



Mount Eden Normal PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 18th February 2026

Held in the staffroom commencing at 6.00 pm.

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

1 Opening Karakia

2 Administration Matters

Apologies: Nil

Adoption of Agenda.

- ❖ With the addition of meeting dates for 2026.
- ❖ Cyclical Maintenance provision - 2025.

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

- Confirmation of Minutes 19th November 2025.

Virginia moved the November Minutes be accepted. Nigel seconded. Agreed.

- Correspondence:
 - ❖ Mt Eden School-Block 5, Seismic update.
 - ❖ Natural Hazard EOTC planning.
 - ❖ Discussion paper - S Jukes. **[Action]**
- Declaration of interests: Nil

3 Professional Learning & Development

- Arrange a site tour for BOT members, Virginia to circulate date options. **[Action]**
- 2026 Professional Learning:
 - ❖ Good employer
 - ❖ Concerns and Complaints
 - ❖ Finance and Property
 - ❖ Health safety and Wellbeing
 - ❖ Inclusive education, Learning Support
 - ❖ Community Engagement
 - ❖ Student Achievement
- BOT PD, 5 most preferred workshops. **[Action]**

Matters Arising from Minutes:

- ### 4
- Actions from last meeting reviewed. All attended to or underway.

#	Action	Resp.	Update
1	Update 'Who do I ask?' bulletin	AJ/VB	Complete, with AJ for copy approval.

2	Block 5 seismic requirement report. Request written reassurance.	AJ	Complete, refer correspondence.
3	Summarise the EOTC safety protocols.	XT/AJ	Complete, refer correspondence.
4	Update and draft the uniform policy.	Policy Com	Complete, refer Governance, item 8.1.
5	Review existing procedures utilising EOTC safety protocols.	AJ	Open
6	Staff recruitment project.	AJ/VB/ME	Open, constructive meeting held, early Dec. Plans underway.
7	Subcommittee terms of reference.	VB	Complete, added to Governance policy on self review calendar.
8	Uniform policy, add to the self-review calendar for 2026.	AJ	Complete, communicate changes from Term 2.
9	Digital copy of playground design, add to Dropbox.	AJ	Complete
10	Forward biography to VB for the website.	VB, All	Open, wait for Staff Rep election to be complete.
11	Auckland Unitary Plan, submission. Circulate before sending off.	VB, All	Open, AJ to update APPA, collective submission - strategic planning and consultation for schools. Gov signalling a U-turn & softening of unitary plan. Alan seeing Wednesday, 25th Feb.
12	Removal of BOT requirement to give effect to Te Tiriti o Waitangi. Draft statement for circulation.	AJ	Complete
13	Education and Training Amendment Act 2025, summary.	AJ (2026)	Complete, refer Board December Meeting Docs, Dropbox.
14	Playground design - building supplies and/or a 2nd quote.	AJ & Property Committee	Open, waiting on a second design. Possibly meet with the designers
15	Meet with the playground construction team to finalise design	AJ & Property Committee	Open.
16	Voluntary donation increase for 2026. Past trends.	AJ	Complete.
17	Track changes for policy updates	AJ	Complete, refer policy for review

5 Special Topics

5.1 2026 Strategic Plan update.

- Strategic plan, typically due to MOE by 1st March, however advice received that it may not need to be submitted this year.
- The strategic plan sets the framework for what we are trying to achieve.
 - ❖ Board statement, are we required to include our obligations under Te Tiriti o Waitangi.
 - ❖ Phonics statement, missing Yr 3. 'Catch Up Your Code' covers Yr 3 to Yr6.
 - ❖ Partnership statement, update CASS wording.
- Share updates to the Strategic Plan with the Board. **[Action]**
- Community Consultation planned for early T3. **[Action]**
 - ❖ Broader opportunities including music and the arts.
 - ❖ Sport and outdoor activities, including the opportunity to compete or participate.

6 General Business

6.1 Principal's Report - As read

Alan invited questions and comments.

- 2026 meeting dates accepted and approved.
 - ❖ 18th March

- ❖ 22nd April
- ❖ 20th May
- ❖ 17th June
- ❖ 22nd July
- ❖ 19th August
- ❖ 16th September
- ❖ 21st October
- ❖ 18th November
- ❖ 9th December
- Curriculum focus based on updated material for reading, writing and maths.
- 2x lead staff appointed to support the maths curriculum.
- Continued work on unpacking the Social Sciences curriculum.
- Changes to assessment and reporting under review.
- Welcome Day will be reviewed for 2027.

6.2 Draft 2026 Attendance Plan.

- Brief summary of the Attendance Management Plan and attendance data.
- Upload the Attendance Management Plan to the website, and reference in the school newsletter. **[Action]**

Alan moved that the Attendance Management Plan be approved. All agreed.

7 Subcommittee Reports

7.1 Property - As read

Alan invited questions and comments.

- Awaiting 2nd quote from Playscape.
- Block 2 roofing project - in progress.

7.2 Finance - As read

Alan invited questions and comments.

- The Finance Committee met to discuss possible revenue streams, lots of ideas to explore.
- 2025 cyclical maintenance provision tabled and discussed.

Virginia moved that the Cyclical Maintenance Provision - 2025 be approved. Matt seconded. Agreed.

- Invite Lynley from SCHOOLED LTD, to present on school finances. **[Action]**

7.3 Communication

- Voluntary Donation - Reminder to claim donation tax credits and how MENPS uses the donation. Invoice/statements to be sent out in week 3.
- Update wording on invoice to include termly installments.
- MENPS Matters, committee to meet and discuss distribution of tasks.

8 Governance

8.1 Policy review

- DRAFT Artificial Intelligence Policy.
 - ❖ Give consideration to the Privacy Act, what information is stored on our student management system.
 - ❖ Students don't formally use AI as part of the school program.
 - ❖ Explore PD opportunities.
 - ❖ Conduct regular risk analysis.

Alan moved that subject to minor wording update the Artificial Intelligence policy be accepted. Matt seconded. Agreed.

- DRAFT Enrolment Policy.

Alan moved that subject to including the school zone as determined by the MOE the Enrolment policy be accepted. Anna seconded. Agreed.

- DRAFT Classroom Release Time Policy. Defer to the March meeting. **[Action]**

8.2 Meeting self-review

- Good engagement and questions.
- Kept to time.
- Induction Review
 - ❖ The handbook supported the course content well, and the use of examples and scenario discussions were valuable.
 - ❖ More information on the roles of committees would be beneficial.

9 Closing Karakia 8.54 pm

10 In Committee

Date of next meeting: 18th March 2026

Signed.....

Date.....