



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

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### GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 18 October 2023.  
Held in the staffroom commencing at 6.00 pm.

**PRESENT:** Alan Jackson, Annette Quesado (Chair), Nigel Sinclair, Virginia Brown, Anna Thomas, Mike Nooney, Fleur de Vries-Oskamp, Sean McKenzie and Sandra Jelichich, Minute Taker.

#### 1 Opening Karakia

#### 2 Administration Matters

Apologies: Richard Pook and Xuemei Tang

##### 2.1 Adoption of agenda:

**Alan moved the adoption of the agenda, Anna seconded. Agreed.**

##### 2.2 Confirmation of Minutes 20th September 2023.

**Alan moved the September Minutes be accepted. Nigel seconded. Agreed.**

##### 2.3 Correspondence:

- PTA Fundraising Goals for 2024 - Refer Finance
- MENPS Matters Satellite Unit response **[Action]**

##### 2.4 Declaration: Nil

#### 3 Matters Arising from Minutes:

##### 3.1 Actions from last meeting reviewed. All attended to or underway.

No.	Action	Resp.	Status	Update
1	Update attendance reporting to include justified and unjustified	AJ	Closed	
2	Replacement MOU (permanent) for review	AQ	Open	Discussion item 5.1
3	Rework wording and grammar on the current MOU (temporary).	AJ	Open	Signed, sent off.
4	Canopy Project, give some thought to celebrating the 'opening'.	AJ	Closed	
5	Update approved Policies on the website.	AJ	Closed	
6	Policy Committee to pick a date for additional meetings.	Policy Committee	Closed	25th October (Wed)

#### 4 General Business

##### 4.1 Principal's Report - As read

Alan invited questions and comments.

- General discussion on the impact of a new government.
  - Any changes to the curriculum take 3 years.
  - Likely to be a review of Reading, Writing and Math.
  - Indications are that National wants to reduce the public sector by 30%, unlikely to have an impact.
  - Alan summed up his experience with National Testing.

- Strategic Planning day, 27th October, Board members are invited to attend if they are able to.
- Roll tracking, unusual to have so many Yr 5 enrolments, likely to have 5 classes for Team 6 next year.
- Ballot outcome - refer In Committee

## **5 Special Topic**

### 5.1 CASS Satellite Unit - Verbal update.

- Temporary unit MOU signed and sent off.
- Received a few different versions of a permanent MOU, to review.
- Immediate next step is to draft the permanent MOU.
- The POD is essentially a variation on how we are using the school premises.
- POD variation for the permanent unit will be circulated. **[Action]**

**Alan moved that the BOT establish a subcommittee to progress discussion on the Satellite Unit. Annette seconded. Agreed.**

**CASS Satellite Unit sub committee: Alan, Annette, Nigel and Sean.**

- Include CASS Satellite Unit as a standard agenda item. **[Action]**

### 5.2 Board Succession - Verbal discussion.

- Currently we have more Board members than is standard.
- Changes to the number of Board members needs to be approved by the Secretary.

## **6 Reports**

### 6.1 Property - As read

Alan invited questions and comments.

- Canopy project complete, requested price for netting on one side.
- Roof leak block 2, no hazard/structural danger nor any indication of mould. MOE investigating under their asset management purview.

### 6.2 Finance - As read

Alan invited questions and comments.

- Tracking as expected.
- Working capital as expected due to Canopy Project invoices.
- Staffing overuse as expected for this time of year.
- Split classes due to a high number of illnesses amongst staff and relievers, not a funding issue.
- 2023 Cyclical Maintenance spreadsheet - Refer Dropbox. Alan gave a summary of the document for review to show the school is making sufficient provision to cover the next ten years.

**Alan moved that the Board review and approve the 2023 Cyclical Maintenance spreadsheet. Mike seconded. Agreed.**

- PTA Fundraising Goals for 2024 - Consultation between the PTA and the Board to plan big ticket items. Discussion on upgrading the hall kitchen and/or playground, PTA in broad agreement. The 2023 budget is based on a \$60,000.00 donation.
- What are our priorities for 2024?

### 6.3 Communication

- Thanks to Virginia for the latest MENPS Matters.
- Detail on the CASS temporary unit will be communicated as information becomes available.

**Annette moved we accept all reports, Virginia seconded. agreed.**

## **7 Self-Review**

### 7.1 Governance Policy.

- General discussion on emergency meetings and delegations.
- Review some of the wording and circulate prior to the next meeting. **[Action]**
- Update the numbering. **[Action]**

7.2 Class Placement Policy. **[Action]**

7.3 Meeting Review - Reflections on the meeting, learnings, summary of actions.

- Good active discussion.
- Rotate the Karakia to those wishing to have a turn.

**8 Closing Karakia**

**9 In Committee 8.13 pm.**

**Date of next meeting: 15 November 2023**

**Signed**.....

**Date**.....