



Mount Eden Normal PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 22 October 2025

Held in the staffroom commencing at 6.00 pm.

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

1 Opening Karakia

Election of Presiding Member and Deputy

- Call for nominations for Presiding Member.
Nigel nominated Virginia, nomination accepted.
No other nominations received, Anna seconded, all agreed.
Virginia elected as Presiding Member.
- Call for nominations for Deputy Presiding Member.
Virginia nominated Nigel, nomination accepted.
No other nominations received, Anna seconded, all agreed.
Nigel elected as Deputy Presiding Member.

2 Whakawhanaungatanga - Getting to know each other

3 Board Induction Presentation

- Alan summarised the Board Induction Presentation and invited questions, comments.

4 How the Board Works

- Board Handbook - key points.
- Code of conduct.
- Board meeting structure. Generally the 3rd week of each month, agenda items to Virginia the week prior. Final agenda shared the Friday before meeting date.
- Asking questions is encouraged and welcomed bringing different perspectives to the table.
- Discussion and questions.
- Alan thanked Virginia for the handbook conception and design.

5 Administration Matters

Apologies: Nil

Adoption of Agenda.

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

- Confirmation of Minutes 27 August 2025.

Virginia moved the August Minutes be accepted. Nigel seconded. Agreed.

- Correspondence:
 - ❖ NZSBA T4 checklist

- ❖ Schooled Finance Webinar
- ❖ NZEI informal and formal strike notice.
- ❖ Correspondence from Erica Stanford, roadshow to support leadership and attendance. Curriculum Roadshow, scheduled on TOD by the minister.
- ❖ MENPS strike notification to school community.
- ❖ In Committee correspondence
- Declaration of interests: Nil

6 **Matters Arising from Minutes:**

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

#	Action	Resp.	Update
1	Order more signs - No Dogs on site and Report to Office.	AJ	In process
2	Fencing upgrade communication in Term 3, re: access.	AJ/VB	No action required.
3	Update on Block 5 seismic requirement report, follow up.	AJ	Open - Awaiting written report.
4	Draft Governance Policy handbook - Board Handbook and Policy	AJ/VB	Complete
5	Update and draft the new uniform policy.	Policy Com	Open - Table at Nov meeting, Self Review Calendar for 2026.
6	Obtain quotes to engage a videographer to create a MENPS video.	VB	Complete - Refer item 8.2
7	Summarise EOTC safety protocols	XT/AJ	Open - Follow up with Mei.
8	Review existing procedures utilising EOTC safety protocols.	AJ	Open
9	Recommend OOT Enrolment placements, via email	AJ	Complete 7.7
10	BOT Election, voting reminders - Hero posts and newsletter.	AJ	Complete

7 **General Business**

7.1 2025/ 2026 BOT meeting schedule.

- 19th November 2025
- 10th December 2025
- 18th February 2026
- 18th March 2026
- 22nd April 2025

7.2 Subcommittee terms of reference still to be confirmed.

- Defer to the November meeting. **[Action]**
 - ❖ Finance
 - ❖ Property
 - ❖ Communications
- Policy committee - Alan will draft policy to bring to the relevant meeting for discussion/approval.

7.3 Declaration of conflicts of interest: Nil

7.4 Review BOT remuneration/honorarium currently \$55 and \$75 for Presiding Member.

- Reviewed, all in agreement.

7.5 Principal's Report - As read

Alan invited questions and comments.

- Alan gave an overview of what he typically includes in his reports.

- Alan provided a brief summary of attendance trends and what he authorises.

7.6 Out of Zone ballot drawn on 15th October by our local Justice of the Peace.

- 2026 placements:
 - Yr1: 20 out of zone placements.
 - Yr 2: 4 out of zone placements.
 - Yr 3: 4 out of zone placements.
 - Yr 4: 6 out of zone placements.
 - Yr 5: 12 out of zone placements.
 - Yr 6: 1 out of zone placements.

Alan moved that the Mt Eden Normal Board of Trustees has determined that the above out of zone places will be made available in 2026. All agreed.

8 Special Topics

8.1 Industrial Action update - October 23rd Strike.

- Due to significant numbers of staff participating in strike action, school will be open for supervision only.

8.2 Staff Recruitment Project update.

- Background of the project summarised.
- Matt, Virginia and Alan offered to work on some ideas and bring them back to the Board.
[Action]

9 Subcommittee Reports

9.1 Property - Playground update

- Verbal update, with photos.
- General discussion on design options.
- Design concept hits the right mark, discussion on costs defer to the December meeting.
- Forward digital copies to Nigel **[Action]**.
- Map block numbers for easier identification. **[Action]**

9.2 Finance - As read

Alan invited questions and comments.

- Voluntary school donations are down slightly, invoices will be sent out next week.
- YTD result depends on the timing of income and payment of expenditure.
- Relievers YTD, over budget.

9.3 Communication

- MENPS Matters, welcome new Board members, acknowledge outgoing Board and all candidates that put themselves forward.
- Thank PTA for recent, successful events.
- Thank Pam, longstanding PTA member.
- Strike action update (if any).
- Virginia will reach out to Board members for a short bio, to be added to the website. **[Action]**

10 Governance

10.1 Meeting self-review

- Feedback on induction material - Policy is a little daunting, document extremely helpful and welcome.

8 Closing Karakia 9.30 pm

9 In Committee

Date of next meeting: 19th November 2025.

Signed.....

Date.....