



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 15 February 2023.
Held in the staffroom commencing at 6.02 pm.

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

1 Administration Matters

Apologies: Mike Nooney and Anna Thomas

1.1 Adoption of agenda

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

1.2 Confirmation of Minutes 07 December 2022.

Fleur moved the 07 December Minutes be accepted. Virginia seconded. Agreed.

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

1.4 Correspondence:

- NZSTA Materials
- MOE Exceptional weather event

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.

- National book service, modified service introduced, however it hasn't been very successful. Typically our Library is well resourced.
- March Policy Committee meeting, reschedule to 15th March at 5.30pm. **[Action]**

3. General Business

3.1 Principal's Report - As read

Alan invited questions and comments.

- Current cohort sizes slightly down on predictions. The MOE has seen a falling roll across inner city suburbs.
- The effects of accepting more out of zone students is on property.
- Continued investigation into why RM 29 has flooding issues, flood water is not contaminated and appears to be just rain water.
- Sports canopy, contract signed on 26th January, the project is in the process of scheduling.
- Weather tightness, decking project waiting on MOE.
- Site decking, completed not yet closed out.
- Admin block water damage, waiting on MOE.
- Hall floor insurance, 2 quotes forwarded to MOE, more work required.
- Structural steel beam coating remediation signed off.

- 5YA still in process.
- Discussion on communication for International Students.

4. Reports

4.1 Property - As read

Alan invited questions and comments.

4.2 Finance - As read

Alan invited questions and comments.

- Alan summarised December interim financial report.
- Still operating on the draft budget.

4.3 Communication

- MENPS Matters, include a welcome back, mention recent disruption, welcome new staff and strategic goals.

Annette moved we accept the Finance and Property reports. seconded by Richard. agreed.

5. Self-Review

5.1 Policy review

- Policy framework summary.
- Policy is enacted by procedure.
- Classroom Release Time policy as per the Collective Agreement.
- Allocation of Units policy as per the Collective Agreement. Update to include the definition of Allocation. **[Action]**
- Copyright and Licensing policy, discussion on MENPS intellectual property.
- Enrolment policy, governed by the Education Act.

Alan moved we accept the Copyright and Licensing Policy, Classroom Release Time Policy, and the Enrolment Policy. Annette seconded. Agreed.

5.2 Draft Strategic Plan 2023

- Broader concept of leadership and growing teachers into leadership roles. What does this look like for student leadership? Give thought to the language of inclusiveness.
- Curriculum Refresh, Science is a strength at MENPS. Coding and robotics are part of our IT curriculum and our data shows good results in Maths. The focus for 2023 is Literacy.
- 4 additional TOD have been allocated across 2023 and 2024 to prepare for the curriculum refresh.

Alan moved that the 24th April is designated as a TOD. Richard seconded. Agreed.

- Our Place, Our People. Include reference to resilience, the environment and Normal School identity. Reference continuing our baseline rather than expecting whanau to know what the baseline at MENPS is.
- Strategic investment priorities, Alan will present to the PTA for their feedback.
- Alan will make updates to the Strategic Plan and email to the Board for final approval prior to 1st March, MOE deadline. **[Action]**

5.3 Meeting Review

Strategic goals & review questions

- Strategic discussions.
- Policy sub committee aims to complete the initial read through of policies to inform the Board prior to policy review.

6. In Committee 8.59 pm.

Date of next meeting: 15 March 2023