



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD Wednesday 17 August 2022.

Held in the staffroom commencing at 6.05 pm.

PRESENT: Alan Jackson, Annette Quesado, Mei Tang, Fleur Wilhelmina de Vries-Oskamp, Mike Nooney, Nigel Sinclair, Anna Thomas, Brad McMahon, Virginia Brown and Sandra Jelich Minute Taker.

Welcome and introductions.

1 Administration Matters

- 1.1 Apologies: Richard Pook
- 1.2 Board Code of Conduct - Refer Induction material
- 1.3 Adoption of agenda

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

- 1.4 NZSTA Declarations for new members - Refer to the NZSTA link to register.
- 1.5 Nominations & election of Presiding Member.
 - Brief explanation of the role of Presiding Member.

Alan nominated Annette as Presiding Member. Brad seconded. Agreed.

- Nominations for Deputy Presiding Member deferred to the next meeting.
- 1.6 Code of Conduct - Refer induction material.
 - Collective decision making and accountability.
- 1.7 Confirmation of Minutes 15 June 2022.

Alan moved the 15 June Minutes be accepted. Annette seconded. Agreed.

- 1.8 Hours for the Month.
- 1.9 Correspondence: Refer dropbox
 - NZSTA Membership Matters.
 - CES Board Parent Election 2022 declaration.
- 1.10 Declaration of Conflict of Interest - Nil

2 Matters Arising from Minutes:

- 2.1 Actions from last meeting reviewed. All attended to or underway.
 - Discussion on mask wearing mandates.
 - Health and Safety briefing on the responsibility of the Board for Staff and Students.

3. General Business

- 3.1 Induction
 - Alan invited questions, comments.
 - Suggested sub committees:
 - Property
 - Finance

- Policy

ACTION: Annette will set up a shared document for Board members to share their areas of interest.

- Brief introduction of the education system
 - The Board has delegated authority, strategy oversight.
 - Refer to the Education Act 2020.
 - Key areas are the Privacy Act and Employment Relations.
 - The new 3 year Strategic Plan model should be available next year.

3.2 Principal's Report - As read.

Alan invited questions and comments.

- Out of Zone Enrolments 2023.
- The number of OOZ places are interim only and recommended for advertising purposes. The final recommendations will be submitted for Board approval prior to the October Ballot (as per legislative requirements).

Alan moved that the Mt Eden Normal Board of Trustees has determined that the following Out of Zone Places will be made available in 2023:

- **Y3: *Up to 12 places***
- **Y1: *Up to 20 places***

Annette seconded the motion. Agreed.

4. Reports

4.1 Property - As read

Alan invited questions and comments.

4.2 Finance - As read

Alan invited questions and comments.

- Summary of the 3 MOE funding streams.
- Introduction to the Finance Reports, key area is Working Capital.
- We are tracking well and as expected.

4.3 Communication.

- Virginia indicated that she could possibly do MENPS Matters.

ACTION: Annette will touch base with Fleur Longley to set up a hand over.

- Previous Board members; Mathew, Murray, Fleur and Josie arrived and briefly spoke of their experiences while on the Board.

ACTION: School visit for the new Board with introductions to SLT/staff. Alan

ACTION: Introduction of our Inquiry Process to the Board. Alan

5. Self-Review

5.1 Policy review

5.2 Meeting review

- Strategic and on task.

6. In Committee

Date of next meeting: 29 September 2022

Signed.....

Date.....