds across the school.

[Action: R. Winder/K. Watkins to provide information/report for February 2024 meeting.](#)

The Board discussed the approval of applications for tertiary funding and it was agreed this would be a management decision.

[Action: R. Winder to update Applications for Tertiary Funding Policy to reflect management approval.](#)

Attendance at Board meetings

The Board discussed the attendance of executive staff at Board meetings and if they were attending as staff or members of the public. Members generally felt the attendance of the executive staff was beneficial given their comprehensive knowledge of the curriculum, business management and staffing matters.

K. Watkins, A. Honey and J. Huston left the meeting at 3.18pm.

Preliminary Research Consent Request

The Board discussed the approval of a preliminary thesis research consent request from a staff member and it was agreed this would be a management decision.

Timetable Policy

The Board were advised the collective agreements have all been accepted by MOE and PPTA. The new Act requires a timetable Policy and we are in discussions with the other health schools about this as we don't work to timetables.

Meeting closed at 3.37pm

Next meeting: 7 December 2023