



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 19 February 2025

Held in the staffroom commencing at 6.00 pm.

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

1 Opening Karakia

2 Administration Matters

Apologies: Nigel Sinclair and Annette Quesado.

Adoption of agenda.

Fleur moved the adoption of the agenda Alan seconded. Agreed.

- Confirmation of Minutes 11 December 2024.

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

- Correspondence:
 - NZSTA, invitation to covid19 response survey.
 - Survey on AI in schools. Forwarded to Mike for review and comment.
- Declaration of interests: Nil

NZSBA Term 1 Checklist:

- Presiding Member Role - deferred to the first meeting following the triennial election.
- Review Code of Conduct (refer 4.1)
- Review Board delegations - Sub-committee review and show of interest.
 - Existing subcommittees: Finance, Property, Communications and Policy.
 - Finance - Anna and Alan.
 - Policy - Mei, Fleur, Alan and Mike.
 - Property - Nigel, Alan and Mei.
 - Communications - Virginia and Martina.
- Review Conflict of Interest Register.
- Review work plan - 2025 Self-review Calendar.
- Publish Strategic Plan (refer 5.1)
- Ensure implementation of legislated changes: Phones away for the day & curriculum refresh.
 - Alan summarised the changes, the impact on MENPS and actions taken.
 - MENPS is compliant, assessment requirements for schools to be implemented by 2026.
 - Curriculum changes delegated to Alan and the team.
 - Strategic Plan is based on the curriculum refresh.
 - Assessment changes will be shared with the school community. **[Action]**
 - Policy, phones away for the day: July review. **[Action]**
- Principal's Professional Growth Cycle - External appraisal proposal. **[Action]**
- Approve 2025 Budget (deferred to May meeting)
- Annual Financial Statement - due March 31.
- Annual Report - due to MOE and online, May 31.

- Board learning and development opportunities (refer 4.2).

3 **Matters Arising from Minutes:**

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

| # | Action | Resp. | Update |
|---|--|-------|---------------|
| 1 | Home Learning Policy - upload to website. | AJ | Complete |
| 2 | Definition of Cloud based and AI services | MN | Complete |
| 3 | Draft Fees and Donations Policy - Update related policies. | AJ | March meeting |
| 5 | E-card, seasons greetings | VB | Complete |
| 6 | Acknowledge receipt of the Library report, and thank the Librarians. | VB | Complete |

4 **Special Topics**

4.1 Code of Conduct Review.

- Pt 4 the implication is that the BOT has a reasonable understanding of policy.
- Pt 5 highlights the importance of the BOT speaking with one voice.
- Some communication is really valuable, however 'BBQ conversations' can be difficult. Clarify who parents are talking to. Refer Who do I Ask page.
- Pt 7 links to Pt 13. One of our core responsibilities, can be really tricky to stay impartial.
- Pt 3 balance of competing legislation.

4.2 BOT Learning and Development - Potential PD opportunities.

- What might this BOT find valuable?
 - Finance module.
 - Te Tiriti o Waitangi
 - Community engagement.
- The informal conversations at the end of the webinars are very valuable.
- Put together a short list of what the BOT wants to work on, including community engagement. **[Action]**
- Revisit our goals, after induction with the new Board.

4.3 Principal's Report.

Alan invited questions and comments.

- Specialist subject classes have been a fantastic success so far.
- Attendance, will be tracking next term, still have a few away on holiday.
- Discussion on the preparedness of families for school readiness. Tips for starting school etc.
- Sunscreen - **[Action]**
- Whole school roll trends - track the last 5 years. **[Action]**
- Open the next class in T2.

4.4 Triennial Election Planning.

- Schooled Returning Officer Proposal. **[Action]**

Virginia moved that we engage Schooled to run the Triennial BOT Election, Alan seconded. Agreed.

5 **General Business**

5.1 Strategic Plan Review.

Alan invited questions and comments.

- Strategic Plan Review - due to MOE by 1st March.
- Alan gave a good summary of the document followed by discussion.
 - No 2, some changes consistent with Phonics.
 - Prof Learning on Numicon.
 - Reference, Specialist Teacher's.
 - Transition to school.
 - PTA partnership.

- How do we measure success? Looking for opportunities to report on.
- Look at the plan and think about how quarterly reporting can be done. **[Action]**
- Greater parent engagement and involvement at school. Opportunities for parents to see the learning.
- What is important for parent engagement? Re-look at the 2024 parent focus group. **[Action]**
- Celebrate the diverse cultures in our school context.
- Positive outcomes for all students including those with diverse needs. **[Action]**
- Glossary needs to be updated **[Action]**

6 Subcommittee Reports

6.1 CASS Unit - no updates.

6.2 Property - As read

Alan invited questions and comments.

- Block 5 renovation, awaiting recommendations from the MOE. The framing was found to be in good order. Some drainage issues identified for further investigation.
- Block 2 classroom renovation complete with improved spaces.
- Toilet refurbishment, tendering active. Planned for T1 break.
- High needs fencing, waiting on sourcing of materials.

6.3 Finance - As read

Alan invited questions and comments.

- Finished the year slightly over the planned deficit, still waiting on funding from the MOE so should hit our target.
- Strategic Investment Goals - out of scope fencing. **[Action]**
- Hall kitchen refurbishment could potentially be brought forward. Obtain costs for a kitset option. **[Action]**
- Start thinking about options for the Basketball court surface.
- Sports facilities survey, re-look at the data and liaise with the Sports Coordinator. **[Action]**

6.4 Communications

- Welcome to 2025.
- Link back to the strategic plan.
- PTA picnic.
- BOT Election year key dates, invite people to meetings.

7 Governance

7.1 Policy review

- MENPS BOT Self Review Calendar.
- Health and Safety policy deferred to May/June.
- Refer to the MOE guidelines, to inform policy on AI use.
- Notify the wider community prior to Elections, on any changes to BOT numbers. Advise the secretary. Agenda item for March.

7.2 Meeting self-review

- Good meeting, had lots of discussion. Very efficient.
- Stayed on governance.

8 Closing Karakia 8.50 pm

9 In Committee

Date of next meeting: 19th March 2025.

Signed.....

Date.....