



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

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### GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 18 May 2022.

Held in the Staffroom commencing at 6.02 pm.

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

**Guest:** Fleur de Vries-Oskamp

Murray welcomed Fleur, speaking rights given for the public section of the meeting.

#### **1 Administration Matters**

Apologies: Matthew Gribben

- 1.1 Adoption of Agenda: Confirmed.
- 1.2 Confirmation of Minutes 16 March 2022.

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

- 1.3 Hours for the Month - forward to Sandra
- 1.4 Inwards Correspondence:
  - NZSTA
  - CES School Board of Election appointment pack.
  - Education Payroll - refer In Committee
- 1.5 Declaration of Conflict of Interest - Alan Jackson refer In Committee.

#### **2 Matters Arising from Minutes:**

- 2.1 Actions from last meeting reviewed. All attended to or underway.

#### **3. General Business**

- 3.1 Principal's Report - As read.

Alan invited questions and comments.

- Whole school roll trend, our optimal roll statement is key. We are seeing some whanau delaying enrolment of their learners this year.
- 3% of absences are notified as COVID related, more absences are now being notified as other illnesses.
- Social distancing still in place for staff.
- Mask wearing for students under open review.
- The majority of classrooms allow for cross ventilation. Regular monitoring of Co2 levels is being done.
- Alan met with the PTA, unsure what the COVID effect may have on future fundraising capacity.

- Community Consultation - Format is good and works well on mobile. Pictures and themes would be helpful as visual prompts. The health section could be diverted to another link to split the number of questions. Alan will continue work on visual aides and the connection to our strategic plan.

**ACTION: Alan will forward the final version of the Community Consultation to the Board for feedback.**

**Murray moved that pending the final version, the Community Consultation survey be sent out. Fleur seconded. Agreed.**

- SLT met with Zoe from ERO, Zoe offered her expertise to analyse Community Consultation data. Zoe advised that everything is going really well.
- 2022 Board Elections - refer inwards correspondence.

**Alan moved that CES be appointed to manage the 2022 Board election. Fleur seconded. Agreed.**

#### **4. Reports**

##### **4.1 Property - As read**

Alan invited questions and comments.

- The decking remediation is now complete and the deck is open and in use.
- The MOE have given approval for supplementary funding, to cover the intumescent paint on structural elements in Block 4. A revised quote of aprox 60k has been received.
- Canopy project - Alan and James will liaise with Geoff to clarify the best way forward to reduce the risk of inflation costs or supply chain issues.

**ACTION: Alan and James will liaise with Geoff from Watershed.**

##### **4.2 Finance - As read**

Alan invited questions and comments.

- Alan summarised the MOE Finance Adviser's report on the request for financial approval for the Canopy Project.
- Working Capital will be depleted but it is planned for and the canopy is a long term investment.
- Cyclical maintenance pretty much up to date now, 2 playgrounds for possible replacement/repair in 2023 have been identified.
- Alan introduced Te Ruma Tau (Sensory Room), quiet space for the TA's and teachers to work with targeted students.
- 2022 Budget tabled.

**Alan moved that the board accept the 2022 Budget. Richard seconded. Agreed.**

- Fixed Asset Depreciation Rates: The Board reviewed and approved the depreciation rates for 2022.

**Alan moved that the Fixed Asset Depreciation rates for 2022 be accepted. James seconded. Agreed.**

##### **4.3 Communication.**

- MENPS Matters - Schedule next edition for mid term. Items for inclusion; Community Consultation, Board of Elections and property update.

**ACTION: Murray, Fleur and Alan will schedule a meeting to discuss Board succession information/videos.**

**Murray moved all reports to be accepted. Fleur seconded. Agreed.**

#### **5. Self-Review**

##### **5.1 Policy review**

- The Self Review Calendar has been updated to allow for a catch up of existing policies that were deferred due to COVID.

5.2 Meeting review

- On target.

7.56 In Committee.

**6. In Committee 7.56 pm**

**Date of next meeting: 15 June 2022**

**Signed**.....

**Date**.....