



Mount Eden Normal PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 15 June 2022.

Held via Zoom at 6.02 pm.

PRESENT: Fleur Longley, Alan Jackson, Josephine Easingwood, Annette Quesado, Mei Tang, James Powell and Sandra Jelich Minute Taker.

1 **Administration Matters**

Apologies: Matthew Gribben, Murray Streets, Richard Pook & Bradley McMahon.

1.1 Adoption of Agenda: Additional item.

- Term dates for 2023 refer to General Business.

1.2 Confirmation of Minutes 18 May 2022.

Josie moved the Minutes be accepted. Alan seconded. Agreed.

1.3 Hours for the Month - forward to Sandra

1.4 Inwards Correspondence:

- NZEI teacher paid union meeting.

1.5 Declaration of Conflict of Interest - Alan Jackson refer In Committee

2 **Matters Arising from Minutes:**

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

3. **General Business**

3.1 Principal's Report - As read.

Alan invited questions and comments.

- The Learning Support Delivery Model is driving the MOE to deliver on a plan that covers a comprehensive overview of student needs. Nadia continues to make good progress with our Learners.
- Resourcing is based on 1st July roll return. New entrant enrolments continue to track slightly lower than recent years. Difficult to predict but we expect enrolments will increase over the coming months.
- Matariki celebrations in Week 8, families will be asked to wear masks as a courtesy.
- Springboard Trust is not offering any Leadership pathway programmes currently.
- Proposed 2023 Term dates and Holidays, Teacher Only Days still to be confirmed by MOE. It is not always possible to coordinate across the cluster as they all have different dates.

ACTION: Advertise the 2023 term dates and holidays in the newsletter and website.

Alan moved that the 2023 Term dates and Holidays be adopted. Josie seconded. Agreed.

- CES has been appointed to act as our Returning Officer for the Election of Parent Representatives on our School Board.
- Fleur, Kevin and Murray have filmed 3 Board succession videos, the first covers the time commitment needed, second is governance versus management and the last one is what is the Board. The aim is to dispel some myths and engage parents.
 - Discussion on the optimal size Board.
 - Variety of skills is more important than numbers.

ACTION: Alan will confirm the number of Board members required for the Board election.

- Discussion on planned extended holidays for staff and students, commonsense and compassion will be applied, approval is given on a case by case basis.

4. Reports

4.1 Property - As read

Alan invited questions and comments.

- Decking remediation is now complete, the shade sails will be reattached and the project closed out with the MOE.
- Roofing work previously completed, however new significant leak damage has been detected, this will need to be reassessed.

4.2 Finance - As read

Alan invited questions and comments.

- Tracking as expected.
- Watershed has updated our CM as part of the 5YA, this will be forwarded to the Auditors.

4.3 Communication.

- MENPS Matters - Scheduled for Week 8, items for inclusion:
 - Link to Board succession video.
 - Canopy project.
 - Consultation survey.
 - Support mask wearing for the winter months.

ACTION: Agenda item for next meeting - Refer to case number trends to inform mask wearing decisions.

5. Self-Review

5.1 Policy review

- DRAFT MENPS Pandemic Plan Policy. Keep this as a separate policy.
- DRAFT NAG 5 Accidents, Illness & Administration of Medication Policy. Item 1.17 the phrase 'key staff' is a bit vague, update policy to include SLT and TL.

ACTION: Update wording to include SLT and TL for item 1.17.

- DRAFT NAG 5 Communicable Diseases Policy
- DRAFT NAG 5 Restraint & Seclusion Policy. Legislation is being updated so we are currently working between two guidelines. An emergent review will guide updates to the referencing of particular Acts.
- MENPS BOT Self Review Calendar

5.2 Meeting review

- Strategic and on task.

6. In Committee 7. 12 pm

Date of next meeting: 17 August 2022

Signed.....

Date.....

