



Mount Eden Normal PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL SCHOOL BOARD - Wednesday 17 November 2021. Held via Zoom commencing at 7.34 pm.

PRESENT: Murray Streets, Fleur Longley, Maria Matene, Josephine Easingwood, Richard Pook, Bradley McMahon, Annette Quesado, James Powell, Mei Tang and Sandra Jelich Minute Taker.

1 Administration Matters

Apologies: Mathew Gribben

1.1 Adoption of Agenda: Confirmed.

1.2 Confirmation of Minutes 27 October 2021 accepted.

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

1.3 Hours for the Month - forward to Sandra

1.4 Inwards Correspondence:

- NZSTA Materials.
- Updated advice on the mandatory vaccination and testing requirements for COVID 19.

1.6 Declaration of Conflict of Interest - Nil

2 Matters Arising from Minutes:

2.1 Actions from last meeting reviewed. All attended to or underway. **ACTION: Murray will touch base with Paul, on Board succession prior to year end.**

3. General Business

3.1 Principal's Report - As read.

Maria invited questions and comments.

- First day back after Lockdown went very well, good energy from Learners. ● 71% of Learners attending, we expect that number will continue to increase. ● Families of immunocompromised students were contacted personally. ● We expect the current Bubble Classes will continue until year end. ● Over 100 applications were received for Teaching positions, the process will be finalised by Friday.
- COVID-19 checklist document, prepared and ready if required.
- A series of break ins have highlighted some vulnerable areas. Alarm NZ has provided some recommendations.

ACTION: Maria will investigate a complete security review.

4. Reports

4.1 Property - As read

Maria invited questions and comments.

- Joinery replacement defect repair list, nearly complete.
- Decking, still waiting on confirmation from the MOE.
- Discussion on ventilation and how this may look in the colder months. **ACTION:**

Further discussion on ventilation, defer to next meeting. ● Sports Canopy project - Once the initial cost breakdown is received, the property sub committee will meet (probably in 2022) prior to GETS.

ACTION: Maria will forward relevant information to the sub committee for review. Defer to December meeting for discussion.

ACTION: Alan will contact Jeff (Watershed) for a Sports Canopy summary document to present to the Board.

4.2 Finance - As read

Maria invited questions and comments.

- Tracking as planned.
- Learning Resources under budget due to, less spending on Teacher resources/consumables and fewer relievers used as a result of lockdown. ● Priority for next year, reconnect and re-engage with our learners. Simplify and keep focused.
- Alan signaled to the Board that additional funding may be needed to support teachers in 2022, to meet the needs of students impacted by the last two years of lockdowns.
- Continued targeted professional development.
- 2021 - 2023 Audit Engagement Letter.

Murray moved that the Mt Eden Normal Primary School accept and approve the 2021- 2023 Audit Engagement Letter.

4.3 Communication.

- MENPS Matters - 2 compact editions this term. The first will focus on thanking everyone and an update on the Sports Canopy project. The second will be the final edition for the year wishing everyone safe holidays etc.

ACTION: Fleur will forward the draft of MENPS Matters to Murray for formatting and publishing.

- No end of year function for staff due to lockdown restrictions.
- Discussion on staff end of year gifts and digital cards.

The Board gave their approval for an end of year gift for staff.

- Final decision will be made on Friday, as to whether Yr5 & Yr 6 camps can go ahead.

Murray moved all reports be accepted. Fleur seconded. Agreed.

- Board representative for the PTA.

ACTION: Maria will ask Hilary to forward Board Rep PTA details, so Fleur and Alan can reach out to the PTA to discuss.

5. Self-Review

5.1 Policies review: Deferred to 2022

5.2 Meeting review

Strategic goals & review questions

Kept to the strategic goals well.

6. In Committee

Meeting closed: 21.21 pm

Date of next meeting: 08 December 2021

Signed.....

Date.....