



Mount Eden Normal PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 18 September 2024

Held in the staffroom commencing at 6.00 pm.

PRESENT: Alan Jackson, Nigel Sinclair, Virginia Brown (Presiding Member), Anna Thomas, Xuemei Tang, Mike Nooney, Annette Quesado, and Martina Stevenson.

1 Opening Karakia

2 Administration Matters

Apologies: Fleur de Vries-Oskamp, Sandra Jelichich & Annette Quesado left at 7.15pm. Adoption of agenda.

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

Confirmation of Minutes 14 August 2024.

Alan moved the August Minutes be accepted. Virginia seconded.

Agreed. Correspondence: Nil

Declaration of interests: Nil

3 Matters Arising from Minutes:

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

No.	Action Resp.	Update
1	Parent Community Consultation: Alan will reach out to Murray Streets to act as an independent facilitator. AJ	Murray engaged.BOT to discuss desired outcomes of consultation.
2	Fees and Donation Policy, add to the self review calendar AJ	Complete
3	Review of the 5YA, add to the self review calendar AJ	Complete
4	Review number of Trustees for Board succession AJ	Alan to share requirements to change trustee number at Oct BOT meeting.
5	Add Board succession to the Agenda for September meeting VB	Complete
6	DRAFT Home Learning Policy, reconstruct to read more logically. Defer to the September meeting. VB, AJ	DRAFT policy for approval at Sept meeting.

7	Add the title of Privacy Officer to Alan Jackson's website introduction.	AJ	Privacy Officer title and contact to be added to 'Who do I ask?' page on MENPS website.
8 9	Emerging Policy review on AI Policy Committee Investigate ways to track changes/updates on Policy reviews.	Fleur	Draft policy near completion. Next step, Policy Committee to review. Fleur to share findings at the Oct meeting.
10	Presentation on AI scheduled for the October meeting. MN		Mike to present to BOT at the Oct meeting.

4 Special Topics

4.1 BOT Succession Planning.

- Intention to stand next triennial term.
 - Nigel Sinclair
 - Anna Thomas
 - Virginia Brown
- Intention to step down next triennial term.
 - Xuemei Tang
 - Annette Quesado
 - Fleur de Vries-Oskamp
 - Mike Nooney
- Succession planning discussion and trustee number debate planned for October BOT meeting.
- 3-year project pipeline including identifying appropriate trustee diversities and skills.

4.2 Community Consultation

- Strategic planning day scheduled for 8th November.
- Community consultation prior to strategic planning.
- Discussion: How do we ensure the consultation group is representative of the MENPS community.
- Propose a mixture of an open invitation to the whole community and shoulder-tapping of representatives of specific sub-groups within the school community.
- Discussion on consultation themes and questions. Ask questions we genuinely want feedback on, and within the scope of the BOT. Keep questions tight.
- Proposed themes.
 - What does the community think the school's goals should be?
 - School communications and reporting.
 - Curriculum changes - pace of implementation and what does a broad and balanced curriculum look like?
 - What are the school's strengths and weaknesses?
 - Use and governance of technology.
 - What are your priorities for your children at school?
 - Community - understanding changes within our community and lifestyles (post COVID, busy schedules). What would best support and engage our community?
 - Consult with the PTA, what do they want from the survey. What should their role in the community be? **[Action]**
- Prepare the Community Consultation draft to present to Murray for review. **[Action]**

4.3 NELP Consultation

- Discussion: Proposed Government priority, target changes and removal of NELPs from Education and Training Act 2020. Potential implications for schools and curriculum requirements/omissions, in particular obligations honouring Te Titiriti o Waitangi.

Alan moved drafting a submission stating support for the NELP in legislation framework. Virginia seconded. Agreed.

- Draft a submission of support for the NELP legislation. **[Action]**

4.4 Staff Recruitment Project (Refer Dropbox)

- Work in progress, includes interviews with teachers. MENPS website content and design considerations, exploration of internal recruitment activities and external partnership opportunities, and MENPS video content creation.

5 General Business

5.1 Principal's Report - As read

Alan invited questions and comments.

- Structured literacy.
Year 4-6 minimal needs as generally this age students have mastered phonics.
Year 1-3 teachers working hard and under pressure with requirements, particularly if not completed training. Being supported by school and SLT.
- On-site training model, post-graduate pathway.
Aligns well with Normal Schools.
Normal Schools working with the University.
Could be considered as part of the Staff Recruitment Project.

6 Subcommittee Reports

6.1 CASS Unit

- No update on the permanent unit.
- Seismic has to be done to the building, regardless of whether CASS construction goes ahead.
- Unlikely to have any impact on CASS funding.
- Draft a letter confirming the term-end of the temporary unit, end of 2025 school year.
[Action]

6.2 Property - As read

Alan invited questions and comments.

Playground proposal.

- Alan met with Mara Hupara designer, Harko Brown KaiMatai-Hupara (Traditional Maori Landscape Design).
- Design and planning will be an organic process, involving collaboration with MENPS students and community.
- Past project references, Mt Roskill (AKL Council) and Wesley Primary School. **Alan moved that Harko Brown proposal be accepted. Anna Thomas seconded. Agreed.**

6.3 Finance - As read

Alan invited questions and comments.

- Draft staffing entitlement received, lower than hoped for. Will appeal for additional staffing.
- Deficit planning to begin, together with CES.
- Arrange to meet with CES in T4 to begin work on the 2025 Draft Budget. **[Action]**

6.4 Communications

- MENPS Matters prior to end of term - general wrap up with a possible call-to-action for Community Consultation process, depending on timing.
- Board succession/election communication proposed for T4 MENPS Matters.

7 Governance

7.1 Policy review:

- Home Learning policy to be emailed to BOT for review. **[Action]**

Alan moved that the Draft Out of School Care policy be adopted. Virginia seconded. Agreed.

- Request an end-of-year report from SKIDS as per policy. **[Action]**

Alan moved that the Draft Equal Opportunities policy be adopted. Mike seconded. Agreed.

7.2 Meeting self-review

- Good meeting
- Suggestion not to hold a BOT meeting on a night that clashes with production.
- Appreciation extended to Nigel for recording the Minutes.

8 Closing Karakia 8.32 pm

9 In Committee

Date of next meeting: 23rd October 2024.

Signed.....

Date.....