



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 20 November 2024

Held in the staffroom commencing at 6.05 pm.

PRESENT: Alan Jackson, Virginia Brown (Presiding Member), Anna Thomas, Xuemei Tang, Fleur de Vries-Oskamp, Martina Stevenson and Sandra Jelichich, Minute Taker.

1 Opening Karakia

2 Administration Matters

Apologies: Annette Quesado, Mike Nooney and Nigel Sinclair.

Adoption of agenda.

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

- Confirmation of Minutes 23 October 2024.

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

- Correspondence NZSBA:
 - Curriculum update - government directive, requirements around Literacy and Maths.
 - Stepped attendance response - needs to be in our strategic planning.
 - NZ Council, Registration Survey.
 - Following up on the Presiding Member network meeting. Hosted by members of NZSBA, approx 25 members from the Auckland area, was very worthwhile.
- Declaration of interests: Nil

3 Matters Arising from Minutes:

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

- Additional information sought on the preferred brand of sunscreen to purchase. **[Action]**

Alan moved that we investigate the supply of sunblock into schools. Virginia seconded. Agreed.

Motion made that the Draft MOU, confirming term-end of the temporary CASS unit gets delegated to Alan and Virginia and finalised.

- Final version of the Draft MOU confirming term-end of the temporary CASS unit to be submitted. **[Action]**

#	Action	Resp.	Update
1	Alan will look into the process to reduce Board numbers and report back to the Board ready for the March, 2025 meeting.	AJ	To be reported on at the March meeting.
2	Post a poll with a yes/no attendance reply to the Community Consultation/Focus Group.	AJ	Complete
3	Cyclical maintenance provision needs to be aligned with the 10YPP and approved as accurate by Watershed.	AJ	Currently with Watershed

4	Create a Dropbox file for prior Audit closing reports.	AJ, SJ	Complete
5	Investigate the cost and practical applications of supplying sunscreen in the classrooms.	AJ,SJ	The Warehouse 1 Litre pump bottle \$20 SPF 50+
6	Update wording - home learning is recommended but not compulsory.	FdVO	In process.
7	Update the website with more relatable Board member introductions.	VB	Open. Defer to the new year.
8	MENPS Matters could include a spotlight on a couple of BOT members each edition.	VB	MM planned for the end of T4
9	Policy Committee to continue work on a tracked change method.	policy com	Verbal update.
10	Draft MOU confirming term-end of temporary CASS Unit	AQ	Refer above.

- Meeting protocols, reflection on last month's meeting.
- Recruitment project, deferred to the new year.

4 Special Topics

4.1 Community Consultation

- A small, but thoughtful mix of participants from the community.
- The themes aligned nicely with TOD, SLT and Board discussion.
- Participants found the process useful.
- Murray was invaluable as a facilitator and approval given for an appreciation gift. **[Action]**

4.2 Strategic Planning Day

- Alan gave a brief overview of the day.
- Time spent was very valuable, feedback to the Board early next year. **[Action]**

5 General Business

5.1 Principal's Report - As read

Alan invited questions and comments.

- Curriculum development will be driven by Government Policy.
- Numicon tool is used widely in the UK and aligns with how we currently teach maths. Accepted as a positive move.
- TravelWise - Important to revisit next year. **[Action]**
- Harko Brown, currently on site meeting and playing with students as part of developing the playground concept.
- Seismic meeting scheduled for Wednesday, 27th November. Alan will attend via Microsoft Teams and send out a meeting invitation. **[Action]**
- Aggregated attendance differential compared to last year. Already ahead of the strategic goal for attendance.

5.2 Staffing Entitlement Update

- Provisional staffing for 2025 puts us in a better position than this year. Still on the low side so have submitted for review.
- Board funding for at least two teachers.

5.3 Out of Zone Placements

- Refer approval via email as at 30th October, 2024.
- Table SKIDS annual report at December meeting. **[Action]**

6 Subcommittee Reports

6.1 CASS Unit

- No update.

- Participated in our fire drill and Junior Showcase.
- The staff at our strategic planning day were really pleased to hear that CASS is staying for another year.
- Parent feedback received of how important CASS is to the community.

6.2 Property - As read

Alan invited questions and comments.

- No update.
- Classroom refurbishment has been approved.

6.3 Finance - As read

Alan invited questions and comments.

- Meeting attended by Alan, Anna, Sandra and Lynley from Schooled. (Previously known as CES)
- Will be in a much better position for next year due to a few changes:
 - TL Release
 - Non Teachers pay equity funding.
 - Staffing ratio balance.
- 2025, Draft Budget to be tabled at the December meeting. **[Action]**
- William Buck Audit (NZ) Limited, fee proposal.

Alan moved that William Buck Audit (NZ) Limited be engaged for the next three years. Anna seconded. Agreed.

6.4 Communications

- MENPS Matters planned for the end of term.
- Succession Planning: Spotlight Board members in 2025.

7 **Governance**

7.1 Policy review

- New policy on retention and disposal of documents comply with legal requirements. School records are linked
- Table the Retention and Disposal of Documents policy next month. **[Action]**

7.2 Meeting self-review

- Alan thanked Virginia for her leadership.

8 Closing Karakia 7.20 pm

9 In Committee

Date of next meeting: 11th December 2024.

Signed.....

Date.....