



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 10 May 2023.

Held in the staffroom commencing at 6.00 pm.

PRESENT: Alan Jackson, Annette Quesado, Nigel Sinclair, Virginia Brown, Anna Thomas, Xuemei Tang, Mike Nooney, Fleur Wilhelmina de Vries-Oskamp, Richard Pook, Brad McMahon and Sandra Jelich, Minute Taker.

1 **Board Development**

Guest: Lynley Ross from CES - Finance presentation.
Investigate term deposits for cash holdings **[Action]**.

2 **Administration Matters**

Apologies: Nil

2.1 Adoption of agenda

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

2.2 Confirmation of Minutes 15 March 2023.

Fleur moved the 15 March Minutes be accepted. Mike seconded. Agreed.

2.3 Hours for the Month. Forward to Sandra.

2.4 Correspondence:

- NZSTA Materials
- Invitation from National Party

2.5 Conflict of interest: Nil

3 **Matters Arising from Minutes:**

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

No.	Action	Resp.
1	Forward hours of the month to Sandra.	Not required in future.
2	Draft an Emergency Delegation procedure in Governance Policy.	Refer in committee discussion
3	Justified and unjustified attendance shown in percentages.	Refer Principals Report
4	Auckland Specialist School Satellite Unit - Read and brief the Board on the Memorandum of Understanding.	Refer 4.2
5	NZEI online form to show support for Teachers and Principals done	Closed
6	MENPS Matters - Term 2	Refer 5.3
7	Guidelines and criteria of therapy dogs on site.	Policy Committee
8	Surrender & Retention of Property policy. (Question)	Closed
9	Strategic Plan - Treaty partnership and Te Reo. Alan will introduce a karakia at the next meeting.	Completed

4 General Business

4.1 Principal's Report - As read

Alan invited questions and comments.

- NZEI update - Indications are that the offer to teachers may be rejected and we are expecting notification of a strike. No new offer has been made to the Principals, Alan provided detail on the action being taken.
- Discussion on cohort sizes.

Alan moved that the Mt Eden Normal Board of Trustees has determined that the following Out of Zone Places will be made available:

Y1: Up to 10 places

Y3: Up to 5 places

Y6: Up to 5 places

Annette seconded. Agreed.

- Attendance is trending up slightly with very few unjustified absences.

4.2 Proposed Central Auckland Specialist School Satellite Unit - Pre-dates this Board.

- Alan summarised the background and discussed questions raised by the previous Board. Waiting on the final version of the master plan. Annette has reviewed the Memorandum of Understanding and confirmed it is non binding.
 - We have been asked if we would be able to provide interim spaces for early 2024 or possibly T4,2023. The Board has requested a copy of the master plan before a decision can be made on the interim spaces.

Alan will reach out to the Auckland Specialist School and request a presentation with an opportunity to visit other sites. **[Action]**

5 Reports

5.1 Property - As read

Alan invited questions and comments.

- Rm 29 has flooded again, could potentially be structural damage. Drains and gutters have been cleaned and checked, and the roof appears sound. The class has moved to Rm 26 for the rest of the year. Remedial work should be funded under the MOE insurance scheme.
- Sports Canopy Project - Consent in process. Channel grate installation was not quoted for originally but is required out of scope.

Alan moved that the channel grate work proposal of \$10,609.39 plus GST be approved.

Richard seconded. Agreed.

5.2 Finance - As read

Alan invited questions and comments.

- 5YA funding proposal has been prepared.

5.3 Communication

- MENPS Matters - refer in committee
- Communication to parents on the background of the NZEI action.

Annette moves all reports be accepted. Richard seconded. Agreed.

6 Self-Review

6.1 Policy review

- NAG 1, DRAFT Staff Leave Policy - As set out in the collective agreement, subject to the Holidays Act, 2003.

Alan moved that the DRAFT Staff Leave Policy be accepted. Nigel seconded. Agreed.

- NAG 5, DRAFT Restraint & Seclusion Policy - As per the Education & Training Act, 2020.

Alan moved that the DRAFT Restraint & Seclusion Policy be accepted. Fleur seconded. Agreed.

- DRAFT MENPS Uniform Policy - Under the provision of Schedule 6 of the Education (Update) Amendment Act 2017.
 - Discussion on the issue of devices e.g. smart watches.

Alan moved the DRAFT MENPS Uniform Policy be accepted. Mike seconded. Agreed.

- NAG 5, DRAFT Surrender & Retention of Property Policy.

Alan moved the DRAFT Surrender & Retention of Property Policy be accepted. Fleur seconded. Agreed.

6.2 Meeting Review

Strategic goals & review questions

- Informative having Lynley (CES) attend.
- Good to invite external specialists to share their knowledge.
- All agreed that whilst we didn't keep to time on this occasion it is a good idea for future meetings.

7 In Committee 8.52 pm.

Date of next meeting: 14 June 2023

Signed.....

Date.....