

**Minutes of the February 2024  
Northern Health School Board meeting  
held Thursday 22 February 2024  
60 Khyber Pass Road, Grafton, Auckland**

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

**Apologies:** M. Campbell, S. Willis-Baker

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

Meeting commenced 9.35am

Mihi/Whakatauki

The Board welcome new Deputy Principal B. Ratcliff to the meeting.

**Appointment of Presiding and Deputy Presiding Member**

R. Winder called for nominations for Presiding Member. J. Walker nominated J. Huston. No further nominations were received.

Move that the Board appoint J. Huston as Presiding Member

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

J. Huston declared Presiding Member.

Move that the Board accept J. Walker as nominated Deputy Presiding Member.

Moved: R. Winder, Seconded: G. Kelly. All in favour.

J. Walker declared Deputy Presiding Member.

The Principal confirmed the H.R Manager as Privacy Officer.

**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**

Move that inward correspondence is received and accepted.

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

**Minutes of the previous meeting**

Move that the Board accept the Minutes of the meeting as a true and correct record of events.

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

**Matter arising from last meeting**

**EEO Report:** R. Winder advised the Board all staff will be invited to update their personal details held by NHS. Investigation into improving ethnicity recording and reporting will occur before the next EEO report. The Board asked to be kept updated on developments.

**HELP Conference 2024 Proposal:** The Board were advised a risk and mitigation statement regarding excessive alcohol consumption has been added to the proposal.

**Board Participation in Principal’s 2023/24 appraisal:** The Board were advised a wellbeing related question has been included in the 2023/24 survey and that this will go out by the end of next week. The Board agreed they would like to have input into the survey’s development with the consultant at the March meeting.

Move that the Board have input into the development of the survey for the Principal's Appraisal.

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

### **Principal's Report**

R. Winder spoke to the Principal's Report and advised the current roll number of 1273 is an increase of 173 for the corresponding week in 2023. The board were advised in 2023 there was a steady increase in roll numbers and that NZ Maori sat around 25% and Pasifika around 5% of total students.

**Personnel:** R. Winder advised the school is currently fully staffed and our new DP, S. Harrod, will start on Monday next week.

**Health & Safety:** The Board were advised the South Auckland Unit recently experienced deliberate vehicle damage outside of regular hours, highlighting the need to improve security.

**Property:** The Principal advised we are actively looking for alternative space in Kerikeri due to a further increase in rent. The Thames Unit have moved into their new site and a draft plan for refitting the unit is in progress, along with plans for a garage including shared storage.

Move that the Board approve the provision of a garage in principle, subject to formal quotes and business case, to enable the process to progress.

Moved: R. Winder, Seconded: G. Kelly. All in favour.

Move that the Principal's Report is received and accepted.

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

### **Charter & Annual Plan 2023**

The Board thanked the Executive Team for all the work that has gone into successfully achieving the 2023 strategic goals.

Move that the Board approve the Charter & Annual Plan 2023.

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

### **Financial Report**

The Board asked questions in relation to the November to December 2023 Financial Reports. Refer Appendix A.

Move that the Board accepts the financial reports and Statement of Financial Position up to 31 December 2023.

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

### **Budget 2024**

The final budget was presented to the Board.

Refer Appendix A for questions and answers in relation to this.

The Board were advised a degree of contingency had been built into the budget, as previously determined by the Board, and the Board understand it is a difficult figure to calculate. The Board agreed to deal with large projects on a case-by-case basis for accuracy and transparency, ensuring fairness and thoroughness in decision making.

The Board noted it is a deficit budget of \$1,296,116 and that the school is in a position to manage the effect that will have on their financial reserves.

Move that the Board accept the 2024 Budget.

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

### **Phones Away for the Day Rule**

The Board were advised this is the first draft of the NHS Away for the Session Phone Rules 2024 and it had been sent to staff for consultation. The Board discussed the draft rule and were advised it would be unit specific and used with discretion due to the nature of our students. The Board agreed to revisit the draft NHS Away for the Session Phone Rules 2024 following consultation with staff, the two other health schools, and the community.

[Action: R. Winder Consultation process with staff, other RHS and community.](#)

## **Policies**

### **Memorandum of Delegations**

Move that the Board accept the Memorandum of Delegations 2024.

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

### **Policies For Review**

Board Meeting – March 2024, J. Huston and G. Kelly

Vehicle Purchase & Sale – March 2024, J. Walker and R. Winder

Allocation of Classroom Release Time – May 2024, J. O’Leary and J. Walker

Fraud and Theft Prevention – May 2024, J. Huston

## **General Business**

### **Dashboard report – Average learner days**

The Board were advised we are looking at trying to provide some consistency across the units and have already had discussions, and put in place first steps, to progress towards this goal.

*Tracey Scouller joins the meeting online at 11.15am.*

### **Hauora Presentation (B. Ratcliff, DP and T. Scouller, Unit Leader)**

The Board welcome T. Scouller to the meeting.

The Board were advised the Hauora Wellbeing Committee have been focused on supporting NHS Strategic Priority 3, Goal 1, where wellbeing is at the core of the school’s system and processes, in an advocacy role. Findings of a staff wellness survey (tool used ‘wellness dosimeter’ from Julie Steward) undertaken during term 3, 2023 were presented to the Board along with identified stressors, some of which have already been addressed. The Board were advised two research projects have been approved that will assist in developing Hauora across the school. The Board thanked T. Scouller and B. Ratcliff for the presentation.

The Board requested management come up with a plan to address the issues raised in the survey and suggested the Committee come back with the results of another survey in 12 to 18 months. The board encouraged the Hauora Committee to ask for resources and support to assist their work.

*Tracey Scouller left the meeting at 12.25pm*

[Action: Executive Team to discuss issues raised and address where necessary.](#)

## **Strategic Plan 2024**

The Board agreed to use the new format suggested by MOE for the Strategic and Annual Plan.

The Board discussed and agreed to some changes in the wording of Strategic Goal 3 and 4.

Strategic Goal 3 to read ‘Ākongā/students experience and celebrate progress in learning and improved hauora’

Strategic Goal 4 to read ‘Ākongā/students transition is planned for, supported and enabled’

Move that the board approve the strategic goals with the agreed changes in the wording of Strategic Goal 3 and 4.

Moved: J. Huston. All in favour.

*The Board move to enter public exclusion at 12.40pm and T. Grieve, K. Watkins, A. Honey, B. Ratcliff left the meeting.*

Moved: J. Huston. All in favour

*T. Grieve, K. Watkins, A. Honey, B. Ratcliff and P. Elgar (facilitator) join the meeting at 1.17pm.*

J. Huston acknowledges and thanks J. Walker for all her time and work as the previous Presiding Member.

*The Board break for lunch at 1.20pm and return at 1.40pm.*

### **Capital Surplus**

The Board welcome P. Elgar to the meeting to facilitate the discussion.

The Board discussed previously identified and new ideas for using the capital surplus and agreed this will be allocated in areas with a focus around student wellbeing. Ideas raised fit into the following categories: Student Support; Research; Professional Learning; Property; Staffing. The Board agreed a plan to half the surplus amount within a three to five year period would be explored and a process to support this would be presented by June 2024.

[Action: T/Grieve, All Board Members see Action sheet](#)

Meeting Closed at 2.39pm with a Karakia led by R. Winder.

**Next meeting: 21 March 2024**