



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

**GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL
SCHOOL BOARD - Wednesday 09 June 2021.
Held in the staffroom commencing at 6.05 pm.**

PRESENT: Murray Streets, Fleur Longley, Alan Jackson, Richard Pook, Josephine Easingwood, James Powell, Annette Quesado, Mathew Gribben, Bradley McMahon and Sandra Jelicich Minute Taker.

1 Administration Matters

Apologies:

- 1.1 Adoption of Agenda: Confirmed.
- 1.2 Confirmation of Minutes 12 May 2021 accepted.

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

- 1.3 Hours for the Month - forward to Sandra
- 1.4 Correspondence: Nil
- 1.5 Declaration of Conflict of Interest - Nil

2 Matters Arising from Minutes:

- 2.1 Actions from last meeting reviewed. All attended to or underway.
 - Follow up with Brad Stratton, re: School Board succession video - deferred to a later date.
 - Discussion on the first phase of groundwork for the canopy project.

ACTION: Alan and James to meet with Logan from Shade Structures on 17 June.

ACTION: Alan to discuss asbestos implications with Jason Gerrard.

3. General Business

- 3.1 Principal's Report - As read.

Alan invited questions and comments.

 - This is a time of significant system change at the Ministry of Education, with implications across the School Board.
 - ❑ New terminology for boards and their members: Board of Trustees is now School Board, Board Chair is now Presiding Member and Trustees are now Board Members defined by who they are representing. As policies are reviewed, terminology will be updated.
 - ❑ Initial indications of the changes within ERO seem positive.

- ❑ The Learning Support Delivery Model needs significant change and the Eden/Albert Principal cluster has made it a priority for follow up.
- 2020 NZEI Hauora Health and Wellbeing survey for teachers and principals.
 - ❑ Summary of results and discussion on implications for health and wellbeing of employees.
 - ❑ Focus on the core business of teaching.
 - ❑ Mindful of the scheduling of meetings and professional development so as to not overload teachers.
 - ❑ Initial discussion on School Board funding for additional Teacher Aides to support class workload.

ACTION: Agenda item - Revisit Learning Support in July meeting.

- Roll trend is on track to reach optimal numbers by year end.
- Discussion on sensor lighting and CCTV for added security and Health and Safety.
 - ❑ Planning for additional lighting underway.

ACTION: Alan to review areas for additional lighting and security.

- Summary given on planned activities for Enviro week.

4. Reports

4.1 Property - As read

Alan invited questions and comments.

- We are still awaiting a remediation quote for the decking. No concerns highlighted.

4.2 Finance - As read

Alan invited questions and comments.

- The new format finance report was well received, provides additional clarity.
- Swimming is scheduled for the end of Term 2.
- Request for a graph to track locally raised funds for comparison to previous year.

ACTION: Agenda item for July - review capital expenditure and finance policy.

4.3 Communication

- Clarify our intention for the board succession video.

ACTION: Murray to create a one page brief for discussion. What do we want to achieve with a succession video?

- MENPS Matters - usually 1 edition per term, shared on Facebook.
- Discussion on the inclusion of investment priorities.
- One week lead in time needed to publish.
- 'Who do I ask' Communications draft. All agreed a good idea with many uses including on the website and in new parent packs.

ACTION: Fleur to review 'Who do I ask' communication including Class Coordinator, and provide feedback to Alan.

ACTION: Fleur to draft MENPS Matters to include; sports canopy, strategic investment priorities, introduce the staffroom upgrade concept and investment in staff wellbeing.

ACTION: Advertise School Board meetings on Facebook.

Alan moved all reports be accepted. Josie seconded. Agreed.

5. Self Review

5.1 Policies review:

- Draft School Communications

- MENPS BOT Draft Self Review Calendar
- Draft Home Learning Policy
- Appointments Policy
- Draft Appraisal Policy
- Equal Opportunities Employer Policy
- Supervision Policy

Alan moved that all policies be accepted with the updating of new terminology for boards and their members. Murray seconded. Agreed.

5.2 Managing conflicts - Professional learning:

- Email link provided prior to meeting.
 - Discussion on any implications.

5.3 Meeting Review:

- Strategic Goals and Key Review Questions.
- New Parent Induction Meetings - Alan will continue to include information on the PTA. An opportunity to canvas parents for Board succession.
- Include Professional Learning opportunities in a Board succession kit.

ACTION: Review Board induction framework for 2022.

ACTION: Review Board induction pack - Fleur, Alan and Annette.

ACTION: Agenda item - Planning session on Board succession.

ACTION: Agenda item - Current Board intentions.

Meeting closed: 7.52 pm.

7. In Committee 7.52pm.

Date of next meeting: 07 July 2021

Signed.....

Date.....