



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 18th March 2026

Held in the staffroom commencing at 6.00 pm.

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

1 **Opening Karakia**

2 **Administration Matters**

Apologies: Nil

Adoption of Agenda.

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

- Confirmation of Minutes 18th February 2026.

Nigel moved the February Minutes be accepted. Matt seconded. Agreed.

- Correspondence:
 - ❖ Office of Auditor General.
 - ❖ In committee
 - ❖ EOTC Board Assurance Report.
- Declaration of interests: Nil

3 **Presentation: School Finances**

- Welcome to Lynley Ross, Schooled Ltd.

4 **Professional Learning & Development**

4.1 Schooled Ltd, presentation review.

- Helpful, including clear actions.
- Include donation tracking to monthly reports.
- Review international student fees.

4.2 NZSBA Learning Library: The Board's role in finance webinar review.

- Difficult to stay engaged, part 4 was useful.

4.3 PD scenario: Emergency protocol.

- Shelter in place (lockdown).
- Get out (fire).
- Shake out drill (earthquake).
- Alan summarised the chain of delegated authority.

5 **Matters Arising from Minutes:**

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

#	Action	Resp.	Update
1	Review existing procedures utilising EOTC safety protocols.	AJ	Verbal update. Upload EOTC policy to the website [Action] - Closed
2	Staff recruitment project	AJ/VB/ME	Open, source images [Action]
3	BOT member biographies	VB/ALL	Open. Waiting on Staff Rep election.
4	Auckland Unitary Plan submission.	AJ	Open.
5	Playground design - 2nd quote	AJ	Complete, refer 7.1.
6	Obtain advice in regards to MENPS Foundation Partnerships. Local Trust Lawyer.	VB	Complete, verbal update.
7	Investigate best practice for purifier use.	AJ	Complete, refer dropbox March papers.
8	Community Consultation - Include a question seeking views on whether cardigans should be added to the MENPS uniform.	AJ	Open, consultation planned T3.
9	What actions are required to run a mid term BOT election?	AJ	Complete, refer dropbox March papers.
10	Arrange a site tour for BOT members, Virginia to circulate date options.	VB	Complete.
11	BOT PD workshops - email the group for the 5 most preferred options.	VB	Complete. Attach the professional development schedule to the agenda for circulation. [Action]
12	Community Consultation, T3. Draft statement on participation and competition of sports/outdoor activity. Look at broader, 'rich' opportunities, including music and the arts.	AJ	Open, consultation planned T3.
13	Share updates of Strategic Plan with BOT	AJ	Complete, refer dropbox March papers, Alan invited any final comments.
14	Community Consultation early T3	AJ	Open, consultation planned T3
15	Upload the Attendance Management Plan to the website, and reference in the school newsletter.	AJ	Complete
16	Invite Lynley from Schooled Ltd to present on finances.	AJ	Complete, refer item 3
17	CRT Policy, defer to March meeting	AJ/VB agenda	Complete, refer item 8.1

6 **General Business**

6.1 Principal's Report - As read

Alan invited questions and comments.

- Curriculum refresh submission, currently being unpacked, submissions close April 24th.
- Individual Employment Agreement for Primary School Teachers - effective date 9th June.
- Ongoing monitoring of Year 4 cohort numbers to ensure student numbers remain stable.

6.2 BOT email account/s review

- NZSBA good practice to have a school email address, rather than using personal email.
- Agreement reached to use a school email address instead of personal accounts; arrange setup with Isometric. **[Action]**

7 **Subcommittee Reports**

7.1 Property - As read

Alan invited questions and comments.

- Playground - two designs and quotes received.

- Harko Brown developed the playground concept, designers have scope to interpret and incorporate their own ideas.
- Planting and landscaping can be done in stages or with a working bee.
- Waiting on the final quote from Playscape.
- Possible June start.
- Final decision expected by the next meeting. **[Agenda item]**

7.2 Finance - As read
 Alan invited questions and comments.

- (As per presentation notes)

7.3 Communication

- MENPS Matters, Virginia will continue with formatting and design, Matt and Yanni will alternate responsibility for content.

8 Governance

8.1 Policy review

- Classroom Release Policy - aligned with the new release requirements. Staff consultation complete, feedback received for CRT to be rescheduled in the case of sick leave. Discussion followed.
- Recommendation to continue with the policy as is. All agreed.
- Attendance Policy

Alan moved that the Board of Mt Eden Normal Primary School accept the Attendance Policy, Anna seconded. Agreed.

- Self-review Calendar

8.2 Meeting self-review

- On time.
- The format used to share policy updates and comments was helpful.

9 Closing Karakia 9.13 pm

10 In Committee

Date of next meeting: 22nd April 2026

Signed.....

Date.....