



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

---

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

Wednesday 15 March 2023.  
Held in the staffroom commencing at 6.37 pm.

**PRESENT:** Alan Jackson, Annette Quesado, Nigel Sinclair, Virginia Brown, Anna Thomas, Xuemei Tang, Mike Nooney, Fleur Wilhelmina de Vries-Oskamp and Sandra Jelichich, Minute Taker.

#### 1 Administration Matters

Apologies: Richard Pook, Brad McMahon.

##### 1.1 Adoption of agenda

- Te Ara Huarau BAS MENPS - In Committee.

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

##### 1.2 Confirmation of Minutes 15 February 2023.

**Annette moved the 15 February Minutes be accepted. Virginia seconded. Agreed.**

##### 1.3 Hours for the Month. Forward to Sandra. **[Action]**

##### 1.4 Correspondence:

- NZSTA Materials
- Te Ara Huarau BAS MENPS
- Correspondence - In Committee.
- Change of address, out of zone.

##### 1.5 Declaration of Conflict of Interest- A declaration of interest was advised by Alan Jackson on planned action by NZEI for Primary Teachers, and Principals employed under the Primary Teachers Collective Agreement and Primary Principals Collective Agreement.

- Discussion on what an emergency delegation may look like and when it would be used. **[Action]**

#### 2 Matters Arising from Minutes:

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

No.	Action	Resp.
1	Trustees to email Sandra and provide hours for the month.	Completed
2	March Policy Committee meeting, reschedule to 15th March at 5.30pm.	Closed
3	Allocation of Units - Update to include the definition of Allocation and summarise the available units for BOT.	Closed
4	Update the Strategic Plan and email to the Board for final approval prior to 1st March, MOE deadline.	change of date not yet sent

### **3. General Business**

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

Alan invited questions and comments.

- Attendance has dropped significantly, our target attendance is 90%, currently we sit at 88%. There are a number of factors that impact attendance data and a follow up will happen with families that have a pattern of poor attendance. The Board is required to take reasonable steps to increase attendance but the ultimate responsibility is with the MOE. Data will be further assessed for the next meeting and justified and unjustified absences will be reported on in the percentages. **[Action]**
- The Year 0/1 level has had a roll increase since the last BOT report.
- Proposed Auckland Specialist Satellite Unit - The Board has been asked to sign a Memorandum of Understanding, this is to agree ways of working on delivering the project. The memorandum will be read and a brief provided to the Board before anything is signed, this does not commit the Board to a specific pathway at this time. **[Action]**
- Alan gave a summary of the claim quote from NZEI for Teachers and Principals employed under the Primary Teachers and Primary Principals Collective Agreement.
  - Serious concerns in the industry about the number of teachers leaving the profession, there are now more teachers not teaching in NZ than are teaching in NZ.
  - Te Ao Kei Tua Principals Campaign - The workload and responsibilities on Principals are unsustainable and too many quality colleagues are being lost to the profession. Being a Principal no longer appeals to teachers.
  - School communities can show their support by completing an online form. Board follow up. **[Action]**

### **4. Reports**

#### 4.1 Property - As read

Alan invited questions and comments.

- The recent flooding is covered by MOE insurance, indications are that destructive testing is the next step.
- Canopy Project, pole placement will be reassessed by Shade Systems.
- Watershed has provided the initial reports for our 10YPP.
- Continued work being done to establish if there is a need to update the fire and security alarm systems.
- ISS Security quoted 15K to upgrade the security system.
- The junior classrooms need an upgrade, approx 140K.

#### 4.2 Finance - As read

Alan invited questions and comments.

- Operating on a draft budget, the final budget will be tabled at the next meeting.
- Lynley from CES is pencilled in to attend our May meeting.

**Annette moved we accept the Property and Finance reports. Fleur seconded. Agreed.**

#### 4.3 Communication

- MENPS Matters was well received, the next edition will be Term 2. Plan to have something out by the next meeting.

### **5. Self-Review**

#### 5.1 Policy review

- Discussion on the benefit of therapy dogs, Alan requested permission to relax the rule on banning dogs on the grounds. Guidelines and criteria will be provided as part of the consultation. **[Action]**
- Attendance Policy - Based on MOE guidelines and legislation, still some areas of discretion. Update policy to remove Mental Health days as an unjustified reason for absence.

**With changes made Alan moves we adopt the Attendance Policy. Richard seconded. Agreed.**

- Surrender & Retention of Property Policy - MOE guidelines, minimal change from existing policy, Alan will include a version number. Policy deferred to the next meeting to allow more time to consider. **[Action]**
- International Students - Complies with the Code of Practice.

**Alan moved we adopt the International Student Policy. Annette seconded. agreed.**

- Self Review Calendar - No scheduled meeting next month, sub committee to meet prior to the 10th May meeting. New guidelines on the Child Protection Policy have only just become available, this policy will need to be reviewed again.
- Investment priorities subject to MOE funding. Once the canopy project is completed we need to give thought to our next focus. The 5YA will hit in June providing better clarity for next steps.

#### 15.2 Meeting Review

Strategic goals & review questions

- Discussion on ways we could make changes to include a more bicultural forum for our Board meetings.
- Alan thanked the Board for their feedback on the Strategic Plan and will give further thought to include Te Reo and treaty partnership ideals. **[Action]**

#### 6. In Committee 8.24 pm.

**Date of next meeting: 10 May 2023**