



Mount Eden Normal PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 27 August 2025

Held in the staffroom commencing at 6.00 pm.

PRESENT: Alan Jackson, Virginia Brown (Presiding Member), Anna Thomas, Xuemei Tang, Martina Stevenson, Nigel Sinclair, Annette Quesado, Mike Nooney and Sandra Jelich, Minute Taker.

1 Opening Karakia

Presentation

- Hilary Edwards - Learning Support.
 - ❖ What professional development opportunities are available for SENCO.
 - ❖ How could the Board spotlight the needs within Learning Support?
 - ❖ Extend our communication to include how voluntary donations get spent.

The BOT and Alan thanked Hilary and the Learning Support team for their work.

2 Administration Matters

Apologies: Nil

Adoption of Agenda.

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

- Confirmation of Minutes 23 July 2025.

Alan moved the July Minutes be accepted. Nigel seconded. Agreed.

- Correspondence:
 - ❖ NZSBA
 - ❖ In Committee correspondence
 - ❖ CASS
- Declaration of interests: Nil

3 Matters Arising from Minutes:

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

#	Action	Resp.	Update
1	Change of August BOT meeting date, update the school calendar and advise the school community.	AJ	Complete
2	Order more signs - No Dogs on site and Report to Office.	AJ	Open - Order through the MOE.
3	Fencing upgrade communication in Term 3, re: access.	AJ/VB	Open
4	Update on Block 5 seismic requirement report, follow up.	AJ	Open - No updates
5	How is the working capital calculated?	SJ & AJ (Schooled)	Complete

6	Curriculum Policy: Reword the definition - Learners with Diverse Needs Gifted & Talented - define what we mean by NZ Curriculum	AJ	Complete
7	Update the self review calendar, to review the Governance policy aligning with the Board term..	AJ	Open - Next BOT
8	Draft Governance Policy handbook - Board Handbook and Policy	AJ/VB	Open - Discussion on induction and transition
9	Update and draft the uniform policy.	Policy Com	Open - Self review calendar for 2026.
10	Obtain quotes to engage a videographer to create a MENPS video.	VB	Open - Defer

4 **Special Topics**

4.1 EOTC safety protocols. (Natural disaster and seasonal risk considerations/assurances)
Presented by Xuemei Tang.

- Camp Adair is in the overland flow path.
- Highly unlikely to find a suitable camp outside a flood plain.
- Shared responsibility of the event organiser and BOT.
- Responsibility extends to cover parent volunteers.
- Consider alternative accommodation in case of an event.
- Camp Adair has an early warning system of potential flood risk.
- Camp would be postponed if there was any risk of a weather event.

Summarise EOTC safety protocols. **[Action]**

Review existing procedures utilising EOTC safety protocols. **[Action]**

4.2 Primary Teachers, Principals, Support Staff collective agreement action.

- Paid Union Meetings, preparations for a possible strike - Defer
- Reflections on communication from previous events.

4.3 2025 Student Achievement data, Year 4 cohort - Progress update.

- Tracking above the national average, hard data available later in the year.
- Cohort tracking data is available and to be included in future student achievement data presentations.

5 **General Business**

5.1 Principal's Report. As read.

Alan invited questions and comments.

5.2 2026 Out of zone Enrollments

- Recommended numbers not available, approval via email. **[Action]**

6 **Subcommittee Reports**

6.1 CASS - response. In committee

6.2 Property - As read

Alan invited questions and comments.

6.3 Finance - As read

Alan invited questions and comments.

- Fixed Assets Depreciation Rates - review & approve.

Alan moved the fixed assets depreciation rates be approved, Anna seconded. agreed.

6.4 Communications. (Election preparation update)

- BOT Election, voting reminders - Hero posts and newsletter. **[Action]**

7 **Governance**

7.1 Policy review,

- Self review calendar: Curriculum Policy - Defer.
- The time spent on the Governance handbook was well worth it. All agreed it looked fantastic. NZSBA provided lots of resources.

7.2 Meeting self-review

- Learning Support, presentation was informative.
- Allocate more time for speakers/presentations.

8 Closing Karakia 8.47 pm

9 In Committee

Date of next meeting: 17th September 2025.

Signed.....

Date.....