

Minutes of the 17 May 2024
Northern Health School Board meeting
181 Walters Road, Takanini, Auckland

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

Apologies: Nil

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

Meeting commenced 10.15 am

Mihi/Whakatauki Susan Willis-Baker

South Auckland Unit Visit 10.15am – 11.40am. Board members meet with staff, ākongā, whānau, and other stakeholders in the South Auckland community.

R. Tuwhangai joins the meeting at 11.50am.

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 the Presiding Member.

Minutes of the previous meeting

The Minutes of the meeting were accepted as a true and correct record of events.

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

Matter arising from last meeting

Action points covered in later agenda items, no further matters arising.

Correspondence - Nil

Principal’s Report

R. Winder talked to the report. The Board discussed the latest dashboard report indicating lower numbers of Māori and Pasifika students in Auckland units compared to some other units, and how census data may help pinpoint areas of low representation with the possibility of indicating where to initiate strategic action.

The Board acknowledged Deputy Principal K. Watkins whose farewell at the end of Term 1 was testament to the strength of the relationship she had with units in the school.

The Board is advised of two sabbatical applications and one study award application from staff that will be funded by the MOE if successful.

Move that the Board support two sabbatical applications and one study award application.

Moved: R. Winder, Seconded: M. Campbell. All in favour.

How engagement models align with Ako Whakatere: The Board discussed and agreed consultation is required and asked for regular updates to be provided along with a time frame at the June meeting. [Action: R. Tuwhangai to provide a list of mandated Iwi Trust Board contacts who could speak on behalf of iwi](#)

[Action: R. Winder to provide a time frame](#)

Curriculum/NCEA plan for improved engagement: The Board is advised research is underway looking at patterns of NHS ākongā engagement over time.

Governments proposed initiative for reporting attendance: The Board discussed how health schools fit into this.

Policy Assurance: The Board is advised school policies are being adhered to and discussed the possible use of School Docs in relation to policies.

[Action: T. Grieve to report at next meeting with a proposal including costs and time frames](#)

Property update Thames: The Board is updated on the current status of works at the Thames unit, and garage project.

Move that the Board approve \$20,000 for architect and associated fees for the unit fit out and up to \$200,000 for garage and vehicle charging provision, as per the quotations provided in the May 2024 Board Pack.

Moved: R. Winder, Seconded: M. Campbell. All in favour.

The Board is advised of the intention to incorporate te reo Māori naming protocols for school leaders.

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

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

Principal's professional growth cycle agreement set for period April 2024 to March 2025.

The Board is updated on progress.

Report against annual plan. The annual plan was presented to the Board and members informed progress is on track. The Board agreed to a change of wording for Strategic Goal number 5 to 'Community and NHS whānau / family engagement and consultation is extended to inform local curriculum, Individual Learning Plans and enhance relationships with tangata whenua and local communities'.

The Board requested an updated report against the plan at each board meeting and for this be indicated on the Board Work Plan.

The Board thanked the Executive and Strategic Teams for their work on the annual plan.

Financial Report

The Board asked questions in relation to the January 2024 to March 2024 Financial Reports and Statement of Financial Position. Refer Appendix A, Question & Answer numbers 1 to 4.

Move that the Board approve \$6000 for Principal Professional Coaching and Wellbeing Support received in September 2023 and not spent in 2023 financial year, is to be spent in 2024 as it's not included in current year's budget.

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

Move that the Board approve an additional \$40,000 approximately to be incurred from April for Te Awa unit in relation to a contract hiring a temporary manager due to A. Ryan's absence for medical and annual leave.

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

Move that the Board accepts the financial reports and Statement of Financial Position up to 31 March 2024.

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

Move that the Board accepts the Budgeted Statement of Financial Position and Cashflows.

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

The Board thanked D. Jeremic for her work on the Financial Reports.

The Board move to enter public exclusion at 1.36pm and B. Ratcliff and S. Harrod leave the meeting.

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

The Board move that T. Grieve (Business Manager) and R. Bourgaize (Minute Taker) remain in the meeting.

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

The Board move out of public exclusion at 2.28pm and B. Ratcliff, S. Harrod, R. Winder and T. Grieve rejoin the meeting.

Sign off audited accounts and annual report

The Board is advised the audited accounts and annual report have not yet been received back from the auditors.

Capital Surplus

The Board is reminded this will be discussed in the June meeting.

Ethics Committee recommendations for research proposals

The Ethics Committee (J. Walker, G. Kelly) updated Board members regarding the four research proposals presented by staff members, of which one has currently been accepted. Board member opinions were expressing the view that for future research proposals greater priority should be given to proposals focusing on student learning and well-being.

[Action: Ethics Committee to present a draft research proposal application/process along with a policy at the August meeting.](#)

Policies

Classroom Release Time Allocation - accepted

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

Fraud and Theft Prevention - accepted

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

Complaints - accepted with the indicated changes in the May 2024 board pack.

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

Bullying (New Policy Draft)

Move that the Board approve the draft Bullying policy for wider consultation with NHS employees.

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

Policies for review in August

Appointments - J. Huston/J. Walker along with A. Holdsworth (HR Manager)

Online Safety - R. Winder along with T. Grieve (Business Manager)

Wellness reflections and support

G. Kelly presented, alongside J. O'Leary, their reflections and support on Hauora Committee findings from the February 2024 meeting with the recommendation for more response, and resource for the intrinsic/people solution. The Board is advised the Hauora Committee will share their plan to address highlighted issues at the June meeting.

General Business

The Board agreed to add the EdPay Authorised User Report to the Work Plan.

The Board agreed Te Whakarōputanga Kaitiaki Kura o Aotearoa membership (formally NZSTA) be added to Work Plan for November.

The Board agreed J. Walker would serve as the delegate at the Te Whakarōputanga Kaitiaki Kura o Aotearoa AGM in June 2024.

Karakia; end of meeting Susan Willis-Baker

Meeting closed at 3.06 pm

Next meeting 20 June 2024