



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

---

### GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD Wednesday 7 December 2022. Held in the staffroom commencing at 6.0 pm.

**PRESENT:** Alan Jackson, Annette Quesado, Nigel Sinclair, Anna Thomas, Brad McMahon, Virginia Brown, Richard Pook, Mike Nooney, Mei Tang, Fleur Wilhelmina de Vries-Oskamp (online attendance) and Sandra Jelichich, Minute Taker.

#### **1 Administration Matters**

Apologies:

1.1 Adoption of agenda

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

1.2 Confirmation of Minutes 16th November 2022.

**Alan moved the 16 November Minutes be accepted. Richard seconded. Agreed.**

1.3 Hours for the Month. Trustees to email Sandra with hours of the month. **[Action]**

1.4 Correspondence:

- NZSTA Materials

1.5 Declaration of Conflict of Interest- Nil

#### **2 Matters Arising from Minutes:**

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

#### **3. General Business**

3.1 Principal's Report - As read

Alan invited questions and comments.

- PTCA and NAMSA offers have been rejected by NZEI members and action is being considered for 2023. Both offers fall below inflation and many claims have been ignored.
- The final roll count for 2022 is the lowest December roll we have experienced for a number of years. This is consistent with other local schools and the national picture whereby students are disappearing off school rolls.
- A number of curriculum workstreams have been identified for PLD in 2023; NZ Histories, Science, Digital Technologies and a curriculum refresh for Literacy and Maths. This will be run in a Curriculum Team format and will provide great upskill opportunities.
- Reports home will follow a pre COVID format and are due home at the end of term 1.
- First day of 2023 for students will be a 'Welcome back day'. Considerations for the BOT on how we give parents more information and what they want to know and when.
- Proposed Central Auckland Specialist School Satellite Unit, Alan shared a brief summary on what a Satellite Unit is. Discussions continue with the MOE, the BOT may see a proposal early 2023.
- Alan shared repeated mid year data for Yrs 4,5 & 6 cohorts, Math has continued to gain. Our teachers can be proud of this achievement as this is post COVID data and we are seeing a closing of the gap, Alan will provide more detail in 2023.

### 3.2 Board PD- Refer dropbox

- Alan thanked BOT for their time and attending the school inquiry tour.

### 3.3 Proposed meeting dates for 2023

| <b>BOT Meeting</b>     | <b>Policy Committee</b>         |
|------------------------|---------------------------------|
| Wednesday 15 February  | Wednesday 8 February            |
| Wednesday 15 March     | Wednesday 8 March (online)      |
| Wednesday 10 May       |                                 |
| Wednesday 14 June      |                                 |
| Wednesday 26 July      |                                 |
| Wednesday 23 August    |                                 |
| Wednesday 20 September | Wednesday 13 September (online) |
| Wednesday 18 October   |                                 |
| Wednesday 15 November  |                                 |
| Wednesday 6 December   |                                 |

**Annette moved the 2023 proposed meeting dates be accepted. Richard seconded. Agreed**

## 4. Reports

### 4.1 Property - As read

Alan invited questions and comments.

- 5YA Property funding comes on stream in 2023, generally we spend 70% in the first year with the balance spread over the remaining period. Possibly roofing and drainage work will be required.
- No Canopy Project update at this time.

### 4.2 Finance - As read

Alan invited questions and comments.

- Waiting on 5YA funding.
- PTA donation for 2023 will be impacted by not having a fair, this is due to having had to change the 2022 fair to term 4.
- Income and expenditure for 2023 has been secured.
- Very little room to move on staff costs.
- The Library report was tabled.

**Alan moves that the Board Library report be accepted. Annette seconded. Agreed.**

**National book services** Alan to look into. [Action]

### 4.3 Communication

- Final MENPS Matters for 2022 went out this week.

- Welcome Back MENPS Matters for 2023, in week 2 or 3, include an introduction of new staff.
- Digital Christmas cards for staff and families. [Action]

**Annette moves all reports be accepted. Richard seconded. Agreed.**

**5. Self-Review**

**5.1 Policy review**

- Update on 2023 activities.
- Alan will send out the first batch of policies for review in 2023 and amend the Self Review Calendar. [Action]
- Consideration to be given to whether we keep some items as Procedure or change to Policy.

**5.2 Meeting Review**

Strategic goals & review questions

- Discussion and reflection on trustees attending BOT meetings online.
- The intention is that trustees attend in person, however if there are extenuating circumstances why people cannot attend, they shouldn't be excluded. An exception process may be at the discretion of the Presiding Member.
- Policy Committee to look into a policy on how we govern, in person or remotely. [Action]

**6. In Committee 7.24 pm.**

**Date of next meeting: 15 February 2023**

**Signed**.....

**Date**.....