



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

### GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 20 September 2023.

Held in the staffroom commencing at 6.03 pm.

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

#### 1 Opening Karakia

#### 2 Administration Matters

Apologies: Annette Quesado, Sean McKenzie and Richard Pook

2.1 Adoption of agenda with additions: Communication strategy, and Governance.

**Alan moved the adoption of the agenda, Mike seconded. Agreed.**

2.2 Confirmation of Minutes 23 August 2023 with the amended motion to include up to 20 places in Year 2.

**Nigel moved the August Minutes be accepted. Fleur seconded. Agreed.**

2.3 Correspondence: Nil

2.4 Declaration: Nil

#### 3 Matters Arising from Minutes:

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

No.	Action	Resp.
	Table Isometric and Network for Learning at the August BOT meeting for discussion (deferred to September meeting)	AJ
1	CASS Satellite Unit - Development of a communication strategy.	Completed
2	CASS Satellite Unit (permanent) - draft some suggestions to amend the wording and forward to Alan and Annette for review and circulation.	Fleur provided her changes. Following discussion with MOE on 15/9, MOE indicated this document was no longer fit for purpose and they will provide a simpler draft agreement for the BOT's review.

#### General Business

4.1 Principal's Report - As read

Alan invited questions and comments.

- Absences are still trending upwards with a large number of illnesses. Notifications will go out to families who have elected absences.
- Update the attendance reporting to include justified and unjustified absences **[Action]**

- In line with the majority of inner city schools we are experiencing lower student numbers, however we are still within optimal range.
- Discussion on optimal class sizes for 2024 will happen in T4.
- NAMSA Conference proved to be very successful, feedback has been very positive. Approx 80 attendees being the highest during Alan's time.
- Brief summary of the MENPS approach to safety talks with learners.
- Currently reviewing our school communications. Alan gave a summary on the HERO portal for communication. Roll out planned for T4

**Nigel moved that the Principal report be accepted, Mike seconded. agreed.**

## **5 Special Topic**

### 5.1 CASS Satellite Unit - Temporary unit.

- CASS has the initial responsibility, to place students in an environment suited to their needs.
- Alan will liaise with CASS on available spaces.
- CASS Unit will have their own evacuation procedures.
- CASS temporary unit feedback has been shared with MENPS staff, staff very positive.

**Fleur moved that subject to the following amendments, the Board agrees to enter into an MOU regarding the establishment of a temporary satellite unit of CASS at MENPS in accordance with the terms of the MOU.**

**Clause 2.3 remove square brackets.**

**Clause 4.2 Alan will rework the wording and grammar.**

**Final page, include a line for the signatories title.**

**Alan seconded. Agreed. [Action]**

CASS Satellite Unit - Permanent Unit.

- The replacement MOU (permanent unit) has been received, Annette will review [Action]

## **6 Reports**

### 6.1 Property - As read

Alan invited questions and comments.

- Canopy project, base complete. Turf installation scheduled to commence Sept 25th.
- Give some thought to celebrating the 'opening of the canopy project'. [Action]
- School hall insurance claim, bundled with Block 1, 2 & 3 weather damage.
- Meeting room, furniture budget and R & M budget being used to refresh the space.
- Staff bathroom, 5YA, ideally the end of year holidays or alternatively the end of T1.

### 6.2 Finance - As read

Alan invited questions and comments.

- Projecting end of year surplus.
- Tracking as expected.
- Term deposit decision deferred until after we have a decision on changing our bankers.

### 6.3 Communication

- MENPS Matters scheduled for 21st September.
- Next issue, week 1, T4. Celebration of the completed Canopy Project and sunsmart reminders. Foreshadow the concept of the CASS temporary unit.

**Nigel moved we accept all reports, Fleur seconded. agreed.**

## **7 Self-Review**

### 7.1 Policies review

Governance policy deferred to next month.

- Update approved policies on the website. [Action]
- Strategic Planning day confirmed for October 20th.

7.2 Meeting Review

Good active discussion.

- Thank you to Nigel for stepping in for Chair, in Annette's absence.
- Policy Committee, clearer timelines for the rest of 2023.
- Policy Committee to pick a date that suits for additional meetings. **[Action]**

8 Closing Karakia

9 In Committee 7.49 pm.

**Date of next meeting: 18 October 2023**

**Signed**.....

**Date**.....