



Mount Eden Normal PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

**GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL
BOARD OF TRUSTEES - Wednesday 17 March 2021.
Held in the staffroom commencing at 6.05 pm.**

PRESENT: Murray Streets, Fleur Longley, Alan Jackson, Richard Pook, Josephine Easingwood, James Powell, Annette Quesado, Bradley McMahon, Mathew Gribben and Sandra Jelichich Minute Taker.

Maria Matene, attendee, extended speaking rights.

Alan welcomed Maria.

1 Administration Matters

- 1.1 Apologies:
- 1.2 Adoption of Agenda
- 1.3 Confirmation of Minutes 17 February 2021:
Accepted with the following amendment.

ACTION - Review Watershed Limited scope of works.

**Murray moved the Minutes be accepted with amendments. Fleur seconded.
Agreed.**

- 1.4 Hours for the Month - forward to Sandra
- 1.5 Correspondence:
 - NZSTA Materials.
 - NZSTA Conference 16 April 2021. James unable to attend, Murray to confirm availability.

ACTION: NZSTA Conference, Murray to confirm availability.

- 1.6 Declaration of Conflict of Interest - Nil

Achievement data presentation - Digital presentation tabled by Maria and Alan.

- Maria presented a summary of results and comparisons, Yrs 4-6.
- All cohorts are achieving well against national averages.
- Students have displayed confidence and are able to experience success in their learning.
- Maria was thanked for her report.
- Discussion on sharing achievement data with the school community.

Action: Murray to thank staff on behalf of the BOT and develop a statement for MENPS Matters.

Maria Matene left the meeting at 8.15pm.

2 Matters Arising from Minutes: Nil

2.1 Actions from last meeting reviewed. All attended to or underway.

- Morning tea introductions. Murray and Annette, carried forward.

3. General Business

3.1 Principal's Report - As read.

Alan invited questions and comments.

- School roll down on last year, projection based on trends.
- Reassess midpoint of 2021.
- Beehive enclosure - Alan has completed a risk analysis and has identified and met with parents of students with allergies.

4. Reports

4.1 Property

Alan invited questions and comments.

- The window joinery upgrade is currently on hold due to structural issues with the decking.
- Remediation work on Rm 15 deck has been approved by the MOE, work will be completed from the existing contingency.
- Supplementary funding required to complete remediation work on the secondary decking areas. The MOE have declined to offer their assurance of additional funding at this time.
- The proposed sports canopy project will be managed by Watershed under our existing 5YA.

4.2 Finance

Alan invited questions and comments.

- Finance report delayed to next month with apologies from CES.

4.3 Communication

- MENPS Matters in transition period, Fleur will produce and forward to Murray for publication.
- Next edition of MENPS Matters planned for end of term:
 - Introduction of Murray and Annette as Board Chair and Deputy.
 - Acknowledge COVID alert level disruption.
 - Property update re: decking.
 - Thank you to the PTA for rescheduling the MENPS Fun & Food Fair.

ACTION: MENPS Matters - Fleur/Murray.

4.4 Policy Framework 2021

Health and Safety Policy:

- Based on the Health and Safety at Work Act 2015.

Murray moved that the Health and Safety policy be accepted. James seconded. Agreed.

ACTION: Alan to report back the findings of the Health and Safety audit and any actions taken as a result.

Out of School Care Policy:

ACTION: Alan to amend to include; police vetting and relative legislation in related policy and procedure section.

- The closure of JigSaw has resulted in more children attending the on-site, out of school care program.
- Alan has met with the after school care provider to discuss ways to improve the quality of care.

Alan moved the Out of School Care policy be accepted. Josie seconded. Agreed.

Murray moved that all reports be accepted. Richard seconded. Agreed.

James left the meeting at 8.55 pm.

5. Self Review

Nothing to review this meeting.

5.1 Meeting review.

- Professional development to link back to tabled policy.
- Continue to focus on a governance perspective.
- NZSTA new legislation.

ACTION: NZSTA training model on Education and Training Act 2020 to be forwarded and reviewed ahead of the next board meeting. Alan

Meeting closed: 9.03pm

6. In Committee

Date of next meeting: 12 May 2021

Signed.....

Date.....

