



# Mount Eden Normal PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

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**GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL  
BOARD OF TRUSTEES - Wednesday 12 May 2021.  
Held in the staffroom commencing at 6.00 pm.**

**PRESENT:** Murray Streets, Fleur Longley, Alan Jackson, Richard Pook, Josephine Easingwood, James Powell, Annette Quesado, Bradley McMahon, and Sandra Jelich Minute Taker.

**Guests:** Zoe Lindsay - ERO  
MENPS SLT - Maria Matene, Hilary Edwards and Nicky Hill

Alan and Murray welcomed guests.

**1 Administration Matters**

Apologies: Mathew Gribben

1.1 Adoption of Agenda

1.2 Confirmation of Minutes 17 March 2021 accepted.

**Alan moved the Minutes be accepted. Fleur seconded. Agreed.**

1.3 Hours for the Month - forward to Sandra

1.4 Correspondence:

- NZSTA Materials.

1.5 Declaration of Conflict of Interest - Nil

1.6 Term dates 2022 - aligns with Auckland Normal Intermediate School and meets MOE requirements.

**Alan moved that the 2022 term dates be adopted. Josie seconded. Agreed.**

**2. Zoe Lindsay - ERO overview presentation.**

- The Board expressed their thanks to Zoe.  
Zoe left the meeting at 6.38 pm.

**3 Matters Arising from Minutes: Nil**

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

**4. General Business**

4.1 Principal's Report - As read.

Alan invited questions and comments.

- Roll tracking discussed, revisit numbers mid year.

- Ongoing discussion on the decking and roofing structural remediation work.
  - ❑ Currently waiting on the engineers report.
  - ❑ Next steps identified.
  - ❑ The MOE is committed to investigating the scope of remediation further.
- Alan gave a brief overview of the NAMSA conference (held remotely).
  - ❑ ITE is an area of continued focus.
- Staffroom upgrade is progressing, Tomi Williams (interior designer) has been engaged as the project manager.

**ACTION: Alan to request a projected timeline of the staffroom upgrade from Tomi.**

## 5. Reports

### 5.1 Property

Alan invited questions and comments.

Sports Canopy

- A number of items have pushed the projected costs up, including but not limited to; earthworks to level the turf and a contingency incase of identified geotech concerns.
  - ❑ Consideration to ongoing maintenance costs.
  - ❑ PTA has committed \$80,000.00 to date.
  - ❑ Feasibility of splitting the project over 2 years.
  - ❑ Limit the risk of project cost blowout.
  - ❑ Downsize the scope and investigate alternative locations.
  - ❑ Approval for Watershed to assess and provide detail on grounding works and breakdown of costs.

**ACTION: Alan to engage Watershed to provide detail on grounding works including a breakdown of costs.**

**ACTION: Alan, James and Richard to schedule a meeting with Watershed and feedback options to the board.**

- Targeted response to further installation of air conditioning units in classes.

### 5.2 Finance

Alan invited questions and comments.

- Strategic investment discussed.
- Some project completion dates may be pushed out to accommodate priority projects.
- Capital Expenditure Budget 2021 discussed.

**Alan moved that the 2021 Draft Budget and 2021 Capital Expenditure Budget be approved. Richard seconded. Agreed.**

### 5.3 Communication

- Board succession discussion.
  - ❑ Alternative ways to engage potential board members.
  - ❑ Identify skill sets.
  - ❑ 3 short videos - Who is the Board, What is our role and Governance versus Management.
  - ❑ Find interesting ways to capture attention, involve the learners.
  - ❑ MENPS Matters to advertise Board positions and the role of the Board.

**ACTION: Alan, Murray and Fleur to follow up on board succession with previously identified people.**

**ACTION: Murray to follow up with Brad in regards to filming short videos. Murray moved all reports to be accepted. Fleur seconded. Agreed.**

**6. Self Review**

6.1 Policies review:

- Persistent Complaints & Harassment Policy
- Draft Concerns & Complaints Policy
- Draft Protected Disclosure Act Policy
- Draft Staff Grievances, Complaints & Workplace Bullying Prevention Policy
- Draft Supervision Policy
  - Refer to School Hours Policy.

**ACTION: Alan, Annette and Josie to review Supervision Policy and School Hours Policy.**

**ACTION: Draft Home Learning Policy - defer to next meeting.**

**Alan moved that the policies be accepted subject to the wording/clarification of the Supervision Policy. Murray seconded. Agreed.**

6.2 Education and Training Act 2020 NZSTA paper.

- The Act enables the Minister of Education to issue a mandatory national code of conduct for board members.
- Grand-parenting provisions will be used at the Secretary’s discretion when an enrolment scheme is established or amended.
- The Act transfers responsibility for the development of, and consultation on, enrolment schemes from school boards to the MOE.
- New framework for planning and reporting will come into effect no later than January 2023.

6.3 NZSTA video handling board complaints.

- 6 minute video, good feedback.
- Natural justice points will be good.

6.4 Meeting Review.

- Have we focused our discussion on strategic goals or been side tracked.
- Have we stuck to the Board trustee code of conduct.

**Meeting closed: 9.15 pm**

**7. In Committee**

**Date of next meeting: 09 June 2021**

**Signed.....**

**Date.....**

## **ACTION SUMMARY**

Alan to request a projected timeline of the staffroom upgrade from Tomi.

Alan to engage Watershed to provide detail on grounding works including a breakdown of costs. (Sports Canopy)

Alan, James and Richard to schedule a meeting with Watershed and feedback options to the board.

Alan, Murray and Fleur to follow up on board succession with previously identified people.

Murray to follow up with Brad in regards to filming short videos.

Alan, Annette and Josie to review Supervision Policy and School Hours Policy.

Draft Home Learning Policy - defer to next meeting.