

**Minutes of the February 2026
Northern Health School Board meeting
held Monday 16 February 2026
60 Khyber Pass Road, Grafton, Auckland**

Present: J. Huston (online), J. Walker (online), R. Winder, H. Terstappen, S. Willis-Baker, R. Tuwhangai

Apologies: P. Moon

Also in attendance: B. Ratcliffe, T. Grieve, S. Harrod, R. Bourgaize (Minute Taker)

Meeting commenced at 9.29am

Action

Mihi/Whakatauki (J. Walker)

J. Huston welcomed the Board to 2026 and acknowledged apologies received from P. Moon.

Conflict of Interest

Reminder to Board members of the need to declare any possible conflict of interest. None declared.
Attendance sheet for 16 February 2026 Board Meeting signed by members and accepted by Presiding Member.

Board Elections

The board secretary called for nominations for Presiding Member of the Northern Health School Board. R. Tuwhangai nominated J. Huston. No further nominations received.

Move that the Board appoint J. Huston as Presiding Member.

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

J. Huston declared Presiding Member.

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

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

J. Walker declared Deputy Presiding Member.

Minutes of the previous meeting

The Minutes of the meeting held on Thursday 4 December 2025 were accepted as a true and correct record of events.

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

Matters arising from last meeting

Action point review (*refer later agenda items*)

Board Projects: The Board discussed additional avenues that may assist NHS in supporting and strengthening engagement with Pasifika and noted the Cause Collective, Whānau Ora and the Pacific Education Minter as appropriate organisations to consider.

Correspondence

Outward: End of year message from NHS Board to staff

Inward: NZEI Te Tiriti support thank you; Thank you from NHS staff; NZEI union meeting notification

The board move to accept inward and outward correspondence.

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

Strategic/Annual Plan 2025 Summative Report

The Board acknowledged that the Annual Implementation Plan 2025 was reviewed at the last meeting and that no amendments or updates have been made since.

Board Project Update

The Board was updated with progress and developments on the approved priority projects.

Principal's Report

R. Winder summarised his report and referred to growth across the region, personnel and curriculum matters. The Board was advised of unit property developments and of discussions with the MOE regarding funding and the necessary permissions required so that planning for these projects can commence. The MOE has confirmed some funding to progress additional space and facilities at Cambridge Middle School and is assessing whether the current infrastructure will support installing a new modular classroom or relocating an existing one.

Health and Safety

The Board was advised that a legislative change regarding immunisation information collection for primary school children is no longer required and our admission form will be amended to reflect this.

Privacy Act Changes

The Board was advised of changes to the Privacy Act in relation to collecting information from third party sources, and our response to those changes.

Attendance Management Plan

The Board acknowledged the Attendance Management Plan provided in the February 2026 board pack.

Move that the board approve the Northern Health School Attendance Management Plan.

Moved: R. Winder, Seconded: R. Tuwhangai. All in favour.

Move to accept the Principals Report.

Moved: R. Winder, Seconded: R. Tuwhangai. All in favour.

Management Unit Allocation Report

The Board discussed the Management Unit Allocation Report and funding allocated for MUs. The board was advised not all MU allocations have yet been made.

Move to accept the Management Unit Allocation Report.

Moved: H. Terstappen, Seconded: S. Willis-Baker. All in favour.

Financial Statements

The Board discussed the Financial Reports and referred to the questions and answers in appendix A.

Move that the Board accepts the Financial Reports and Statement of Financial Position up to 31 December 2025.

Moved: J. Walker, Seconded: H. Terstappen. All in favour.

Budget 2026

The Board noted it is a deficit budget of \$1,655,938 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 2026 Budget.

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

Education Review Office

The Board was advised that an item has been added to the work plan to monitor progress on the recommendations in the 2025 ERO Report.

Education Employment Agreement Negotiations

The Board was advised that the NZEI collective employment agreements have not yet been finalised and negotiations are still in progress.

School Docs and NHS Specific Policies

The Board was advised the termly governance policies for Term 1, 2026 are available for review on SchoolDocs.

Memorandum of Delegations

The Board accepted the Memorandum of Delegations with a change of meeting date to 16 February 2026.

Move that the Board accept the Memorandum of Delegations 2026 with a change of date in the introduction from '19 February 2026' to '16 February 2026'.

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

Board Meeting Confirmation Dates

The Board confirmed the meeting dates for 2026 with meetings now being held on a Monday.

Privacy Officer 2026

The Principal confirmed the HR Manager, A. Holdsworth, as Privacy Officer for 2026.

Move that the Board accept A. Holdsworth as Privacy Officer for 2026.

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

Financial Assistance for Tertiary Study Guidelines

The board agreed to the suggested changes to the Financial Assistance for Tertiary Study policy.

Move to accept the NHS specific policy Financial Assistance for Tertiary Study with suggested edits.

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

NHS application form consent statement

The Board was advised that legal advice is being sought on the wording of the consent statement on the NHS application form to ensure the statement is fit for purpose, adequately mitigates compliance risks, and adheres to changes to the Privacy Act.

Board Assurances 2026 / Board Work Plan 2026

The Board discussed the SchoolDocs Board Assurances 2026 and agreed a termly checklist would be completed by the executive team, presented at the second meeting of each term and recorded in the minutes.

Code of Conduct Review

The Board reviewed the NHS Code of Conduct, for all staff and Board members, and agreed that staff should be reminded of its expectations, including its relevance outside school hours. The Board was advised this will be a priority. [Action: R. Winder](#)

[R. Winder](#)

Conflict of Interest Register

The Board was asked to update their details for the Conflict of Interest Register.

General Business

The Board was reminded to advise the Board secretary, by the end of February 2026, whether or not they are going to attend the Regional Health School Conference on 8/9 May 2026.

The Board move to enter public exclusion at 10.53 and T. Grieve, B. Ratcliffe and S. Harrod left the meeting.

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

Karakia (J. Walker)

Meeting closed at 11.29am

Next meeting: 23 March 2026