



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

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**GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL  
SCHOOL BOARD - Wednesday 07 July 2021.  
Held in the staffroom commencing at 6.00 pm.**

**PRESENT:** Murray Streets, Fleur Longley (6.44 pm), Alan Jackson, Richard Pook, James Powell, Annette Quesado, Mathew Gribben and Bradley McMahon.

### **1 Administration Matters**

Apologies: Josephine Easingwood

1.1 Adoption of Agenda: Confirmed.

1.2 Confirmation of Minutes 09 June 2021 accepted.

**Murray moved the Minutes be accepted. James seconded. Agreed.**

1.3 Hours for the Month - forward to Sandra

1.4 Correspondence: Nil

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.

- Logan from Shade Structure Meeting - Discussion on Option A & B

**ACTION: Murray to catch up with Brad.**

**ACTION: Succession Plan. Annette**

**ACTION: Revisiting Learning Support August Meeting. Hilary**

### **3. General Business**

3.1 Principal's Report - As read.

Alan invited questions and comments.

- Review passwords and security when we move to a new system.

**ACTION: Discussion with our SMS provider. Alan**

- Approval for new shade sails.

**Fleur moved to accept the Principal's Report. Richard seconded. Agreed.**

### **4. Reports**

4.1 Property - As read

Alan invited questions and comments.

**ACTION: Draft letter of approval for MOE funding. Alan**

#### 4.2 Finance - As read

Alan invited questions and comments.

- On budget. Repairs and Maintenance costs can be unpredictable however, all looks on track.
- Board to ensure PTA is consulted pre-budget for 2022 to discuss strategic priorities.
- There could be an opportunity for partial funding in the form of community grants. Grants will be applied for once the sports canopy has approval, and pricing has been confirmed.

#### 4.3 Communication

- MENPS Matters published July 2nd.
- Board Election recruitment campaign. First stage demystifying the Board.
- Series of videos introducing the Board and its key functions.

**ACTION: Murray to talk through the brief with Brad (creative). Propose to complete filming in Term 3 with a planned Term 4 release.**

**Murray moved all reports be accepted. Mathew seconded. Agreed.**

### 5. Policies Review

#### 5.1 Policies review:

Capital Expenditure and Finance Policy.

- Comprehensive policy including appropriate delegations.
- Further clarification on point 4.8 re: delegation of \$5000.00 to Principal for budgeted items.

**ACTION: Alan to reword with assistance as needed from Annette/Mathew and email to Board for approval.**

- Next policy to draft, Theft and Fraud prevention.

#### 5.2 Review budget approval process

**ACTION: Update self-review calendar May budget adoption - Alan**

#### 5.3 2022 Board succession planning including Board intentions.

- Board intentions:
  - Annette and Josie will stand again.
  - Mathew and Richard are possibles.
- Annette and Fleur have reviewed the Board induction and provided the following suggestions:
  - High level FAQ document.
  - Invite people along to an information session prior to the Term 1 BOT meeting.
  - Further work around handover from current BOT members.
  - Provide information gradually including presentations on various aspects over time i.e. Finance and Property.

#### 5.4 **Board PD: Co-option**

As read

- Agreed and clearly understood.

#### 5.5 **Strategic Goals**

Term 3 Community Consultation including Health Consultation.

**ACTION: Alan to email his draft Community Consultation survey out to the Board. Board to provide feedback as soon as possible. Alan will update survey and present at the next meeting, including clarification around the new sexuality guidelines. With a view to sending out to the community post next meeting.**

**5.6 Meeting Review**

- Kept to the strategic goals well.

**Meeting closed: 8.22 pm.**

**Date of next meeting: 11 August 2021**

**Signed.....**

**Date.....**