



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 13 March 2024

Held in the staffroom commencing at 6.02 pm.

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

Guests: Kathryn Kerner and Ingi Qie

1 Opening Karakia

2 Administration Matters

Apologies: Sean McKenzie and Annette Quesado.

Adoption of agenda.

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

Confirmation of Minutes 14 February 2024.

Alan moved the February Minutes be accepted. Virginia seconded. Agreed.

Correspondence: Refer In Committee

- NZSTA

Declaration of interests: Nil

Alan summarised Board meeting protocol for our guests.

Kathryn requested speaking rights on a property matter.

Speaking rights approved. All agreed. (Refer Property 6.2)

3 Matters Arising from Minutes:

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

No.	Action	Resp.
1	Summarise Board succession requirements and report back.	Completed refer 4.1
2	Please vote on the WhatsApp group to accept Board dates.	Completed

4 Special Topics

4.1 BOT member reduction

- Discussion on current skills or diversity gaps.
- Selection and co-opting of BOT, discussion.

4.2 BOT casual vacancy

- 3 expressions of interest received.
- Virginia and Nigel will reach out to interested parties to explain the process. **[Action]**
- March 27th deadline to begin bi-election planning, if required. (More than 10% required)
- On-line meeting scheduled for 28th March to discuss next steps. Alan will forward an on-line invitation. **[Action]**

5 General Business

- 5.1 Principal's Report - As read
Alan invited questions and comments.
- Continuing to build on staff capacity and knowledge in preparation to step into more senior roles.
 - National priority is supposed to inform our direction.
 - We are continuing to work towards more direct communication from the teacher through the HERO App.
 - Enviro Projects funded by the School Council, provide advice rather than a mechanism to apply for grants.
 - Year 5 camp was a great success, one student went home early due to homesickness.
- 5.2 2024 Strategic Plan
Alan invited questions and comments.
- The Statement of National Education and Learning Priorities (NELP) & Tertiary Education Strategy (TES) - We currently don't have the resources to deliver a Te Reo program.
 - Playground Mentors help support students with social needs whilst Peer Mediators help with minor disagreements. Provides leadership opportunities, Maria, Nadia and Aone are involved in training these groups.
 - Alan will include a glossary of terms. **[Action]**
- 5.3 2024 sub-committees, convening as required.
- CASS - Annette, Alan and Nigel.
 - Finance - Anna, Alan and Fleur.
 - Property - Nigel and Alan.
 - Policy - Mei, Fleur, Alan and Mike.
 - Communication - Virginia and Alan.
 - Virginia will check in with Annette for her preferences.
 - Nigel has kindly agreed to be available for proofreading when required.
- 5.4 2024 Teacher Only Days
- Two TOD allocated for 2024.

Alan moved the Board approve the 31st May and 25th October, 2024 as Teacher only days. Virginia 2nd. Agreed.

6 Subcommittee Reports

- 6.1 CASS Specialist Unit.
Alan invited questions and comments.
- No progress to report from the Ministry.
 - MOE approved CASS base school, expectation is green light this year delivery next year.
 - Temporary unit is until the end of 2024.
 - Temporary unit continues to be highly successful, forming great relationships with staff.
- 6.2 Property - As read
Alan invited questions and comments.
- No date yet for the hall floor repairs.
 - Turf for the 2nd side of the front court planned for the April school holidays.
 - Guest speaker Kathryn, has requested MENPS purchase combined netball and basketball hoops. The existing basketball hoops have a tendency for the ball to get stuck and are at the mercy of the weather. The front courts would be protected from the weather by the sports canopy.
- Kathryn was thanked for her feedback and left the meeting.**
- Alan has spoken to the supplier of the nets previously, new competition level nets have arrived to be installed.

- Discussion on what Sport NZ see as best practice. Currently in an information vacuum, before we invest, we need more clarity on how/what the students spend their time doing e.g what sports do they play, how much screen time do they have. What opportunities do we have for the students at lunch time? Maybe we need to roster areas like the field and multi-sport turf areas. Alan doesn't recommend additional basketball hoops at this time as more information needs to be gathered to inform decisions. All in agreement.

6.3 Finance - As read

Alan invited questions and comments.

- Ended 2023 in deficit. Costs spiralled significantly between when the budget was prepared and confirmed costs available. (In part, but not limited to, staff, EOTC and transport)
- International Students are a source of revenue.
- The cost of transport for school trips has gone up significantly and trips will need to break even.
- Expectation is that we will carry a deficit in 2024.
- Finance subcommittee revenue planning for 2025 to 2028.
- Yr 4 playground is still a top priority. Alan is putting together a budget proposal with Harko Brown.
- 5YA has recently been approved, all planned work can go ahead.
- Final budget to be approved by May 2024.

6.4 Communications

- MENPS Matters - BOT vacancy result, Strategic Plan and the increase in voluntary donation,
- MENPS Newsletter - Alan will remind families that they can claim on school donations via their tax return.
- Alan gave his thoughts on opening the HERO App comments section, to the wider school community. The concern is on the danger of misinterpretation.

7 **Governance**

7.1 Self-review calendar

Policy committee update

- Continued work in progress.

7.2 Meeting self-review

- Everyone likes the new agenda format, additional comments were useful.
- The early uploading of reports (where possible) was appreciated.
- Communication once all documents have been uploaded would be useful, Whatsapp is the preferred method.

8 **Closing Karakia**

Ingi Qie was thanked for attending and left the meeting.

9 **In Committee 8.12 pm**

Date of next meeting: 15 May 2024

Signed.....

Date.....