



Mount Eden Normal PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD Wednesday 14 June 2023.

Held in the staffroom commencing at 6.00 pm.

PRESENT: Alan Jackson, Annette Quesado, Nigel Sinclair, Virginia Brown, Anna Thomas, Xuemei Tang, Mike Nooney, Richard Pook, Sean McKenzie and Sandra Jelichich, Minute Taker.

1 Opening Karakia

2 Administration Matters

Apologies: Fleur Wilhelmina de Vries-Oskamp

2.1 Adoption of agenda

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

2.2 Confirmation of Minutes 10 May 2023. Deferred to the next meeting.

2.3 Variation of Hours for the Month. Forward to Sandra.

- CASS Meeting hours.

2.4 Correspondence:

- NZSTA Materials
- Code of Conduct for State School Board Members.

2.5 Declaration: Mei has advised a personal friendship with Fiona from CASS.

3 Matters Arising from Minutes:

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

No.	Action	Resp.
1	Investigate term deposit options for cash holdings	Board to be updated during finance report - Carry over
2	Guidelines and criteria of therapy dogs on site.	Board to be updated - Self review calendar
3	Reach out to the Auckland Specialist School and request a presentation and an opportunity to visit other sites with a Unit.	CASS & MOE presented the master plan to the Board on 6th June. Consider further information. Refer to special topic

4 General Business

4.1 Board trustee movements.

- Sean was welcomed to the Board as the Staff Representative and thanked him for putting his name forward.
- The Board thanked Brad for his years of service on the Board, and wished him well as he pursues new opportunities and adventures.

4.2 Principal's Report - As read

Alan invited questions and comments.

- Dragon Boat Festival, change of plan due to the sports canopy fencing. Alan has spoken to the PTA organisers and it sounds like it will be a great event.
- NZEI, Teachers voted to accept the latest offer from the Ministry of Education.
 - CRT increases come into effect in 2024.
 - New graduate numbers are low for next year.
- The Principal negotiations are continuing, Alan will continue participation as a member of the Negotiation Team. The main concerns centre on recruitment and retention of Principals.
- Discussion on pipeline planning for Principals with the Board asking if Alan needed anything.
- Proposed 2024 Dates:
 - Term One: Wednesday 7th February - Friday 12th April
 - Term Two: Monday 29th April - Friday 5th July
 - Term Three: Monday 22nd July - Friday 27th September
 - Term Four: Monday 14th October - Friday 20th December

Alan moved we accept the proposed dates for 2024. Richard seconded. Agreed.

- Teacher Only Day set for November.
- School Hall Insurance, still awaiting MOE approval.
- RM 29 flooding, the contractor has been selected but no further progress.
- Imbalance in roll size of Year 5's, will possibly need to reconfigure for next year.

Annette moved we accept the Principal's report. Mike seconded. Agreed.

5 Special Topic

5.1 Proposed Central Auckland Specialist School Satellite Unit.

- Refer to the question and answer document.
- Preference is for the detail of the temporary satellite class to be worked out in tandem with the permanent class.
- Discussion on liability.
- Does CASS policy need to align to MENPS policy.
- Will flooding of Rm 29 impact on available classes for CASS.
- Questions on governance and employment to be clarified.
- The Board is supportive of the Proposed Central Auckland Specialist School Satellite Unit in principle.

Amendment to the MOU and a draft letter specific to MENPS to be circulated prior to the next meeting. **[Action]**

6 Reports

6.1 Property - As read

Alan invited questions and comments.

- Canopy Project, initial work is looking promising so far.
- 10YPP has been revised. Ready to be forwarded to the Property Committee. **[Action]**

6.2 Finance - As read

Alan invited questions and comments.

- Audit not submitted on time, Alan acknowledged that we have done all we can to complete the audit and the delay is in part due to resourcing issues.
- Reduction in capital due to Sports Canopy spend.
- Discussion on the reduction of voluntary donations received in T2.

Annette moved that the Property and Finance reports be accepted. Nigel seconded. Agreed.

6.3 Communication

- MENPS Matters schedule for the last week of term.
 - Dragon Boat Festival
 - Sports Canopy update

- Cultural events
- Strategic Plan, where to find it
- Introduction to Sean McKenzie
- Thank you to Brad for his service on the Board
- Farewell Amber and Brad
- Primary Teachers CA settled
- Possible update on the Principals agreement

Annette moved all reports be accepted. Nigel seconded. Agreed.

7 Self-Review

7.1 Policies review

- NELP 2 - DRAFT School Hours Policy

Alan moved the Draft School Hours Policy be accepted. Mike seconded. Agreed.

- NELP 1 Draft Child Protection Policy, discussion and amendments made.

Alan moved the Draft Child Protection Policy be accepted. Annette seconded. Agreed.

- NELP 1 Draft Access to Students Policy.

Alan moved the Draft Access to Students Policy be accepted. Sean seconded. Agreed.

7.2 Meeting Review

- It's helpful to have all relevant information/questions available, prior to the meeting.
- Board papers show whether a decision needs to be prepared for and made.

8 Closing Karakia

9 In Committee 8.51pm.

Date of next meeting: 26 July 2023

Signed.....

Date.....