



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 15 November 2023.

Held in the staffroom commencing at 6.00 pm.

PRESENT: Alan Jackson, Annette Quesado (Chair), Nigel Sinclair, Virginia Brown, Anna Thomas, Fleur de Vries-Oskamp, Sean McKenzie, Richard Pook, Xuemei Tang and Sandra Jelichich, Minute Taker.

GUEST: Hilary Edwards

1 **Opening Karakia**

2 **Administration Matters**

Apologies: Mike Nooney

2.1 Adoption of agenda:

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

2.2 Confirmation of Minutes 18th October 2023.

Alan moved the September Minutes be accepted. Fleur seconded. Agreed.

2.3 Correspondence: Refer in committee

2.4 Declaration: Nil

3 **Special Topics**

3.1 Years 4-6 academic achievement for 2023 - Presented by Alan

3.2 Learning Support - Presented by Hilary Edwards

4 **Matters Arising from Minutes:**

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

No.	Action	Resp.
1	MENPS Matters, Satellite Unit, request for additional information.	Completed.
2	POD variation for the permanent unit.	Circulate, standing item.
3	Include CASS Satellite Unit as a standard agenda item.	Completed.
4	Governance Policy - review wording & circulate prior to next meeting.	Underway.
5	Governance Policy - review numbering.	Completed.
6	Class Placement Policy - circulate prior to the next meeting.	Completed.

5 **General Business**

5.1 Principal's Report - As read

Alan invited questions and comments.

- Teacher Only Day focused on the curriculum refresh and reflections.
- No significant progress on property.

- Class placement process is underway.
- Fresh approach for Leadership pathways in 2024. Leadership opportunities in the curriculum refresh teams.
- Unjustified absences, anything up to 90% suboptimal.

6 Subcommittee Reports

6.1 CASS Specialist Unit.

Alan invited questions and comments.

- Meeting scheduled for 24 November. Entry plan for approx 5 students, with no significant accessibility needs. Possibly use Room 18 or 19, still to be confirmed.
- Safety and design meeting for the proposed permanent unit.

6.2 Property - As read

Alan invited questions and comments.

- The PTA is offering an additional \$30,000.00 on top of the \$60,000.00 already budgeted for.
- Discussion on how to best spend the additional donation of \$30,000.00.

Alan moved that we engage Tiger Turf for the other side of the top court. Fleur seconded. Agreed.

6.3 Finance - As read

Alan invited questions and comments.

- Tracking as expected.
- Approval sought to switch banks and increase the credit card limit to \$5000.00.

Annette moved the motion to switch from ANZ Bank to ASB Bank Ltd and increase the credit card limit to \$5,000.00. Richard seconded. Agreed.

- Draft budget for 2024 tabled and discussed.

Annette moved that we adopt the Draft Budget for 2024. Richard seconded. Agreed.

6.4 Communications

- MENPS Matters scheduled for year end. Acknowledge and thank staff and PTA.
- Discussion on CASS communications, reintroduce the temporary CASS unit in the school newsletter. **[Action]**

7 Governance

7.1 Policies review

- Draft Stand-downs, Suspension & Exclusion. Static and based on legislation, update to the 2020 Act.

Alan moved the adoption of the Draft Stand-down, Suspension & Exclusion policy. Nigel seconded. Agree.

- Draft Use of School Facilities Assets.

Alan moved the adoption of the Draft Use of School Facilities Assets. Annette seconded. Agreed.

- Draft Substance Abuse Policy.

Alan moved the adoption of the Draft Substance Abuse Policy. Fleur seconded. agreed.

- Draft Police Vetting. Current legislation 2020, Education Act.

Alan moved the adoption of the Draft Police Vetting Policy. Fleur seconded. Agreed.

- Draft Finance Policy. Developed with CES.

Alan moved the adoption of the Draft Finance Policy subject to minor numbering edits. Richard seconded. Agreed.

- Draft Theft & Fraud Prevention Policy. Developed with CES.

Alan moved the adoption of the Draft Theft & Fraud Prevention Policy. Fleur seconded. Agreed.

- Draft Cohort Entry Policy.

Alan moved the adoption of the Draft Cohort Entry Policy. Fleur seconded. Agreed.

7.2 Meeting review

8 Closing Karakia

9 In Committee

Date of next meeting: 06 December 2023

Signed.....

Date.....