

**Minutes of the June 2025 Northern Health School Board meeting
held Wednesday 18 June 2025
101 James Street, Whakatane**

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

Apologies: Nil

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

Members of the public: R. Sloman

Meeting commenced 2.31pm

Mihi/Whakatauki (J. Walker)

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 present and accepted by Presiding Member. J. Huston sought approval from online members R. Tuwhangai and M. Campbell to sign on their behalf.

The Minutes of the meeting held on Thursday 15 May 2025, were accepted as a true and correct record of events.

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

Matter arising from last meeting

Action point review – refer item 10 on agenda. No further matters arising.

Correspondence

Inward: Email from staff member for Secondary School Teachers Study Award

Outward: Four x support letters and three emails for Secondary School Teachers Study Award / Study Support Grant

The Board move to accept inward and outward correspondence.

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

Strategic/Annual Plan update

The board reviewed progress updates, which have been recorded in the Annual Implementation Plan 2025. The board discussed feedback from WSPD, particularly the session on trauma-informed practices, and whether teaching staff felt better equipped to manage these challenging situations.

B. Ratcliffe presented the Te Amokura Phase Two report to the board, including the actions taken based on their recommendations, which align with a prioritised board project.

The board thanked both B. Ratcliffe and Te Amokura for their work so far.

The Board move to accept the Te Amokura Phase Two report.

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

The board was presented with preliminary findings from our Data Analyst, which will undergo further assessment and investigation before being utilised for goal and strategy building.

Principal's Appraisal Cycle Update

The Board was informed that NHS has a contract with Evaluation Associates to undertake the Principals and Deputy Principals Professional Growth Cycles and was asked, at the suggestion from Evaluation Associates, to support extending this process until the end of term 3.

The Board move that the Principal and Deputy Principals Appraisal process be extended to the end of term 3, 2025.

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

Hauora Committee Update

B. Ratcliffe advised the Committee has adopted the He Pikorua framework (developed by Dr. Wayne Ngata) and that a system has been put in place, which will be rolled out to each unit and team, consisting of a series of reflective questions to continuously improve and reflect on how we are going with Hauora across the school.

The Board move to accept the Hauora Committee Update.

Moved: R. Winder, Seconded: S. Willis-Baker. All in favour.

Board Project Updates

The Board was updated with progress and developments on the approved priority projects and advised work is ongoing.

SchoolDocs Implementation

T. Grieve updated the Board on the implementation of SchoolDocs and explained the process for rollout. J. Huston requested that a reference to the NHS appendix be included in the appointment of the principal policy.

The Board move to adopt the SchoolDocs policies and procedures and that these replace the existing NHS policies.

Moved: R. Winder, Seconded: S. Willis-Baker. All in favour.

J. Huston acknowledged and thanked T. Grieve for all the work involved in implementing the SchoolDocs policies.

S. Harrod, T. Grieve, and J. O'Leary left the meeting, along with R. Sloman, at 4.00pm.

NHS Policy - Incidental Private Use of a School Vehicle by Principal

The board discussed this policy and agreed for 'Guideline e)' to remain, and for the removal of one sentence.

The board move to adopt this policy with the removal of the sentence 'This policy is consistent with the requirements of MoE Circular 2013/13 – Principal Concurrence.'

Moved: J. Walker, Seconded: S. Willis-Baker. All in favour.

General Business

Appoint Returning Officer

The Board move that Rachel Bourgaize (NHS Board Secretary) is appointed as the School's Returning Officer for the upcoming election of Staff Representative for the new Board which will occur on 10 September 2025.

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

R. Winder advised the Board he has been officially appointed as a board member for the new west Auckland school.

M. Campbell advised she has been appointed to Te Poari Kaimātai Hinengaro o Aotearoa, New Zealand Psychologist Board.

The Board move to enter public exclusion at 4.18pm and that A. Honey and B. Ratcliffe remain in the meeting.

Moved: G. Kelly, Seconded: S. Willis-Baker. All in favour.

The board move out of public exclusion at 4.42pm.

Moved: R. Winder, Seconded: S. Willis-Baker. All in favour.

Karakia (J. Walker)

Meeting closed at 4.42pm

Next meeting 7 August 2025

