



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD Wednesday 16 November 2022.

Held in the staffroom commencing at 6.0 pm.

PRESENT: Alan Jackson, Annette (minute taker), Nigel Sinclair, Anna Thomas, Brad McMahon, Virginia Brown, Richard Pook, Mike Nooney, Mei Tang, Fleur Wilhelmina de Vries-Oskamp.

1 Administration Matters

Apologies: Richard Pook

1.1 Adoption of agenda

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

1.2 Confirmation of Minutes 17th August 2022.

Alan moved the 19 October Minutes be accepted. Fleur seconded. Agreed.

1.3 Hours for the Month. Trustees to email Sandra with hours of the month. **[Action]**

1.4 Correspondence: Nil

1.5 Declaration of Conflict of Interest- Nil.

2 Matters Arising from Minutes:

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

2.2 Subcommittees confirmed as follows:

Subcommittee/Role	Members
Property	Nigel Sinclair Alan Jackson
Finance	Richard Pook Anna Thomas Fleur de Vries-Oskamp
Policy/Governance	Fleur de Vries-Oskamp Brad McMahon Mike Nooney Mei Tang
Communications	Virginia Brown

3. General Business

3.1 Principal's Report - As read

Alan invited questions and comments.

- Discussion on PTA activities and fundraising, with the money raised from the school fair still to be confirmed. Annette to reach out to PTA Chair to thank the PTA for their efforts and enquire about advance notice of PTA agendas. **[Action]**
- Alan confirmed 2 December as the date for a Board school visit.

- Alan confirmed that the draft Strategic Plan is still at an initial stage and he will bring the draft to the Board in due course. The Board agreed that the draft should be developed first prior to its review.

3.2 Board PD- Refer dropbox

- Alan walked the Board through the Health and Safety policy and associated issues. There was a discussion on the responsibility of the Board with respect to H&S at the school, including over visitors and contractors, and wellbeing interests of staff and students.

4. Reports

4.1 Property - As read

Alan invited questions and comments.

- Alan confirmed that the contractor has been engaged with substantive work to commence in the Term 2 school holidays.
- Alan confirmed that the turf has a 25-year warranty.
- James Powell (former trustee) has assisted to get to this stage and will now step back.

4.2 Finance - As read

Alan invited questions and comments.

- Draft budget was discussed where there were a number of questions asked about the way the budget operates in the school context. Suggested that we organise a deep dive with Linley (external consultants) to talk the Board through the budget mechanics as part of our induction. Richard and/or Alan to arrange with Linley for early in the New Year. **[Action]**
- **Alan moved the adoption of the draft budget, Brad seconded. Agreed.**

4.3 Communication

- Agreed that we will produce one last MENPS Matters for the year, including an update on the canopy and thank you to staff.
- Virginia and Annette to get the newsletter template from Fleur Longley and produce a draft for Alan to review. **[Action]**

5. Self-Review

5.1 Policy review

- No policies for review at this meeting as we are looking to settle new Board in.
- Annette suggested that reviews are conducted on a thematic basis and brought to the Board as a cluster.
- Agreed that the Policy Committee should convene before the next BOT meeting to discuss approach to policy review. **[Action]**

5.2 Meeting review

6. In Committee 8.06pm

Date of next meeting: 7 December 2022

Signed.....

Date.....