



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

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

Wednesday 20th May 2026

Held in the staffroom commencing at 6.00 pm.

**PRESENT:** Alan Jackson, Virginia Brown (Presiding Member), Anna Thomas, Nigel Sinclair, Matt Eastwood, Yanni Wang and Sandra Jelichich, Minute Taker.

#### 1 Opening Karakia

**Attending guest:** Martina Stevenson, Alan and Virginia welcomed Martina.  
It was agreed that guest Martina Stevenson be granted speaking rights for the meeting.

#### 2 Administration Matters

Apologies: Nil  
Adoption of the agenda.

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

- Confirmation of Minutes 22nd April 2026.

**Alan moved that the minutes of 22nd April be accepted. Nigel seconded. Agreed.**

- Correspondence: NZSBA newsletter
- Declaration of interests: Nil

#### 3 Professional Learning & Development

3.1 Topic: Responding to a serious student safety issue.

#### 4 Matters Arising from Minutes:

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

#	Action	Resp.	Update
1	Presentation of Term 1 achievement data scheduled for Term 4, 2026.	AJ	Open, due T4
2	Share achievement data with the school community via the newsletter	AJ	Complete
3	Upload EOTC policy to the website.	AJ	Open - Refer Policy Review - item 7.1
4	Staff recruitment project	VB	Open, due T4 - drone footage complete.
5	BOT member biographies	VB/ALL	Open
6	Community Consultation, Term 3 <ul style="list-style-type: none"><li>• Seek feedback on including a school cardigan to the uniform.</li><li>• Draft a statement on participation and competition of sports/outdoor activity.</li><li>• Explore 'rich' learning opportunities, including music and the arts.</li></ul>	AJ	Open, due T3
7	Arrange with Isometric to set up a BOT school email address for Board members.	AJ	Open - Login authentication to be resolved.
8	Yr 4 playground, decision	AJ	Complete

9	Seek a professional opinion from Watershed on the proposed playground contractor.	AJ	Complete
10	Seek clarification from Schooled Ltd on the anticipated impact on Working Capital of the Yr 4 playground project.	AJ	Complete
11	Investigate the differences between Stripe and Kindo for payment processing within HERO.	SJ/AT/YW	Complete
12	Possible farewell to CASS to be arranged.	VB/AJ	Open - farewell staff morning tea, TBC

## 5 General Business

### 5.1 Principal's Report - As read

Alan invited questions and comments.

- 2027 changes to assessments, work continues including engagement with new assessment tools and upcoming requirements.
- Funding for our chosen structured Maths resource, Numicon, has been reinstated following an earlier decision by the MOE to withdraw support. The eligibility criteria and implementation details have not yet been released.
- Clarifications regarding reporting requirements have been updated. Focus continues on linking these to our current assessments.
- Reports due at the end of Term 2, teachers are working within a relatively short timeframe. Work continues on complying with requirements whilst keeping it personalised and meaningful.
- The Minister recently announced a revision to the curriculum refresh timeline, moving from the 2027 deadline to a 3 year timeline. This has been widely welcomed across the sector.
- Attendance continues to track well at 94%.

### 5.2 April Achievement Data Presentation - follow-up - Alan

- 2026 Cohort - consistent shift upwards over the 3 years of tracking. This data is the last of eAstle data.
- The alternative assessment package is likely to be PAT, a package from NZCER, more information will be shared at a later date.
- The Board acknowledged the hard work of teachers and students to achieve these results.

### 5.3 2027 term dates to be confirmed

- Alan will work on possible dates and circulate. **[Action]**

### 5.4 Annual Report - due May 31st.

- 2025 Annual Variance Report. The Annual Variance Report provides the MOE with an overview of our achievements against goals and targets for the year.
- 2025 Annual Finance Statement, prepared by auditors, William Buck NZ.
- William Buck NZ, representation letter.

**Alan moved the Board accept the 2025 Annual Finance Statement and Variance Report, Virginia seconded. Agreed.**

**Alan moved the Board accept William Buck NZ representation letter, Virginia seconded. Agreed.**

## 6 Subcommittee Reports

### 6.1 Property - As read

Alan invited questions and comments.

- Yr 4 Playground upgrade - possible funding opportunities.
  - Discussion on setting up a Give a Little Page. The idea is put on hold for now.
  - Auckland Recreational Grant opens next week, possible funding opportunities discussed. Alan and Anna will investigate available grant options in more detail.

**[Action]**

**Virginia moved that the Board noted and approved Revision C of the Yr 4 Playground upgrade, as detailed in email circulation. Agreed.**

## 6.2 Finance - As read

Alan invited questions and comments.

- Revenue plan discussion.
  - Reliance on voluntary donations is always a risk.
  - Individual item charging for T4 was discussed as a potential option in situations where financial hardship has not been identified, and voluntary donations have not been paid either in full, or partial payments.
  - Improving debt recovery for outstanding extracurricular costs.
  - After school activities, possible revenue stream.
  - International Student - revenue plan for short term study options.

## 6.3 Communication

- CASS Unit closes at the end of T2, the exact date is not yet determined.
- Staff recruitment - drone footage/photos and other video can be uploaded to Dropbox.

## 7 **Governance**

### 7.1 Policy review

- EOTC (previously a procedural document)
  - Content isn't new, current procedures comply with the law.
  - Pt 18 - include the addition of 'notify the parent'.
  - Walking School Bus parent volunteer, under the guidance of AT.

**Subject to minor changes Alan moved that the Board accept the EOTC Policy. Matt seconded. agreed.**

- Child Protection Policy
  - NZSTA amend to NZSBA.

**Subject to a minor change Virginia moved that the Board accept the Child Protection Policy. Matt seconded. Agreed.**

- Restraint & Seclusion Policy
  - Up to date with current guidelines, no change.

**Alan moved that the Board accept the Restraint & Seclusion Policy. Matt seconded. Agreed.**

- Staff Leave Policy
  - No change proposed.

**Alan moved that the Board accept the Staff Leave Policy. Virginia seconded. Agreed.**

- Classroom Release Policy, refer to last month Minutes clause 13

**Alan moved that the Board accept the Classroom Release Policy. Matt seconded. Agreed.**

- Self Review Calendar
  - Alan to check with the office how parents are informed that children should remain at home following a vomiting illness, and how parents are expected to notify the school of cases of head lice (nits). Confirm whether this information is communicated through HERO notices, the school website, newsletters, enrolment information, or other parent communications. **[Action]**

### 7.2 Meeting self-review

- Well organised and ran smoothly.
- The Policy section is operating more efficiently.

**8 Closing Karakia 8:20pm**

**9 In Committee**

**Date of next meeting: 17th June 2026**

**Signed.....**

**Date.....**