



# Mount Eden Normal PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

## GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 23 July 2025

Held in the staffroom commencing at 6.00 pm.

**PRESENT:** Alan Jackson, Virginia Brown (Presiding Member), Anna Thomas, Xuemei Tang, Martina Stevenson, Nigel Sinclair and Sandra Jelichich, Minute Taker.

### 1 Opening Karakia

**Guest:** Dan Buckingham, Alan and Virginia welcomed Dan and summarised meeting protocol.

### 2 Administration Matters

Apologies: Annette Quesado and Mike Nooney

Adoption of Agenda. One change - defer EOTC safety protocols discussion.

**Virginia moved the EOTC safety protocols discussion be deferred, Anna seconded. Agreed. Alan moved the adoption of the agenda, Virginia seconded. Agreed.**

- Confirmation of Minutes 18 June 2025. One change - turtle neck base layers are approved.

**Alan moved the June Minutes be accepted. Anna seconded. Agreed.**

- Correspondence:
  - William Buck Audit response - refer to action point 8. Discussed.
  - CASS planning 2026 - refer to action point 4. Draft letter, simplify the first sentence. Replaced in dropbox with corrections.
  - NZSBA x2 webinar promo emails.
  - In Committee correspondence
- Declaration of interests: Nil
- Postpone the August BOT meeting, currently a clash with NAMSA conference. Update the school calendar and advise the school community of the new date of 27/08/2025. **[Action]**

### 3 Presentation

- Lucy Matene - Whanau Hui, Specialist Role.

### 4 Matters Arising from Minutes:

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

#	Action	Resp.	Update
1	Update, and draft the new uniform policy.	AJ & Policy Committee	Open
2	Look into options for locking gates outside school hours. (Security)	AJ	Open, in process. Order more signs - No Dogs on site and Report to Office signs. <b>[Action]</b>
3	Obtain quotes to engage a videographer to create a MENPS video.	VB	Open, more time needed.
4	CASS, planning for 2026, draft a letter regarding term end.	AJ	Complete
5	2025 Budget for approval, edit to include December actuals.	SJ	Complete

6	Playground upgrade, additional pricing information required.	AJ	Open, refer to property.
7	Cyclical maintenance focus, follow up with the Auditor for clarification on CMP & 10YPP	AJ	Complete
8	Clarification from the Auditors on the wording used to indicate areas of improvement or recommendation.	AJ	Complete, refer email.
9	Upload historical Audit closing reports to Dropbox.	SJ	Complete
10	MENPS Matters, Term 2 wrap up.	VB	Complete
11	Fencing upgrade communication in Term 3	VB	Complete, communicate access plan. <b>[Action]</b>

## 5 **Special Topics**

- 5.1 EOTC safety protocols. (Natural disaster and seasonal risk considerations/assurances)  
Deferred.

## 6 **General Business**

- 6.1 Principal's Report. As read.  
Alan invited questions and comments.
- Unjustified absences have jumped up, mostly due to students being on holiday. Attendance is still high but absences are notable.

## 7 **Subcommittee Reports**

- 7.1 CASS: Draft letter complete.

- 7.2 Property - As read  
Alan invited questions and comments.
- The initial concept and costing for the new playground has been received. Refer in committee.
  - Playground concept, would like to see a blend of more natural structures, discussion on what can be achieved with current approval limits.
  - No update on Block 5 seismic requirement report, Alan will follow up. **[Action]**

- 7.3 Finance - As read  
Alan invited questions and comments.
- 2025 Final budget approved, refer email.

**Alan moves that the 2025 Budget be approved, Anna seconded. Agreed.**

- 2025 Balance sheet and Cashflow budget approval.

**Alan moves that the 2025 Balance sheet and Cashflow budget be approved, Anna seconded. Agreed.**

- How is the working capital calculated? **[Action]**

**Alan moved that the finance report be accepted, Nigel seconded. Agreed.**

- 7.4 Communications. (Election preparation update)
- 3x nominations received so far.
  - General discussion on how the election runs including staff representative position.

## 8 **Governance**

- 8.1 Policy review,
- Curriculum Policy
    - Reword the definition of Learners with Diverse Needs. **[Action]**
    - Gifted & Talented - define what we mean by NZ Curriculum. **[Action]**

**Alan moves that subject to rewording, the Curriculum Policy be accepted. Nigel seconded. Agreed.**

- AI Policy - deferred for new guidelines from MOE.

- Governance Policy - discussion on current requirements, suggestion accepted that rather than a full review a top line discussion on formatting and policy is needed.
  - Currently the document is legislation heavy.
  - Line between Governance and Management to be clearly defined.
  - FAQ
  - Code of conduct.
  - Role and purpose of governance.
  - Accountability, how to ask questions and get answers.
  - Meeting procedures.
  - Resources and support.
  - Delegated authority.
  - Ongoing professional development.
  - Touchstones
  - Update the self review calendar, to review Governance policy aligning with the Board term, possible date of 28th June. **[Action]**
  - Alan offered to draft a document with the framework for Governance, and Management policy and procedure. Two new documents, Board Handbook and Policy. Circulate to the Board for feedback before too much work is done. **[Action]**

#### 8.2 Meeting self-review

- Great to have another visitor attend a meeting.
- Lucy Matene - Whanau Hui, Specialist Role. Lucy's presentation was really informative and well received, enjoyed by everyone.
- Next meeting Hilary Edwards presentation on Learning Support.

#### 8 Closing Karakia 8.39 pm

#### 9 In Committee

**Date of next meeting: 27th August 2025.**

**Signed.....**

**Date.....**