



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

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

Wednesday 19 October 2022.

Held in the staffroom commencing at 6.02 pm.

**PRESENT:** Alan Jackson, Annette Quesado, Nigel Sinclair, Anna Thomas, Brad McMahon, Virginia Brown, Richard Pook and Sandra Jelich Minute Taker.

#### 1 Administration Matters

Apologies: Mike Nooney, Mei Tang and Fleur Wilhelmina de Vries-Oskamp

1.1 Adoption of agenda

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

1.2 Confirmation of Minutes 17th August 2022.

**Annette moved the 17 August Minutes be accepted. Alan seconded. Agreed.**

1.3 Hours for the Month.

1.4 Correspondence: Refer dropbox

- NZSTA materials
- Board induction materials

1.5 Declaration of Conflict of Interest - Nil

1.6 Nominations for Deputy Presiding Member and subcommittees.

**Annette nominated Richard for Deputy Presiding Member, Alan seconded. Agreed.**

- Subcommittee terms of reference still to confirm:
  - ❖ Finance: Richard, Nigel, Fleur and Anna.
  - ❖ Property: Nigel
  - ❖ Policy Governance: Fleur and Brad
  - ❖ PTA Liaison: TBC

**ACTION: Annette will circulate and seek confirmation from members for subcommittee positions.**

**ACTION: Alan to facilitate a canopy project meeting with James and Nigel for a handover.**

**ACTION: Alan will forward suggested dates for a Friday 'meet the staff' and tour.**

#### 2 Matters Arising from Minutes:

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

#### 3. General Business

3.1 Principal's Report - As read

Alan invited questions and comments.

- Alan gave a brief explanation of our Strategic Plan.
- Once staffing is confirmed for 2023 we will identify our aspiring leaders. We have comprehensive systems in place to cover leadership roles if required.

- Alan gave a brief overview of the role of a Specialist School. A 10 year master plan is being developed by the MOE and will be presented to the Board early 2023.
- 10YPP - Watershed will survey work to be done, and provide recommendations to the Board.
- Out of Zone enrolments

**Alan moved that the Mt Eden Normal Board of Trustees has determined that the following out of zone places will be made available in 2023.**

- Yr 3 - Accept all applicants received.
- Yr 1 - Accept up to 20 places.

**Annette seconded. Agreed.**

3.2 Board PD- Refer dropbox  
Alan invited questions.

- Policies are available on the school website.

**ACTION: Include a key list of reading and policy summary in future Agenda's.**

**ACTION: Alan will review the H & S plan.**

- Health and Safety review will be presented to the Board once available.

3.3 Alan presented mid-year student data.

- All categories are out performing NZ norm.
- Add cohort tracking to the data for 2023.
- MENPS students have a positive attitude to their learning.

3.4 Community Consultation and Strategic Planning.

- No areas of concern.
- Alan will prepare a draft strategic plan and show what the goals could look like for 2023.
- Alan will obtain Teacher voice on the draft strategic plan.

**ACTION: Alan will prepare the Draft Strategic Plan.**

#### **4. Reports**

4.1 Property - As read

Alan invited questions and comments.

- Refer Watershed report on the canopy project in dropbox.

**ACTION: Alan will confirm the warranty for the turf and estimate ongoing maintenance costs.**

**ACTION: Alan will meet with James to finalise details of the canopy project.**

**Alan moved to delegate authority, Richard seconded. Agreed**

4.2 Finance - As read

Alan invited questions and comments.

- The finances are in a healthy position and tracking as expected.
- A portion of ICT budget was spent on AV equipment for the hall.
- Alan signaled remedial or replacement work required on the playgrounds for 2023.
  - ❖ Discussion on more nature based playgrounds for next year.

4.3 Communication

- MENPS Matters to be sent out this term.

**ACTION: Annette and Virginia to work together on MENPS Matters.**

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

5.1 Policy review

- NAG 5 Draft Bullying Prevention - No change required.

- NAG 5 Draft Sun Safety Policy - Align to Sun Smart NZ.

**Annette moves we accept policy review, Richard seconded. Agreed.**

5.2 Meeting review

- Strategic and on task.

**6. In Committee 8.25pm**

**Date of next meeting: 16 November 2022**

**Signed.....**

**Date.....**

## **ACTION SUMMARY**

- Annette will circulate and seek confirmation from members for subcommittee positions.
- Alan to facilitate a canopy project meeting with James and Nigel for a property handover.
- Alan will forward suggested dates for a Friday 'meet the staff' and tour.
- Annette will Include a key list of reading and policy summary in future Agenda's.
- Alan will review the H & S plan.
- Alan will prepare the Draft Strategic Plan.
- Alan will confirm the warranty for the turf and estimate ongoing maintenance costs.
- Alan will meet with James to finalise details of the canopy project.
- Annette and Virginia to work together on MENPS Matters.