



Mount Eden Normal PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 22nd July 2026

Held in the staffroom commencing at 6.00 pm.

PRESENT: Alan Jackson, Virginia Brown (Presiding Member), Anna Thomas, Matt Eastwood, Yanni Wang and Sandra Jelichich, Minute Taker.

1 Opening Karakia

2 Administration Matters

Apologies: Nigel Sinclair

Adoption of the agenda.

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

- Confirmation of Minutes 17th June 2026.

Alan moved that the minutes of 17th June be accepted. Virginia seconded. Agreed.

- Correspondence: Refer In Committee
- Declaration of interests: Nil

3 Professional Learning & Development

3.1 Topic: Staff Wellbeing Annual Survey - data shows staff are stressed and feel unsupported.

- Good discussion, everyone participated.

4 Matters Arising from Minutes:

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

#	Action	Resp.	Update
1	BOT biographies to be forwarded for inclusion on the school website.	VB	Complete
2	Communication will be shared with the school community to help families understand the updated reports and how to interpret it effectively.	AJ	Complete
3	Review policy framework in the Supervision and School Hours procedure, implement T3.	AJ	Open, refer to the Parent & Visitor Code of Conduct.
4	Provide feedback on and recommend updates to the Supervision Policy.	AJ	Open, refer to the Parent & Visitor Code of Conduct.
5	Isometric to set up a school email address for BOT.	AJ	Open, continuing to resolve login issues. Investigate alternative platforms.
6	Farewell to CASS	AJ	Open
7	Community Consultation, Term 3 • Seek feedback on including a school cardigan to the uniform.	AJ	Open, due T3.

	• Draft a statement on participation and competition of sports/outdoor activity. • Explore 'rich' learning opportunities, including music and the arts.		
8	Presentation of T1 achievement data scheduled for T4, 2026	AJ	Open, due T4.
9	Staff recruitment project - video to be produced as a recruitment tool.	AJ, VB & ME	Open, due T4 - Virginia has drone footage to share. Alan will arrange a suitable time to meet with Hal early this term.

5 General Business

5.1 Principal's Report - As read

Alan invited questions and comments.

- A significant amount of progress has been made on the curriculum refresh. The revised timeframes for Science and Social Science have eased the pressure, work will continue to focus on Mathematics.
- Review new assessment requirements for 2027, the preference is to adopt Progressive Achievement Tests (PATs) provided by NZCER. PATs align with current curriculum and assessment expectations and can support consistent monitoring of student achievement and progress. It is noted that PATs will incur ongoing costs.
The introduction of PATs may require some parent education and communication.
- Arahitanga Leadership pathway group, discussion forum to discuss challenges for anyone considering leadership - continue new intake.
- Resourcing for ESOL is overseen by the ESOL teacher and, in general, does not represent a high-cost resource. The key consideration is identifying the tipping point at which demand for ESOL support exceeds the capacity of the current staffing.
- We are currently meeting the attendance target set by the government, indicating the Attendance Policy is effective.

5.2 Out-of-Zone Enrolments 2027.

Alan moved that the Mt Eden Normal Board of Trustees has determined that the following out of zone places will be made available in 2027. Anna seconded. Agreed.

Y1: Up to 25

Y2: Up to 20

Y3: Up to 3

Yr4: Up to 4

Yr5: Up to 8

Yr6: No available placements

6 Special Topic

6.1 T3 Community Consultation

- Strategic Plan, clarify the purpose and scope. Typically attracts a low response.
- Discussion on how to encourage greater participation and ensure the feedback received is meaningful.
- Identifying key themes, focus groups can provide richer discussion.
- Establish a working group.
 - ❖ Staff consultation - Alan and Martina
 - ❖ Parent/Community - Alan, Matt, Virginia and Anna.
- Invite BOT to the staff strategic planning day.
- Once the consultation is complete, set aside time to review and discuss findings.
- Alan will develop a proposed timeline for the community consultation process and with Martina design a consultation workshop for staff and students. **[Action]**
- Alan, Matt, Virginia and Anna will develop the consultation approach for parents and the wider community. **[Action]**

7 Subcommittee Reports

7.1 Property - As read

Alan invited questions and comments.

- Leak remediation work to the guttering is complete, work done was within scope. The hall is owned by the MOE, no financial responsibility to the school.
- Grant applications for the Playground project close in August. Waiting to hear back.
- Explore additional grant opportunities. **[Action]**

- 7.2 Finance - As read
Alan invited questions and comments.
- On track and as expected for this time of year

- 7.3 Communication
- MENPS Matters planned for Week 4 or 5.

8 Governance

- 8.1 Policy review
Access to Students Policy
- Alan noted minor updates.
 - ❖ Recent legal advice confirms that it isn't up to us to police custody orders.
 - ❖ Can be challenging, managing student drop offs direct to the classroom during school hours.

Alan moves that the Access to Student Policy be accepted. Matt seconded. Agreed.

- Parent & Visitor Code of Conduct Policy
- No significant issues.
 - Defer to next month to give time to digest and review.

- 8.2 Meeting self-review
- Governance focused.
 - Efficient approach when large topics are up for discussion/decision making.

9 Closing Karakia 8:05pm

10 In Committee

Date of next meeting: 19th August 2026

Signed.....

Date.....