Mount Eden Normal
PRIMARY SCHOOL
Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD
Wednesday 16th September 2026
Held in the staffroom commencing at 6.00 pm.

PRESENT: Alan Jackson, Virginia Brown (Presiding Member), Anna Thomas, Matt Eastwood, Nigel Sinclair, Yanni Wang, Martina Stevenson and Sandra Jelicich, Minute Taker.

1 Opening Karakia

2 Administration Matters

Apologies:

Adoption of the agenda.

Virginia moved the adoption of the agenda, Matt seconded. Agreed.

- Confirmation of Minutes 22nd July 2026.

Alan moved that the minutes of 22nd July be accepted. Anna seconded. Agreed.

- Correspondence: A Laufili
- Declaration of interests: Nil

3 Professional Learning & Development

Topic: Board member/parent community interactions: A trustee receives informal negative feedback from a parent about the school.

- Good active discussion.

3.2 NZSBA Webinar: The Board's Role in Health, Safety & Well-being.

- Collectively the Board is responsible for the undertaking of the primary duty of care ensuring health, safety and wellbeing for staff, students and any visitors. Refer to the in committee report.
- Risk register - **[Action]**
- Monthly safety walk - **[Action]**
- The Code of Conduct adds to this topic.

4 Matters Arising from Minutes:

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

#	Action	Resp		Update
1	Isometric to set up a school email address for BOT.	AJ	Open	Tech support to provide trustee logins to test during the next meeting.
	Community Consultation.	ALL	Open	Staff consultation:

2	• Seek feedback on including a school cardigan to the uniform. • Draft a statement on participation and competition of sports/outdoor activity. • Explore 'rich' learning opportunities, including music and the arts. Develop a proposed timeline for the community consultation workshop for staff and students. Develop the consultation approach for parents and the wider community.			- October 23 TOD Parent/caregiver consultation: - Timeline & approach shared with BOT via email. - Online survey - draft questions for approval, refer 6.1
3	Farewell to CASS	AJ	Closed	No longer necessary.
4	Explore additional grant opportunities for the Playground project.	AJ	Open	Anna will advise when she hears back.
5	Parent & Visitor Code of Conduct Policy - defer to August meeting	VB	Open	Refer 8.1
6	Presentation of T1 achievement data scheduled for T4, 2026.	AJ	Open	Term 4
7	Staff recruitment project - video to be produced as a recruitment tool.	AJ/VB & ME	Open	Term 4 Production filming.

5 General Business

5.1 Principal's Report - As read

Alan invited questions and comments.

- School Roll and Funding: The school roll is currently lower than at the same time last year, with funding based on student numbers. If required, out-of-zone enrolments can be increased for next year. Alan will advise the final out-of-zone enrolment numbers in due course. **[Action]**
- Out-of-Zone Enrolments: Alan will confirm the current percentage of out-of-zone enrolments. **[Action]**
- Permanent CASS Unit: The permanent CASS unit will require three classroom spaces to be converted for its use. Initial confirmation of the project has been approved. The anticipated timeframe for completion is approximately 12 months, with further details to follow.
- Attendance: Attendance data is slightly lower but remains good overall and was acknowledged by the Ministry of Education for meeting national targets.
- Ministry of Education's Solar In School Programme: A meeting is scheduled for December, with further information expected at that time.
- T4 Whakatau: All Board members are invited to attend the T4 Whakatau, which will welcome new students and staff, including the new Deputy Principal, Angela Didier.

6 Special Topic

6.1 Community Consultation survey questions.

- General discussion and questions were completed, approved and finalised.
- The online survey will be distributed to the wider school community, followed by focus groups planned for Term 4.
- The historically low survey response rate was discussed, including potential incentives to encourage participation.
- The survey will be translatable into multiple languages to support engagement and accessibility across the school community.
- Survey questions to be shared with the community. **[Action]**

7 Subcommittee Reports

7.1 Property - As read

Alan invited questions and comments.

- Currently investigative works and planning are being done for the Block 1 roof replacement project.
- Outside the existing scope, suspected water damage to the back wall of the hall is being investigated.

7.2 Finance - As read

Alan invited questions and comments.

- Tracking well.
- Brief discussion on staffing entitlement.

Alan moved that the 2026 Depreciation Rates be accepted and approved, Nigel seconded. All agreed

7.3 Communication

- MENPS Matters scheduled to go out before the end of the T3.
    - Include sports team results.
    - Community survey.
- Coffee cart, and other activities planned for Mental Health Week.

8 Governance

8.1 Policy review

Parent & Visitor Code of Conduct:

- The wording and overall tone of the Parent & Visitor Code of Conduct were discussed, review the wording and revise it to be more approachable. **[Action]**
- It was noted that parents, students and all visitors are expected to communicate respectfully.
- Health and safety considerations for students on school grounds outside of school hours were discussed, including measures to discourage children from accessing the school site unsupervised.
- Include the final code of conduct in the enrolment pack. **[Action]**

Sun Safety Policy:

- The policy date is to be updated.
- Include the canopy as a designated shaded area.
- Check sunscreen stock levels.
- Sunscreen guidance will be included as best practice rather than as a formal policy requirement.

Alan moved that with the above updates the Sun Safety Policy be approved, Matt seconded. All agreed.

8.2 Meeting self-review

- Well prepared.
- Discussion on track.
- PD scenarios are a useful way to start the meeting helping to establish the governance mind set.

9 Closing Karakia 8.34pm

10 In Committee

Date of next meeting: 21st October 2026

Signed……

Date……