

**Minutes of the November 2024
Northern Health School Board meeting
held Thursday 7 November 2024
60 Khyber Pass Road, Grafton, Auckland**

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

Apologies: S. Willis-Baker

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

Meeting commenced at: 9.29am

Mihi/Whakatauki (G. Kelly)

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 19 September 2024 were accepted as a true and correct record of events.

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

Matter arising from last meeting

Action point review (*refer agenda items 11, 12, 16*)

Correspondence

- Email from PPTA
- Letter to MOE regarding Taupo Unit satellite

The Board move to accept inward and outward correspondence.

Moved: G. Kelly, Seconded: R. Winder. All in favour.

Strategic/Annual Plan update

The Board received an update on the latest progress made by the Strategic Leadership Team and conveyed their appreciation to the team for providing this information at each meeting. The Board expressed their satisfaction with the development, presentation, and clear indications of progress.

T. Grieve left the meeting at 10.00am.

Risk management and serious complaints / Health and Safety Report

The Board discussed the Health & Safety report and the traumatic incident response policy. The Board discussed and agreed to changes to Health and Safety reporting.

The Board move that the Health and Safety Report be removed from the board pack, and subsequently placed in public exclusion.

Moved: R. Tuwhangai, Seconded: R. Winder. All in favour.

EEO and Teacher Registration Report

R. Winder talked to the report and advised Board members all current teachers are registered and that the school continues in its endeavour to attract Māori teachers with the ability to speak Te Reo Māori and/or have local iwi connections.

Board work plan for 2025

The Board discussed the draft Board Work Plan for 2025 and agreed to change line #10 to: 'Financial reports (*and Board Project update*)' and, to move the date on line #14 to September, and line #15 to June.

The Board move to accept the Board Work Plan for 2025 with the amendments indicated.

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

Budget Parameters for 2025

The Board reviewed the budget parameters for 2025 and approved the areas identified, with the addition of 'student support' as a focus for development.

The Board move to approve the budget parameters for 2025 in principle with the addition of student support so the draft budget for 2025 can be prepared and presented at the next meeting.

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

The Board discussed the HOPE Conference Business Case 2025.

The Board move to approve in principle up to 5 people to attend the HOPE Conference 2025.

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

The Board took a short break at 10.50am to 11.05am. A. Honey joined the meeting.

Hauora Committee Update

B. Ratcliff updated the Board on the progress of the Hauora Committee and the proposal for 2025. The Board acknowledged the proposal and expressed their continued support.

[Action: R. Winder Develop and distribute guidelines on permissible expenditures for wellbeing budgets across all units.](#)

The Board move to support the Hauora Committee's proposals in principle and ask the Executive Team to include costings relating to this in the draft budget for 2025.

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

[Action: Executive Team Costings for Hauora Committee proposals for 2025 to be included in the draft budget for 2025.](#)

The Board discussed a governance 'executive decision' made by the Presiding Member, Deputy Presiding Member and Principal on 25 September 2024. The decision pertained to the urgent need for NHS approval to contribute towards construction costs of a new satellite at Taupo Intermediate, as quotes exceed the budget allocated by the MOE, to allow the project to progress.

The Board move to approve in retrospect the decision to grant up to \$250,000 for the Taupo satellite unit.

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

Board Projects

G. Kelly presented the discussion document prepared by himself and J. O'Leary, acknowledging ongoing projects related to hauora and research, as well as the approval of funding for substantial property-related projects. R. Winder discussed ongoing projects that have progressed and will provide an update on these at the next meeting. G. Kelly advised he would prepare a summary of project ideas presented to date for the next meeting. The Board discussed establishing a committee to develop business cases.

[Action: R. Winder update on status of projects that have progressed](#)

Research Innovation Policy

The Board discussed the revised policy and appendices, the application form and NHS Research Innovation Ethics Guidelines and thanked J. Walker, G. Kelly, M. Campbell and B. Ratcliff for their work on this.

The Board move to adopt the Research Innovation Policy.

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

The Board discussed and acknowledged Professor Angus Macfarlane's significant contributions to education, particularly in developing frameworks aimed at improving the educational experiences and outcomes for Māori learners, which are utilised by the NHS. It was agreed that a letter of acknowledgment will be sent to him.

[Action: G. Kelly letter of acknowledgement](#)

Research co-ordinator role proposal

The Board was updated on, and discussed, the potential role of a research co-ordinator and advised that funding will be included in the 2025 draft budget to be presented at the December 2024 meeting.

Policies for approval

Privacy - Accepted

Moved: R. Winder, Seconded: R. Tuwhangai. All in favour.

Financial Management

Accepted with the change to the Guidelines:

4. a) The Board will monitor financial performance four times per year or more frequently if deemed necessary.

Moved: R. Winder, Seconded: R. Tuwhangai. All in favour.

Sensitive Expenditure

Accepted with the addition to Guidelines:

- the expenditure enhances student and/or staff wellbeing

Moved: R. Winder, Seconded: R. Tuwhangai. All in favour.

Policies for review (December meeting)

STAR Funding (*G. Kelly/R. Tuwhangai*)

Discretionary Leave (*R. Winder/M. Campbell*)

Protected Disclosures (*R. Winder/J. Walker*)

Allocation of Management Units (*J. Huston/J. O'Leary*)

Fixed Asset (*R. Winder/R. Tuwhangai*)

Self-Review

Board members were advised a self-review survey would be available online for members to complete shortly.

[Action: All Board Members complete self-review survey before 22 November 2024](#)

General Business

Staff leave request for the 2025 school year.

The Board move to accept the leave request from R. Harrison.

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

R. Winder updated the Board regarding the continued support provided to the Southern Regional Health School from both Central and Northern Regions.

R. Winder advised the Board that the Gisborne unit are moving to a new space at Ilminster Intermediate School ready for the beginning of the 2025 school year.

Board members received a copy of Tapasa which will be on the agenda for discussion at the December meeting.

The Board move to enter public exclusion at 12.39pm and G. Kelly, A. Honey, and B. Ratcliff left the meeting.

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

The Board move out of public exclusion at 12.50pm and G. Kelly, A. Honey, and B. Ratcliff rejoin the meeting.

Karakia (G. Kelly)

Meeting closed at 1.02pm

Next meeting 5 December 2024