



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD Wednesday 26 July 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 de Vries-Oskamp and Sandra Jelcich, Minute Taker.

1 **Opening Karakia**

2 **Administration Matters**

Apologies: Richard Pook and Sean McKenzie

2.1 Adoption of agenda

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

2.2 Confirmation of Minutes 10 May 2023 and 14 June 2023.

Annette moved the May and June Minutes be accepted. Virginia seconded. Agreed.

2.3 Variation of Hours for the Month. Forward to Sandra.

2.4 Correspondence:

- In committee correspondence.

2.5 Declaration: Nil

3 **Matters Arising from Minutes:**

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

No.	Action	Resp.
1	Amendment to the MOU and a draft letter specific to MENPS to be circulated prior to the next meeting.	Closed
2	10YPP has been revised ready to be forwarded to the Property Committee.	Closed

4 **General Business**

4.1 Principal's Report - As read

Alan invited questions and comments.

- 2023 NAMSA Conference, Wednesday 30 August to Friday 1st September.
- Progress on MOE projects will be communicated as information comes to hand.
- Sports canopy project - drainage is completed, remedial surface work is expected in the next couple of weeks, laying of the turf may take longer.
- Strategic Plan, leadership pathways. Possibly 4 to 5 staff scheduled for T3.
- Flooding, Block 5 carpet replacement, waiting on MOE approval.
- School hall insurance claim, waiting on MOE approval.
- Discussion on implications of a possible change of government.

5 **Special Topic**

5.1 Proposed Central Auckland Specialist School Satellite Unit.

Annette invited questions and comments.

- The Board approved the amendments to the MOU for the temporary satellite unit.
- Brief discussion on which of our policies may be relevant to CASS.

Annette moved that the Board agrees to enter into an arrangement with CASS for the establishment of a temporary unit in accordance with the terms of the letter of agreement. Fleur seconded. Agreed.

- Table MOU Permanent Satellite Unit for August meeting. **[Action]**

6 Reports

6.1 Property - As read

Alan invited questions and comments.

- 10YPP has been submitted, the funding will be available once the MOE accepts.
- On acceptance of the 10YPP the property committee will discuss what can be actioned during term break.
- Discussion on the scope for the staff bathroom/toilets.

Annette moved that the Property report be accepted. Mike seconded. Agreed.

6.2 Finance - As read

Alan invited questions and comments.

- Our (delayed) audit has now been completed.
- Expecting a lot of electrical work in the coming weeks.
- Receipt of voluntary donations sitting at 80%, invoices for T3 going out this week.
- Curriculum areas are very well resourced.
- 2023 Draft Capital Expenditure Budget, amend staff bathroom BOT contribution to \$20,000.00. Achievable for this year. Delete student toilet provision (5YA).
- IT Replacement Cycle, Isometric Solutions provide external IT expertise.
 - Workshops on robotics and coding run internally.
 - All Apps are handpicked by the SLT.
 - Discussions on cyber attack security and data retention.
- Table, Isometric and Network for Learning as an agenda item for August meeting. **[Action]**

Alan moved the 2023 Draft Budget be adopted with a reduction in the Capital Expenditure of the staff bathroom to \$20,000.00 and exclusion of the student bathroom provision as covered by 5YA. Fleur seconded. Adopted.

Alan moved that the Finance report be accepted. Annette seconded. Agreed.

6.3 Communication

- MENPS Matters schedule for the last week of term 3. Pick up the next meeting with ideas of topics. **[Action]**

7 Self-Review

7.1 Policies review

- Curriculum Delivery Policy - a statement of intent.

Annette moved to accept the Curriculum Delivery policy, Alan seconded. Agreed.

- Self-review Calendar, Governance policy needs a refresh, bring forward to the September/October meetings. **[Action]**
- Strategic planning - Schedule a Strategy Workshop with TL's and Board members (Fleur, Mei and Virginia). **[Action]**

7.2 Meeting Review

Strategic goals and review questions.

- New formatt agenda works well with decisions and items for approval.

8 Closing Karakia

9 In Committee 8.51pm.

Date of next meeting: 23 August 2023

Signed.....

Date.....