Minutes of the March 2026
Northern Health School Board meeting
held Monday 23 March 2026
60 Khyber Pass Road, Grafton, Auckland

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

Apologies: Nil

Also in attendance: B. Ratcliffe, T. Grieve, S. Harrod *(online)*, L. Syddall *(NHS Unit Leader & Curriculum Leader)*
R. Bourgaize (Minute Taker)

Meeting commenced at 9.27am

Mihi/Whakatauki (S. Willis-Baker)

J. Huston welcomed P. Moon to the NHS Board.

Conflict of Interest
Board members were reminded of the requirement to declare any actual or potential conflicts of interest. Agenda item 16 was noted as a conflict of interest for all members. The attendance sheet for the Board meeting held on 23 March 2026 was signed by members and accepted by the Presiding Member.

Minutes of the previous meeting
The minutes of the meeting held on Monday 16 February 2026 were accepted as a true and correct record.
Moved: R. Winder, Seconded: J. Walker. All in favour.

Matters arising from last meeting
Action point review – agenda item 15.1.

Correspondence
Outward: Cambridge Middle School Project Resolution 20 February 2026 - unanimous electronic consent, Motion: *That the Board approve a capital contribution to the Ministry of Education of up to $500,000 towards the Cambridge Middle School building project.*

Inward: Electronic Board Motion Cambridge Project emails; Staff Leave Application; PSC Commissioner letter; Audit Information

The Board considered staff member M. Burke's leave application and noted the support of unit leaders and the Principal.

Move that the board approve two years leave of absence for M. Burke, effective from 20 July 2026 to the beginning of Term 3, 2028. **Moved: R. Winder, Seconded: P. Moon. All in favour.**

The board move to accept inward and outward correspondence.
Moved: J. Walker, Seconded: S. Willis-Baker. All in favour.

Strategic/Annual Plan 2026 Update
The Board discussed progress recorded in the 2026 Annual Implementation Plan, including:
- ongoing work within the Te Puāwaitanga team
- next steps for community consultation and information gathering forums
- A pilot supporting the development and implementation of a goal setting framework aligned to Te Tūāpapa / He Pikorau.

R. Tuwhangai joins the meeting at 9.44am.

Business Case Project Plans
The Board discussed the business cases for the Gisborne Unit refurbishment project, the Whakatane Unit refurbishment project, and the Taranaki Unit refurbishment project.

Move that the Board approve $869,000 for the refurbishment of NHS Gisborne Unit based at Illminster Intermediate School and that this will be a donation to the MOE.

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

Move that the Board approve the Whakatane Unit refurbishment project business plan.

Moved: R. Winder, Seconded: H. Terstappen. All in favour.

Move that the Board approve $907,000 for the NHS Taranaki Unit refurbishment project business case, including the teaching space expansion (carport enclosure and incorporation of the outdoor concrete area), subject to MOE permissions.

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

Curriculum and Transition Reports 2025

J. Huston acknowledged and thanked those involved in the preparation of the 2025 Curriculum and Transition Reports.

Transition Report R. Winder advised the report now includes three years of comparative data and that next year's reporting will provide an interesting comparison with the introduction of charter schools in 2026. The Board discussed the measurement of transition success and was advised this is currently being considered from a legal perspective.

Student Progress and Achievement (Years 1-12) B. Ratcliffe and L. Syddall talked to the report. The Board noted that implementation of the refreshed NZ Curriculum Framework Te Mātaiaho impacted the consistency of student data recording and reporting during 2025.

NCEA Report S. Harrod talked to the report. The Board noted limitations in the report, including the impact of varying time on roll, individual student result numbers, and changing cohorts on the interpretation and comparability of results.

STAR Report S. Harrod talked to the report prepared by Lin Song. The Board noted improved regional access to STAR courses through increased collaboration between NHS units and approved transport arrangements, and confirmed that MoU management and tracking processes are aligned with updated NZQA STAR provider guidelines.

The Board move to accept the Curriculum Reports for 2025.

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

Draft Financial Statements for the year ended 31 December 2025

The Board discussed the draft Financial Statements for year ending 31 December 2025.

Move that the Board accept the draft Annual Financial Statements for the year ended 31 December 2025. **Moved: R. Winder, Seconded: H. Terstappen. All in favour.**

Move that the Board give permission for the Presiding Member and Principal to sign off the Annual Financial Statements for the year ended 31 December 2025 without going back to a full board.

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

S. Harrod left the meeting at 10.30am.

SchoolDocs Policy Review Term 1, 2026

Move that the Board have reviewed and approve the Policies listed on the Term 1, 2026 SchoolDocs Policies and Procedures 2025 – 2027 Review Schedule.

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

Termly Assurance check by Board

Move that the Board accept the NHS Board Assurances 2026, Term 1 checklist.

Moved: J. Huston, Seconded: J. Walker. All in favour.

Access to EDPay: Authorised User Report

Move that the Board receive confirmation from the principal that the authorised users of EDPay are currently employed by the school. **Moved: J. Walker, Seconded: R. Tuwhangai. All in favour.**

NHS Code of Conduct

The Board was advised that all staff have been reminded of their obligations under the NHS Code of Conduct.

Annual Review of Board Fees
The Board reviewed the current fee structure and guidelines.

Move that the current board member fees per meeting (full meeting, special meeting, committee meeting, full day strategic planning meetings, and full day/overnight unit visit/s combined with full board meetings) remain unchanged. **Moved: J. Huston, Seconded: R. Winder. All in favour.**

Move that in the list of meeting type categories there be enhanced clarity of full day/overnight unit visit(s) combined with full board meetings. This is to also include interview panel meetings, but not obligatory/voluntary board representation at blessings and openings when there is no meeting.
Moved: J. Huston, Seconded: H. Terstappen. All in favour.

Move that board meeting fees be next reviewed at the final meeting of this 2025-2028 board with the view that such reviews become triennial thereafter.
Moved: J. Huston, Seconded: J. Walker. All in favour.

General Business
Board Members attending the Regional Health School Board Conference were asked to advise of any specific flight requirements.

The Board discussed the rising cost of fuel and its potential impact on staff and students, and agreed to continue matching the current IRD mileage reimbursement rates. Staff will be advised that this situation is being closely monitored, that mileage claims will be processed more frequently, and reminded of the option to apply for NHS funded transport for students. The Board acknowledged that, given the uncertain nature of the situation, urgent requests from the Executive Team may arise.

The Board was advised that five staff members from one NHS unit recently discovered their identity had been misused back in 2023/2024, for the purpose of obtaining credit. Investigations found no evidence of any compromise of NHS systems or data, and staff have been reminded of information and documentation protection processes.

R. Winder advised the Board of a conflict of interest involving a close family member employed by a company contracted by NHS. The Board was advised that decision making in relation to this contract was delegated to the Deputy Principals and Deputy Presiding Member, and that the MoU between the contractor and NHS was signed by the Presiding Member.

The Board was advised that the MOE has not yet signed the Auckland West unit lease and that due to this two additional months' rent was requested.

The board move to approve two further months of lease payments for the West Auckland unit.
Moved: R. Winder, Seconded: J. Walker. All in favour.

The Board discussed unit visits for 2026 and the possibility of incorporating the June Board meeting with one or more unit visits. A proposed itinerary will be provided.

The Board move to enter public exclusion at 11.50am and T. Grieve and B. Ratcliffe left the meeting.
Moved: J. Walker, Seconded: S. Willis-Baker. All in favour.

The Board move out of public exclusion at 12.02pm.

Karakia (S. Willis-Baker)
Meeting closed at *12.05pm*