

**Minutes of the September 2024
Northern Health School Board meeting
held Thursday 19 September 2024
60 Khyber Pass Road, Grafton, Auckland**

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

Apologies: Nil

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

Meeting commenced 9.30am

Mihi/Whakatauki (R. Tuwhangai)

The Board expressed their condolences on the passing of Helen Mantell, Principal of Southern Regional Health School. Members were informed that the NHS has offered their support and assistance to the school during this time.

The Board was advised K. Watkins (former Deputy Principal, NHS) passed on her thanks for supporting her to attend the memorial service for Helen, in Christchurch.

The Board also acknowledged and expressed their condolences on the recent passing of a member’s mother.

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 15 August 2024, were accepted as a true and correct record of events.

Moved: J. O’Leary, Seconded: S. Willis-Baker. All in favour.

Correspondence

The Board acknowledged the receipt of a letter from The National Science-Technology Roadshow Trust and agreed to pass this on to the executive team.

Matter arising from last meeting

Action points covered in later agenda items.

Review strategic plan

The Board was updated with the latest progress made by the Strategic Leadership Team, and advised there has been some interesting challenges, mainly due to a lot of change.

Board members were advised the final CAA assessment event for 2024 has taken place and that this went very smoothly. R. Winder acknowledged the team who made this possible.

The Board was advised of progress made so far with Te Amokura.

The Board was advised that the development of a model for engagement, and mechanism for testing, for NHS ākongā is underway.

Risk management and serious complaints

The Board were advised there was nothing to report.

Monthly risk/serious complaints updates

The Board were advised of the involvement of a Te Awa student who had recently been involved in criminal activity outside of NHS hours and that the Principal had informed the Presiding Member about this.

Principal and Deputy Principal professional growth cycles / Principal's appraisal

The Board was advised this is underway and progressing well.

Capital surplus focus: progress, termly update

R. Winder talked to a document tabled regarding property updates and capital spending. The Board was advised that the MOE has been spoken to regarding these property issues and that they are investigating options for us.

The Board was advised of ball-park costings for several units in relation to fit out work, architects and foreseeable rental costs.

The Board move to approve additional budget expenditure in the 2024 budget of up to \$70,000 for Kerikeri, \$65,000 for Thames, \$30,000 for Whakatane, \$15,000 for Taupo, \$20,000 for Auckland North and \$20,000 for Auckland West.

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

Ethics Committee / research

J. Huston acknowledged and thanked the committee for their work so far.

G. Kelly and J. Walker presented the draft Research Policy and proposed two-step project proposal application to the Board. The Board agreed this be revised according to discussions and presented at the next board meeting for approval.

The Board discussed the investigation of a research coordinator / leader / manager.

Move that the board allocate an annual sum of \$100,000 from capital surplus funds to engage a research coordinator / leader / manager for 2025.

Moved: G. Kelly, Seconded: Nil

Outcome: The motion was not seconded and therefore did not proceed.

The Board was advised the Executive Team have started discussions around what this would look like, and come back to the next board meeting with a proposal.

Meeting Dates 2025

The board approved the proposed meeting dates for 2025.

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

Policies

Appendix to Appointments Policy (approved August 2024) accepted.

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

Policy reviews for November 2024 meeting
Financial Management - R. Winder and R. Tuwhangai
Sensitive Expenditure - J. Walker and S. Willis-Baker

School Docs implementation

The board was updated on the progress of implementation of school docs.

Changes to school board objectives and NELP provisions

The board discussed the proposed changes and it was agreed there would be no board response.

School board triennial elections 17 Sept 2025

The Board was advised of the election date.

Reflections on conferences (Transition Report 2023)

The Board reviewed the Regional Health School Board Conference held in Wellington in August 2024 and acknowledged the proceeding presentation of the Transition Report for 2023.

J. Walker and J. Huston reviewed the NZSBA Annual Conference held in Wellington in June 2024.

NHS PPTA branch letter regarding charter schools

The board acknowledged and discussed a letter from the NHS PPTA received in correspondence at the August 2024 meeting. It was agreed there would be no board response.

Access to EdPay – 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: J. Huston, Seconded: J. Walker. All in favour.

General business

The Board was advised ASB requires Board approved authorised signatories on all accounts.

The Board move to approve John Leslie Herbert Huston (Presiding Member), Richard Henry Winder (Principal) and Debbie Eunkyong Jeremic (Accountant) as authorised signatories on all ASB accounts.

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

The Board move to enter public exclusion at 11.47am and T. Grieve, S. Harrod, B. Ratcliff and A. Honey left the meeting.

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

The Board move out of public exclusion at 12.01pm.

Karakia; end of meeting R. Tuwhangai

Meeting closed at: 12.02pm
Next meeting 7 November 2024