

**Minutes of the December 2024  
Northern Health School Board meeting  
held Thursday 5 December 2024  
60 Khyber Pass Road, Grafton, Auckland**

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

**Apologies:** R. Tuwhangai, S. Willis-Baker

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

Meeting commenced at 9.31am

**Mihi/Whakatauki** (J. Walker)

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

**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 7 November 2024, were accepted as a true and correct record of events.

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

**Matter arising from last meeting**

Action point review (*refer agenda items 6, 8, 11, 13, 19*)

G. Kelly queried Action Point line 5 from the November 2024 meeting minutes: Assess how engagement models align with Ako Whakatare, and the related action point. The Board were advised this action point came from the 17 May 2024 meeting and discussions around consultation.

**Correspondence**

Outward - Letter of appreciation to Professor Angus Macfarlane.

The Board acknowledged and expressed their condolences on the recent passing of the Professor.

The Board move to accept outward correspondence.

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

**Strategic / annual plan update**

R. Winder provided an update on the latest progress made by the Strategic Leadership Team and commended the curriculum team for their significant efforts and contributions amidst ongoing changes. The Board was advised that Te Amokura has made significant progress with community consultations. The Board was advised development of the measure of engagement tool continues.

**Principal’s Report**

The Board was advised the roll has continued to rise during Term 4 and sits today at 1826.

**Census Data** The Board was advised that a process will be developed to identify the catchment area for each unit, and determine ethnicity counts for two age groups.

**Dashboard Report** The Board discussed the average learner days on the report and queried the reason for higher numbers in two units and were advised this is often to do with the availability of medical support and specialist services in those areas. The Board requested more information in relation to this be provided at the next meeting.

[Action: R. Winder provide further information on higher average learner days in some units at next meeting](#)

**Tertiary Study Financial Support** The Board was informed that six applications for 2025 have been approved, all of which comply with the Board's policy guidelines, totalling \$25,680.84.

**Secondary Teachers Collective Agreement (STCA) Changes** The Board was advised that the process has been positive and has provided a valuable opportunity to review our practices and develop our own guidelines.

**Professional Growth Cycle** The Board was advised that there is a robust process in place for the teacher PGC, and all required staff have been supported through the process to the final report stage.

**Board Policy Compliance** The Board was advised that any changes to policies have been communicated to all staff, and no policy breaches have occurred during 2024 to our knowledge.

**Property Updates** The Board was updated on the building status for the Thames, Taupo, Whakatane and Taranaki Units, as well as the new space for Gisborne and potentially Auckland West. The Board was advised we are working with the MOE on property projects.

**Board Project Updates** The Board was advised of progress to date which included the support of two community projects, one being a special taonga painted on a large wall outside the Northland unit.

R. Winder acknowledged all staff for their hard work this year amidst significant change and uncertainty.

Move that the Board thank the Principal and Executive Team for their leadership of the School as well as support and guidance for the Board. The Board would like to thank all staff for their hard work and important focus on the teaching, learning and support of our ākonga, their whānau and community.

**Moved: M. Campbell, Seconded: J. Walker. All in favour.**

Move that the Board accept the Principal's Report.

**Moved: J. Walker, Seconded: M. Campbell. All in favour.**

### **Stakeholder Surveys Report**

The board agreed responses were generally very positive and inquired if more Māori and Pasifika voices are represented in this year's results. R. Winder advised that to obtain this information data would need a further breakdown. The Board agreed on the importance of reporting this aspect.

[Action: R. Winder advise if more Māori and Pasifika voices are represented in 2024 survey compared to prior survey.](#)

Move that the Board accept the Stakeholder Surveys Report.

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

### **Privacy Officer Annual Report**

The Board discussed the Privacy Officer Annual Report.

Move that the Board accept the Privacy Officer Annual Report.

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

### **Unit support / wellbeing budget guidelines**

T. Grieve presented the guidelines to the board for their information.

### **Financial Reports**

The Board asked questions in relation to the July 2024 to October 2024 financial reports and Statement of Financial Position. Refer Appendix A.

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

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

### **Draft Budget 2025**

The Board discussed the Draft Budget for 2025.

Move that the Board accept in principle the Draft Budget for 2025.

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

### **School Docs implementation progress update**

The Board discussed and agreed that the Executive Team will review the draft School Docs policies website and then present this to the Board for final approval.

[Action: Executive Team review draft website with the aim of presenting this at the February 2025 meeting.](#)

### **Board Project Ideas Summary**

G. Kelly talked to the summary document he presented to the Board. The Board discussed and agreed that the Board Project Ideas Summary be submitted to the Executive Team for review, addition, and prioritisation, and to communicate back to the Board the reasons for any ideas deemed unsuitable.

[Action: Executive Team review, add to and prioritise Board Project Ideas Summary and prepare an overview report for presentation at the March 2025 meeting.](#)

Move that the Executive Team take away the project ideas and work up a report to present at the March 2025 meeting.

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

### **Policies for approval**

STAR Funding -

Move to add the suggested sentence, as indicated in the December 2024 Board pack, to the 'Rationale' section of the policy.

**Moved: G. Kelly, Seconded: M. Campbell.  
Votes For: 3, Against: 3. Tied Vote.**

Move that the policy is accepted without the suggested addition.

**Moved: J. Huston, Seconded: R. Winder.  
Votes For: 5, Abstain: 1 (G. Kelly) Motion carried.**

Discretionary Leave - accepted

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

Protected Disclosures - accepted

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

Allocation of Management Units - accepted

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

Fixed Assets - accepted

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

### **Policies for review (February meeting)**

Memorandum of Delegations (*J. Huston/J. Walker*)

Staff and Board Travel and Accommodation (*R. Winder/M. Campbell*)

### **Te Whakarōputanga Kaitiaki Kura o Aotearoa (NZSBA) membership renewal**

The Board move to continue membership with Te Whakarōputanga Kaitiaki Kura o Aotearoa (NZSBA) in 2025.

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

### **Tapasā Cultural Competency Framework**

G. Kelly addressed the Board regarding the introduction of a Pasifika education plan. The Board was advised discussions have begun with staff and that consultation with the Pasifika community would be required to develop a plan.

Move that the board propose a board project to improve / strengthen unit relationships with Pasifika, whānau and community partners.

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

**Annual board self-review survey**

The Board discussed the self-review survey, which had been completed by most members.

Move to enter public exclusion at 12.23pm.

**Moved: M. Campbell, Seconded: J. O’Leary.  
Votes For: 5, Against: 1. Motion carried.**

*T. Grieve, B. Ratcliff, A. Honey and S. Harrod left the meeting.*

The Board move out of public exclusion at 12.53pm.

**General business**

Move that the Board approve the leave request from A. Davidson for 2026.

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

**Karakia (J. Walker)**

**Meeting Closed 12.55pm**

**Next meeting 20 February 2025**