

**Minutes of the March 2024
Northern Health School Board meeting
held Thursday 21 March 2024
60 Khyber Pass Road, Grafton, Auckland**

Present: J. Huston, J. Walker, J. O’Leary, R. Winder, G. Kelly, S. Willis-Baker, R. Tuwhangai

Apologies: M. Campbell

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

Meeting commenced 9.27am

Mihi/Whakatauki

The Board welcome new Deputy Principal S. Harrod to the meeting.

Conflict of Interest

Reminder to Board members of the need to declare any possible conflict of interest and item 14 on the agenda was acknowledged. Attendance sheet signed by all board members and accepted by Presiding Member.

The Board welcome P. Manson, Evaluation Associates, to the meeting for information and discussion around item 5 on the agenda, Principal’s Appraisal.

The Board move to enter public exclusion to discuss personnel matters at 9.28am and R. Winder, T. Grieve, B. Ratcliff, A. Honey, S. Harrod and R. Bourgaize left the meeting.

Moved: J. Huston. All in favour.

R. Winder, T. Grieve, B. Ratcliff, A. Honey, S. Harrod and R. Bourgaize rejoin the meeting along with R. Tuwhangai at 10.22am.

The Board welcome R. Tuwhangai to the meeting.

Board Member Co-option

The Board offer R. Tuwhangai a co-opted position on the NHS Board with a term of appointment until the end of April 2027. R. Tuwhangai accepts the position.

Move that the Board accept R. Tuwhangai as a new co-opted member.

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

Move that the term of appointment for this co-option will be until the end of April 2027.

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

The Board offer S. Willis-Baker (co-opted member) an extension to the term of her appointment until the end of April 2027. S. Willis-Baker accepts the extension.

Move that the Board extend the term of appointment for S. Willis-Baker until the end of April 2027.

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

Correspondence - Nil

Minutes of the previous meeting

The Board move to accept the Minutes of the meeting as a true and correct record of events with the following change:

Page 1 'Matters arising from last meeting', EEO Report: replace '*practices*' with '*reporting*'.

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

Matter arising from last meeting

Capital Surplus: Deferred.

Strategic Progress

The Board were advised the Strategic Plan 2024 – 2025 was lodged with the MOE within the required timeframe and that discussions have already started with unit leaders regarding the practical implementation of this plan. Unit leaders will now gather feedback and input from their teams on how this could be carried out.

The Board discussed Ako Whakatere, our second key focus, and whether the wording in the two identified approaches adequately captures models of engagement and all that it encompasses.

[Action: R. Winder/Strategic Leadership Team to review annual plan to assess how engagement models align with Ako Whakatere](#)

Principal's Report on Health & Safety and Monthly risk/serious complaint updates

The Board were informed of an unexpected fire alarm activation at the Tauranga unit yesterday afternoon resulting in the completion of a fire alarm practice.

The Board were advised ongoing assessment is in progress regarding the need for improved security at several units, with a particular focus on vehicle security.

Confirmation of appointments to Deputy Principal

The full Board confirmed their approval of the appointment of B. Ratcliff to the position of Deputy Principal.

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

The full Board confirmed their approval of the appointment of S. Harrod to the position of Deputy Principal.

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

Draft Annual Report/Financial Statements 2023

Move that the Board accept the draft annual report/financial statements 2023.

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

Move that the Board give permission for the Presiding Member and Principal to sign off the final financial statements 2023 without going back to a full board.

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

Annual Review of Board Fees

The Board agreed to keep fees as they are and review again in March 2025.

Move that the Board maintain the current fee structure and guidelines until the next scheduled review in March 2025.

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

Phones away for the day consultation and draft NHS Away for the Session Phone Rules 2024

The Board discussed the community and staff consultation survey results that were presented in the March meeting board pack. The Board acknowledges the 'away for the day' wording doesn't fit with how the school operates and agreed to the wording 'away for the session'. The Board agreed unit leaders could exercise discretion around the rule in exceptional cases, as required.

Move that the Board adopt the NHS Away for the Session Phone Rules 2024.

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

The Board move that unit leaders have the authority to exercise discretion in exceptional cases.

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

Policies

Board Meeting - accepted

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

Vehicle Purchase and Sale - accepted **Moved: R. Winder, Seconded: J. Walker. All in favour.**

Te Awa Contract Update

Jason Swann, MOE, Director of Education for Tāmaki Herenga Manawa and Clinton Rowe, MOE, Auckland North and West Service Manager join the meeting online at 11.00am.

Board members introduce themselves and welcome J. Swann and C. Rowe to the meeting.

The Board were advised an MOE review of the Te Kahu Tōi - Te Awa Unit Contract Renewal 2024 documents would be necessary before negotiations commence and this was expected to start next week, with a timeframe of completion anticipated before the next Board meeting in May.

J. Swann and C. Rowe left the meeting at 11.25am.

The Board discussed the urgency of the contract negotiation and associated risks to NHS given the contract ends on 30 June 2024. The Board agreed the inclusion of a commitment to provide a new site, fit for purpose, in the contract is essential.

Move that the board require a fiscally neutral satisfactory contract by the 16 May meeting.

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

Move that the Board require a commitment to provide a suitable new site by the 16 May meeting.

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

K. Watkins joins the meeting in person and S. Petersen joins the meeting online at 12.07pm.

Curriculum/STAR Reporting

The Board welcome S. Petersen to the meeting and express thanks to A. Honey and S. Petersen for all their work in preparing the Curriculum Reporting 2023 document which includes STAR and transition reports. A. Honey thanked the board for the opportunity to collaborate with Evaluation Associates, resulting in the current data status. S. Petersen presented a summary of the NCEA report and A. Honey presented a summary on the reporting for year 1 to 10. The Board discussed the reported results with a particular interest in why Māori are choosing to do more unit standards than achievement standards, and the possible reasons for this. The Board discussed the need for consistency in how data is recorded.

The Board move that the NHS adopt a consistent method of recording the ethnicity of students and staff into 5 categories: NZ European/other European, Māori, Pasifika, Asian and other ethnicities.

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

Move that the Board adopt a plan for improved participation and learning outcomes for students of Pasifika.

Moved: G. Kelly, Seconded: R. Tuwhangai.

The Board proposed an amendment to the motion to include Māori students.

Moved: R. Tuwhangai, Seconded: S. Willis-Baker.

Move that the Board adopt a plan for improved participation and learning outcomes for students of Pasifika and Māori students.

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

[Action: Strategic Leadership Team to develop a plan for improved participation and learning outcomes for Pasifika and Māori students.](#)

Ethics sub committee

The Board agreed the Ethics Committee would review the four research proposals presented by staff members and look at drafting a research policy. J. Walker agreed to stand in for M. Campbell on the Ethics Committee at this time.

Board Acknowledgement of K. Watkins (Deputy Principal)

The Board acknowledge K. Watkins, who is retiring from her Deputy Principal role at the end of Term 1 and thank her for her hard work and dedication over many years with NHS. The Board wish her all the very best for her future endeavours.

General Business

Board members were reminded of training available through NZSTA. Online TEAMS training will be organised for later next week.

[Action: T. Grieve TEAMS training](#)

Access to EdPay – The Authorised User Report

Move that the Board received confirmation from the principal that the authorised users of EdPay are currently employed by the school.

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

Regional Health School Conference dates confirmed for 22 – 23 August 2024, in Wellington.

Unit Visit

Plan to be formulated and implemented for unit visits in conjunction with the next board meeting.

[Action: R. Winder/T. Greive/R. Bourgaize](#)

Meeting closed at 2.00pm

Next meeting 16 May 2024