

**Minutes of the December 2023**  
**Northern Health School Board meeting**  
**held Thursday 7 December 2023**  
**60 Khyber Pass Road, Grafton, Auckland**

**Present:** J. Walker, J. O’Leary, G. Kelly, R. Winder, M. Campbell, S. Willis-Baker, J. Huston (late)

**Apologies:** Nil

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

Meeting commenced 9:33 am

Mihi/Whakatauki

Introduction from newly co-opted member S. Willis-Baker to the Board.

**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 Presiding Member.

**Correspondence**

Resignation letter from P. Mitchell; H. Mantell’s endorsement letter; L. Webster thank you message via J. O’Leary.

Correspondence received and accepted.

Moved: J. Walker. All in favour.

**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.

**Matter arising from last meeting**

**BoardPro and Diligent**

Board members were offered one on one training on TEAMS with T. Grieve and advised to contact R. Bourgaize (Board Sec) to organise this in the new year, if required.

**Third Deputy Principal appointment**

The board were advised there was an overwhelming number of strong internal and external applicants from which seven had been shortlisted and subsequently interviewed on the 4<sup>th</sup> and 5<sup>th</sup> of December by the appointments committee. This includes R. Winder, A. Honey, J. Melbourne with board members J. Walker and J. Huston. Reference checks are also complete and the committee will meet again this afternoon to make a final decision.

**Board Co-option**

The Board discussed the option of further co-opted or ministerial appointed members and it was agreed co-opting is the preferred method, so new Board members could be selected to ‘fill specific gaps’. The Board were advised an application had been received and there were two further applications in the pipeline.

**Principal’s Report**

**Property**

The board were advised the final agreement has been received and signed for the use of the space at Thames South School starting at the end of the school year. Minor works need to be made to the space to accommodate staff and students and both the architect and host school’s property consultant are available to assist.

*Move that the Board approve \$30,000 additional budget for initial set-up for works like installing a gate, small kitchenette, purchase of kitchen appliances and to cover cost incurred by the property consultant and architect.*

Moved: J. Walker. All in favour.

R. Winder is planning to meet with the landlord of a property along the road from the existing unit in Rotorua, early next week, to look at much needed additional space for next year. The Board were advised the Waikato South Unit have additional space available to them next year and would benefit from this if the board are happy to sign that lease.

*Move that the Board approve to extend the existing lease space at 14 Wilson Street Cambridge.*

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

*Move that the Board approve in principle to leasing further premises in Rotorua.*

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

### **Research Projects within the school**

The Board were advised the school offers staff the opportunity to conduct small research projects within the school and that for internal research we have in the past used the Victoria University Ethical Guidelines as a tool to ensure that ethical standards are met for the protection of staff and students. The Board discussed the value of research projects and will continue to encourage this and consider the bigger picture of research in the future.

The Board agreed to M. Campbell and G. Kelly working with the Executive Team.

*Move that the Board appoint two members to work with the Executive Team to review small research proposals against the Victoria University Ethical Guidelines.*

Moved: J. Walker. All in favour.

### **Principal's PGC**

The Principal clarified the structure and process of the PGC to members and advised the current cycle is under way. The Board discussed the draft NHS Principal Annual Performance Review Survey 2023 and agreed a question in relation to staff wellbeing is added.

*Move that the current contract continue until April 2024 and that the Board approve the survey for deployment in Term 1 2024, with the addition of a staff wellbeing question around question 11.*

Moved: J. Walker. All in favour.

[Action: R. Winder to add staff wellbeing question to survey](#)

### **Health, Safety & Risks**

The Board were advised NHS has engaged Harrison & Tew to review health and safety at our Khyber Pass location and hope to roll out similar reviews across the rest of the school sites during 2024.

Principal's Report received and accepted.

Moved: J. Walker. All in favour.

### **Help Conference August 2024**

The Board were briefed on the HELP conference and the value to NHS to have participants and attendees at the event. The Board discussed the risk and mitigation factors identified in the proposal.

*Move that the Board approve attendance of up to six staff at the 2024 HELP conference, with an associated budget of \$20,000, with the proviso of adding a statement regarding the risk of excessive alcohol consumption and the mitigation for that, to the proposal.*

Moved: J. Walker. All in favour.

[Action: R. Winder to add a statement regarding the risk of excessive alcohol consumption and mitigation to proposal.](#)

## **Stakeholder Survey Report**

The Principal spoke to the NHS Satisfaction Survey Results 2023 report. The Board discussed the report and agreed it was good to see an increase in staff and students working outside the home and in community spaces.

## **Charter Goals & Targets 2023**

The Board were advised a final report is still to come to the Board once NCEA data is received. Members discussed the addition of further detail to Strategic Priority 3: Adaptability, Goal 1 'Explore models that support ākonga wellbeing'. Members were advised more information will be provided at the February 2024 meeting with the Wellbeing Committee presentation, and a report back from the Principal on the 'peer group mentoring' model.

[Action: K. Watkins further detail requested for Strategic Priority 3: Adaptability, Goal 1 'Explore models that support ākonga wellbeing'.](#)

## **Community Consultation Update**

The Board discussed the survey results and agreed that given the timeframe available there had been an impressive response to this first-time community consultation, although agreed the response highlighted the need for other avenues/methods of consultation to be explored to ensure we capture all stakeholders.

[Action: Strategic Team explore other avenues/methods of consultation to ensure all stakeholders are captured.](#)

*J. Huston joined the meeting at 10.55am*

## **Financial Report**

The Board accepts the financial reports and Statement of Financial Position up to 31 October 2023.

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

## **Draft Budget for 2024**

The Board were advised we are still waiting on the MOE to advise exactly what the budget is going to be and that the draft budget presented is based on the last notice of staffing from the MOE.

The Board discussed the Draft Te Awa Budget and the Oranga Tamariki (OT)/MOE Memorandum of Understanding and the risk to staff and students now that the agreement has expired and a replacement not yet in place.

*Move that the Board approve we continue to admit new cases, as places in the Unit become available with the proviso that we:*

- a) Request information through the Section 66C provision.*
- b) OT provide an assurance statement that they have shared all relevant information needed to keep Te Awa staff and learners safe.*

Moved: J. Walker. All in favour.

## **Capital Surplus**

The Board discussed ideas on how the capital surplus could be spent. The Board agreed the use of a facilitator for discussion and brainstorm would be beneficial at the next meeting.

[Action: J. Walker to organise facilitator for discussion at February 2024 meeting.](#)

*Move that the board accept the Draft Budget 2024 including Te Awa from January to 30 June 2024.*

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

## **Ethnicity Recording**

G. Kelly talked to his report in relation to Ethnicity Descriptors for NHS. The Board discussed ethnicity reporting and recording and were advised recording of student information is governed by the school student register, ENROL and our input is required to match that of the ENROL register.

*Move that the Executive Team discuss ethnicity recording and reporting issues and report back to the next meeting with suggestions of improved ethnicity recording and reporting practices.*

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

Action: Executive Team discussion on improving ethnicity recording and reporting practices.

### **Privacy Officer Annual Report**

Privacy Officer Annual Report received and accepted.

Moved: J. Walker. All in favour.

### **Monthly Risk and Serious Complaints Update**

The Board were advised NHS has not received any of the hoax bomb threats recently made to schools. The schools that did receive these threats found the emails in their spam folders and as NHS has Network for Learning emailing filtering system in place, emails of this nature would have been filtered out. We are working with Network for Learning as to how we would be informed of a legitimate threat.

The Board queried the absence of information in the Health & Safety Update Term 4 report, from the Te Awa Unit and this will be followed up by the Principal.

Action: R. Winder confirm with Te Awa Unit there was nothing to report for Term 4.

### **Board Work Plan 2024**

The Board discussed the RHS conference proposal from Central Regional Health School to hold this on a Thursday night and Friday in August. The Board discussed unit visits for 2024 and agreed the Principal will send out some proposals for visits to members.

*Move that the Board accept the proposed work plan with the change of the February 2024 meeting to both regular and strategic.*

Moved: J. Walker. All in favour.

### **Policies**

Application for Tertiary Funding - Accepted with the modified changes as per the December Board Pack

Moved: J. Walker. All in favour.

Allocation of Management Units - Accepted

Moved: J. Walker. All in favour.

Fixed Assets – Accepted

Moved: J. Walker. All in favour.

*The Board moved into committee to discuss personnel matters at 12.42pm and A. Honey, K. Watkins and T. Grieve left the meeting.*

Moved: J. Walker. All in favour.

*The Board moved out of committee at 12.57pm and T. Grieve and A. Honey returned to the meeting.*

### **General Business**

S. Willis-Baker gave her apologies for the February 2024 meeting.

### **Board Reflections**

Board members engaged in a short discussion sharing their thoughts on Board meeting effectiveness. The Presiding Member thanked Board members and the Executive team for their continued support, dedication and contributions throughout the year.

**Meeting closed meeting 1.17pm. Next meeting 22 February 2024**