



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 19th November 2025

Held in the staffroom commencing at 6.00 pm.

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

1 Opening Karakia

2 Administration Matters

Apologies: Yanni Wang
Adoption of Agenda.

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

- Confirmation of Minutes 22 October 2025.

Alan moved the October Minutes be accepted. Matt seconded. Agreed.

- Correspondence:
 - ❖ NZSBA - Petition re: removal of Te Tiriti from school board objectives.
 - ❖ School position on proposed Te Tiriti changes
 - ❖ In Committee correspondence
- Declaration of interests: Nil

3 PD Exercise

Scenario & Response: Best practice discussion.

- Update - Who do I ask **[Action]**

Matters Arising from Minutes:

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

#	Action	Resp.	Update
1	Order more signs - No Dogs on site and Report to Office.	AJ	In process, due to arrive soon.
2	Block 5 seismic requirement report.	AJ	Open - Request written reassurance, AJ will draft the letter.
3	Update and draft the uniform policy.	Policy Com	Draft complete, refer Governance, item 8.1
4	Summarise the EOTC safety protocols.	XT/AJ	Open - Follow up with Xuemei in process
5	Review existing procedures utilising EOTC safety protocols.	AJ	Open as above
6	Staff recruitment project.	AJ/VB/ME	Matt, VB and AJ to meet
7	Subcommittee terms of reference.	VB	Add to December agenda
8	Forward digital copy of playground design to Nigel	AJ	Complete

9	Map Block numbers, for easy identification.	AJ	Complete
10	Forward biography to Virginia for the website.	ALL	In process

5 Special Topics

- 5.1 MBIE Recall Notification - Asbestos testing update.
- Coloured sand products - Differing advice received from Work Safe NZ. MOE unavailable to provide support over the weekend.
 - 90% of samples received back from testing, 2 spaces are still closed pending results. The majority of areas have come back with a negative result. Air quality and touch swabs were tested as per Work Safe directive. If a positive result is returned on the remaining spaces we deep clean and replace all soft furnishings. If a negative result is returned, the spaces remain open. Wait for the outcome of testing before further action.
- 5.2 Auckland Unitary Plan, Intensification Zoning - 'Proposed Plan Change 120'
- Closing date for submissions is 19th December 2025.
 - General discussion on what, if any, are our concerns.
 - Currently our school roll is sitting close to optimal. What impact would intensification have on the roll.
 - Discussion on the importance for consideration and consultation.
 - Prepare a submission outlining the potential impact on MENPS and the importance of consideration and consultation, circulate prior to sending off. **[Action]**
- 5.3 Education Sector Update - Education and Training Amendment Act 2025.
- Changes to remove an explicit obligation on school boards to give effect to Te Tiriti o Waitangi - What is the Boards position? Discussion.
 - Reaffirm commitment to our learners and equity for all students. All in agreement to oppose the requirement. Alan will draft a statement and circulate for feedback **[Action]**.
 - Strategic plans delayed, now due in 2027.
 - Collective Agreement, strike notice period extended.
 - Teaching Council, reduction of elected members, ministerial majority.
 - Student attendance and assessment plan, implementation by late January 2026.
 - Alan will summarise and add to Dropbox for 2026 **[Action]**.

6 General Business

- 6.1 Principal's Report - As read
Alan invited questions and comments.
- Alan briefly summarised the CodeEd, 'Catch Up Your Code' programme for 2026.
- 6.2 Subcommittee Reports - Set terms of reference.
- Property - Martina, Matt, Alan & Nigel.
 - Finance - Anna, Yanni (TBC) & Nigel (working group).
 - Communications- Virginia, Martina and Matt.
 - Terms of reference **[Action]**.

7 Subcommittee Reports

- 7.1 Property - As read
Alan invited questions and comments.
- Playground update - design & cost, refer Draft Budget 2026.
 - The playground will be safety checked and certified.
 - Playground design doesn't include plantings/gardens.
 - Anna has offered to follow up with her contact for supplies and/or a 2nd quote. **[Action]**

- The property committee will meet with the playground construction team to finalise design. **[Action]**

7.2 Finance - As read

Alan invited questions and comments.

- Working Capital will take a hit due to the replacement Playground.
- Proposed working group - Building Working Capital, sustainable revenue streams.
- 2026 DRAFT Budget tabled for approval, operating budget only.
- 2026 provisional Cyclical Maintenance plan tabled.
- Voluntary donation 2026, add to the December agenda. **[Action]**.

Alan moved that the 2026 Draft budget be approved, Anna seconded. All agreed.

Alan moved that the Cyclical Maintenance provision for 2026 be approved, Nigel seconded. All agreed.

7.3 Communication

- Final MENPS matters for 2025. Thank all staff, farewell leaving staff and Year 6's and thank the PTA.

8 Governance

8.1 Policy review

- Uniform - minor formatting edits.

Alan moved that the Uniform policy be accepted. All agreed, approved.

- Bullying Prevention

Alan moved that the Bullying Prevention policy be accepted. All agreed, approved.

- Track changes **[Action]**.
- Finance (Gifts & Koha) - Update gifts, and sensitive spending, remove cheques.

Alan moved that the Finance policy be accepted. All agreed, approved.

8.2 Meeting self-review

- Reflection on the meeting, learnings, summary of forward actions.
- Governance vs. Management.
- Well prepared for discussion points.
- Push out policy reviews on meeting nights when we don't have presentations.

9 Closing Karakia 9.10 pm

10 In Committee

Date of next meeting: 10th December 2025.

Signed.....

Date.....