

**Minutes of the August 2024  
Northern Health School Board meeting  
held Thursday 15 August 2024  
60 Khyber Pass Road, Grafton, Auckland**

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

**Apologies:**

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

Meeting commenced 9.30am

**NHS Central and West Auckland Unit Visit**

Board members meet with staff, ākongā, whānau, and other stakeholders in the Auckland Central and West community.

*M. Campbell joined the meeting online at 10.39am*

*G. Kelly joined the meeting online at 10.45am*

**Mihi/Whakatauki** (J. O’Leary)

**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 Presiding Member.

**Minutes of the previous meeting**

The Minutes of the meeting held on Thursday 20 June 2024, were accepted as a true and correct record of events. **Moved: J. O’Leary, Seconded: S. Willis-Baker. All in favour.**

The Minutes of the special general meeting held on 15 July 2024, were accepted as a true and correct record of events. **Moved: J. O’Leary, Seconded: J. Huston. All in favour.**

**Matter arising from last meeting**

Action points covered in later agenda items.

**Correspondence**

The Board move to accept inward correspondence.

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

The Board move to enter public exclusion at 10.46am, A. Honey and B. Ratcliff left the meeting.

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

The Board move out of public exclusion at 11.18am, A. Honey and B. Ratcliff re-join the meeting

**Te Kahu Tōi-Te Awa Unit contract (current contract expired 30 June 2024)**

The board resolved to, pending legal advice, sign an amendment to the contract including the termination clause and subsequently, formally notify the MOE of the closure of Te Kahu Tōi-Te Awa Unit on 31 December 2024.

## **Principal's Report**

R. Winder talked to the Report updating members with regard to current staffing numbers, challenges and roll number predictions for the end of 2024. The board requested updated census ethnicity data be included in future dashboard reports.

The board was updated on property matters around the region and invited to a blessing of the new rental space in Kerikeri to be held on Monday 19 August.

**STCA** The board discussed changes to the agreement around non-contact time and were informed a draft procedure covering the issue and aiming to clarify its implications for staff in our unique situation, has been prepared.

**Te Amokura Proposal** The Board discussed the proposal from Te Amokura Consultants and agreed to the value of implementing this.

**Principal and DP Professional Growth Cycles** The Board requested an investigation into the DP roles to highlight the importance of their responsibilities and tasks. The Board recommended considering professional supervision as a standard practice, particularly for the Executive Team, with the possibility of extending this to all leaders.

[Action: Executive Team investigate DP roles/supervision](#)

Move that the Board accept the Principal's Report

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

## **Financial Report**

The board discussed the questions/answers in Appendix A.

The board move that the school's investments be deposited in more than one of the five trading banks: ASB, Westpac, BNZ, ANZ, Kiwibank.

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

Move that the Board accepts the financial reports and Statement of Financial Position up to 30 June 2024.

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

The Board requested termly updates regarding utilising the capital surplus and agreed to add it to the work plan. Additionally, the Board requested the work plan be reviewed and updated as required.

[Action: R. Winder update work plan 2024/2025](#)

## **Term 2 monthly health and safety reports**

The Board discussed the report and were informed that procedures for supporting staff in difficult circumstances are firmly in place and followed as incidents occur.

## **Risk register review**

The Board agreed that the risk register is relevant and fit for purpose, and was informed about a disaster planning document that is currently being updated by all units.

## **Ethics Committee**

The Board discussed ideas presented by the Ethics Committee (J. Walker, G. Kelly, M. Campbell and B. Ratcliff, DP) regarding a draft research funding process, including expectations and impact, as well as the possibility of investigating options for a research specific coordinator. The board agreed all research would need to 'link' to strategic goals, and a committee would accept/decline proposals, reporting to the full Board.

The Board move that the Ethics Committee (J. Walker, G. Kelly, M. Campbell and B. Ratcliff, DP) create a policy, procedure and application form to bring to the board next meeting so things can be in place in time for those that are interested.

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

[Action: Ethics Committee create policy/procedure/form](#)

The Board move that the Executive Team investigate research coordinator/leader/manager options, and report back to the next meeting.

**Moved: G. Kelly, Seconded: R. Tuwhangai. All in favour.**

**Action: Executive Team investigate possible research coordinator options**

The Board discussed a letter from a staff member detailing their personal experience with the process of applying for NHS research funding. The Board acknowledged, and was grateful, the experience had been brought to their attention, and are in the process of developing policy and procedures to streamline this process.

**Action: J. Walker to respond to the staff member**

*The Board break for lunch at 1.00pm and return to the meeting at 1.30pm.*

### **Hauora Wellbeing**

B. Ratcliff updated the Board on steps that had been taken to address issues raised in the staff wellness survey (2023), which included consultation with staff at Southern Regional Health School relating to their model of supervision and a ‘whole school’ assembly at the beginning of Term 2.

### **Policies**

The Board agreed the Appendix to the Appointments Policy will be reviewed and presented at the next meeting.

Move that the Board accept the Appointments Policy

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

Move that the Board accept the Tiriti o Waitangi Policy

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

### **General Business**

#### **2025 School Term Dates**

Move that the Board accept the term dates presented for 2025.

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

*J. Walker left the meeting at 2.14pm*

### **Study Support Grants**

The Board agreed to support applications for the Secondary Teachers Study Award Grant for Abbey Howard and Katrina Bungard.

### **RHS Conference**

The Board discussed questions for Minister of Education, Erica Stanford.

**Karakia (J. O’Leary)**

**Meeting closed at: 2.20 pm**

**Next meeting 19 September 2024**