



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 17th June 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 Jelcich, 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.

Virginia moved the adoption of the agenda, Anna seconded. Agreed.

- Confirmation of Minutes 20th May 2026.

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

- Correspondence: Nil
- Declaration of interests: Nil

3 Professional Learning & Development

3.1 Topic: Cultural Festival Controversy.

- NZSBA webinar 'Building Connections: The Power of Community Engagement'

4 Matters Arising from Minutes:

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

#	Action	Resp.	Update
1	Isometric to set up a school email address for BOT.	AJ	Open - Email login issue to be resolved. Virginia has access, the other Board members will attempt again later.
2	BOT biographies.	All	Complete. Virginia will forward for inclusion on the MENPS website. Action
3	Farewell to CASS.	VB/AJ	Open - An extension was granted for CASS to remain at MENPS until week 4, T3.
4	2027 Term dates.	AJ	Complete, refer item 5.2.
5	Yr 4 Playground - Possible funding opportunities, Grants.	AJ & AT	Draft, grant application complete, refer item 6.2.
6	Check with the office how parents are informed that children should remain at home following a vomiting illness, and head lice.	AJ	Complete

7	Community Consultation, Term 3 • Seek feedback on including a school cardigan to the uniform. • Draft a statement on participation and competition of sports/outdoor activity. • Explore 'rich' learning opportunities, including music and the arts.	AJ	Open, due T3
8	Presentation of T1 achievement data.	AJ	Open, due T4
9	Staff recruitment project.	VB	Open, due T4

5 **General Business**

5.1 Principal's Report - As read

Alan invited questions and comments.

- 1x TOD scheduled for 23rd October, curriculum focus.
- Assessment/Reporting - Smart Assessment Tool, not a requirement till 2027. We currently comply with twice yearly reporting.
- Communication will be shared with the school community to help families understand the updated report format and how to interpret it effectively. **[Action]**
- Attendance continues to track well at 94%; however, we anticipate an increase in illness-related absences during Term 3.

5.2 2027 term dates - Confirmed, as detailed in email circulation.

- Term 1 - Tue 2nd Feb to Fri 9th Apr
- Term 2 - Tue 27th Apr to Fri 2nd July
- Term 3 - Mon 19th Jul to Fri 24th Sep
- Term 4 - Mon 11th Oct to Thurs 16th Dec
- 2* TOD (Dates to be confirmed)
- Public Holidays:
 - Waitangi Day observed - Mon 8th Feb
 - Good Friday - Fri 26th Mar
 - Easter Monday - Mon 29th Mar
 - Easter Tuesday - Tue 30th Mar
 - ANZAC Day observed - Mon 26th Apr
 - King's Birthday - Mon 7th Jun
 - Matariki - Fri 25th Jun
 - Labour Day - Mon 25th Oct

6 **Subcommittee Reports**

6.1 Property - As read

Alan invited questions and comments.

- Roofing project update: Funding has been approved by the Ministry of Education. We are now awaiting final paperwork, with work expected to begin in Term 3.
- Year 3/4 Playground Project: Demolition is scheduled for November, with the project continuing after the Christmas break. The playground is expected to be completed and open for the start of 2027. A community working bee is being considered for January 2027 to support the completion of the project.

6.2 Finance - As read

Alan invited questions and comments.

- Year 3/4 Playground Project: Application to Auckland Council Sport and Recreation Facilities Investment fund complete. The deadline for grant submission is the 19th June.

Alan moved that the Board of Mt Eden Normal Primary School approve and submit the grant application to the Auckland Council Sport and Recreation Facilities Investment fund. Nigel seconded. All agreed.

- Final 2026 Budget.

Alan moved that the Board of Mt Eden Normal Primary School accept the Draft 2026 budget as final, Anna seconded. All agreed.

- 2026 Balance Sheet Budget.

Alan moved that the Board of Mt Eden Normal Primary School accept the 2026 Balance Sheet Budget, Matt seconded. All agreed.

- 2026 Audit Closing Report.

Alan moved that the Board of Mt Eden Normal Primary School accept and adopt the recommendation as outlined in the Audit Closing Report, Virginia seconded. All agreed.

6.3 Communication

- The next edition of MENPS Matters, due to be published before the end of the term, will include a spotlight on progress against the school's strategic goals and a farewell to Aone.
- Invitation to Virginia to attend a whakatau for Aone at Marina View School, next Tuesday.

7 Governance

7.1 Policy review

- Supervision/Policy discussion; a number of items currently in place, the discussion generated new ideas that are practical and actionable. Review policy framework in the Supervision and School Hours procedure, implement T3. **[Action]**
- Alan will provide feedback on and recommend updates to the Supervision Policy. **[Action]**

7.2 Meeting self-review

- On track.
- Great discussion.

8 Closing Karakia 8:13pm

9 In Committee

Date of next meeting: 22nd July 2026

Signed.....

Date.....