



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD
Wednesday 23 August 2023.
Held in the staffroom commencing at 6.00 pm.

PRESENT: Alan Jackson, Annette Quesado, Nigel Sinclair, Virginia Brown, Anna Thomas, Mike Nooney, Fleur de Vries-Oskamp, Richard Pook, Sean McKenzie and Sandra Jelich, Minute Taker.

1 Opening Karakia

2 Administration Matters

Apologies: Xuemei Tang

2.1 Adoption of agenda

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

2.2 Confirmation of Minutes 23 August 2023.

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

2.3 Correspondence: Nil

2.4 Declaration: Nil

3 Matters Arising from Minutes:

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

No.	Action	Resp.
1	Table MOU Permanent Satellite Unit for August meeting.	Completed
2	Table, Isometric and Network for Learning as an agenda item for August meeting	Completed
3	Ideas/topics for MENPS Matters, week 10, Term 3.	Refer Communications
4	Strategic planning - Schedule a Strategy Workshop with TL's and Board members (Fleur, Mei and Virginia).	Alan will set a date for T4
5	Self-Review Calendar, refresh Governance policy and bring forward to the September/October meetings.	Completed

4 General Business

4.1 Principal's Report - As read

Alan invited questions and comments.

- Cyber security for schools, 2 factor authentication has started. Discussion on what the line of reporting may look like e.g Health and Safety or In Committee reporting.
- Curriculum development, huge amount of work already done on the curriculum refresh.
 - Take our time and be strategic.
- Attendance analysis, 95% is considered reasonable attendance. 80% and below initiates investigation. First with a phone call to family followed by a letter and if needed a face to face meeting. Severe weather, and trips home to reconnect with family impact attendance.
- PTA Movie day seemed to be well attended. Casino night sales started a bit slow but plenty of interest was shown.

Annette moved that the Principal report be accepted. Richard seconded. Agreed.

5 Special Topic

5.1 CASS Satellite Unit - update on temporary satellite unit.

- No official feedback received. Temporary unit possible for 2024, Alan will update as more information becomes available.
- Discussion on the best time to communicate details to staff and the wider community.
- Development of a communication strategy, Virginia and Alan. **[Action]**

5.2 CASS Satellite Unit - permanent proposal MOU.

- Still some work to be done, this is a good faith consultation/communication document.
- Fleur will draft some suggestions to amend the wording and forward to Alan and Annette for review and circulation. **[Action]**

5.3 Out of Zone Enrolments 2024.

- Refer to MOE guidelines.

Alan moved that the Mt Eden Normal Board of Trustees has determined that the following out of zone places will be made available in 2024.

Y1: Up to 20 places

Y2: Up to 20 places

Y4: Up to 6 places

Y5: Up to 6 places

Annette seconded the motion. Agreed.

6 Reports

6.1 Property - As read

Alan invited questions and comments.

- Canopy project, delayed due to the leveling being insufficient. Alan waiting on further updates.
- School hall Insurance claim, funding approved approx 90K. Watershed will tender out to contractors.

6.2 Finance - As read

Alan invited questions and comments.

- 2022 Year End Audit, tabled and discussed, recommendations adopted.
- Richard spoke to the Audit report.
- Governance recommendations adopted.
- Appreciation was extended to Sandra for work done in preparation for the Audit.
- Cyclical Maintenance continues to be streamlined and updated.
- Audit Management letter, discussed and accepted.
- Depreciation letter, discussed, approved and signed.
- Capital Expenditure, IT replacement cycle will be confirmed on Maria's return.
- Most likely window of opportunity for the staff bathroom upgrade will be during the end of year break.
- Term deposit, refer to CES, Lynley.

Annette moves that all reports are accepted. Richard seconded. Agreed.

6.3 Communication

- MENPS Matters, include Canopy Project, Cass communication and thank the PTA for fundraising activities.

7 Self-Review

7.1 Policies review

- Discussion on proposed Governance Policy (whole board)
- NZSTA, schedule of delegations.
- Decision making outside meetings. How are key decisions made? Delegation framework.

7.2 Meeting Review
Good active discussion.

8 Closing Karakia

9 In Committee 8.25pm.

Date of next meeting: 20 September 2023

Signed.....

Date.....