



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 14 August 2024

Held in the staffroom commencing at 6.00 pm.

PRESENT: Alan Jackson, Nigel Sinclair, Virginia Brown (Presiding Member), Anna Thomas, Xuemei Tang, Mike Nooney, Annette Quesado, Fleur de Vries-Oskamp, Martina Stevenson and Sandra Jelicich, Minute Taker.

1 Opening Karakia

2 Administration Matters

Apologies:

Adoption of agenda.

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

Confirmation of Minutes 12 June 2024.

Virginia moved the June Minutes be accepted. Nigel seconded. Agreed.

Correspondence: In committee

NZSTA

Declaration of interests: Nil

3 Matters Arising from Minutes:

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

No.	Action	Resp.
1	Add past year attendance data for comparison.	AJ - See Principal Report, done

4 Special Topics

4.1 Proposed 2025 term dates:

- T1 - 3rd Feb to 11th April
- T2 - 28th April to 27th June
- T3 - 14th July to 19th Sept
- T4 - 6th Oct to 17th Dec

Alan moved the proposed 2025 term dates be adopted. Virginia seconded. Agreed.

4.2 Out-of-Zone Placements 2025.

Alan moved that the Mt Eden Normal Board of Trustees has determined that the following out of zone places will be made available in 2025. Fleur seconded. Agreed.

Y1: Up to 10 (for children turning 5 between December 2024 and November 2025)

Y2: Up to 12

Y3: Up to 10

Y4: Up to 10

Y5: Up to 10

Y6: Up to 10

4.3 2025 Strategic Plan

- Dedicated strategic planning session for early in T4.
- Consider parent community consultation, ideally it could be done prior to the strategic planning session, focus groups are usually well supported. Alan will reach out to Murray Streets as an independent facilitator. Fleur, Mike, Annette and Mei have offered their time. **[Action]**

4.4 2024 Recruitment Project update.

- Fleur and Virginia meet fortnightly to discuss and work through strategies. Currently in the information gathering phase.

5 General Business

5.1 Principal's Report - As read

Alan invited questions and comments.

- Front of mind is the government's curriculum refresh, this is a significant body of work that needs to be done well. The challenge will be on implementation and teacher workload.
- Charter Schools are potentially concerning. This is a fundamental change for schools finding ways to legally enrol or opt out and has the potential to split communities.

6 Subcommittee Reports

6.1 CASS Unit

- Funding for the permanent CASS unit has been pushed down the MOE priority list.
- Discussion on extending the current temporary unit to 2025.

Alan moved that subject to the existing agreement the Mt Eden Normal School Board extend the temporary CASS unit to 2025 with no chance of extension. Fleur seconded. Agreed

6.2 Property - As read

Alan invited questions and comments.

- Te Ruma Tau (Sensory Room) has relocated to Room 21.
- MOE re-fencing project, continues to be under discussion.
- MOE Significant Weather Event Funding - work completed Block 1.
- Preparation for the replacement of the Yr 4 playground has started.

6.3 Finance - As read

Alan invited questions and comments.

- Tracking as expected.
- Fixed Asset Register & Depreciation Rates (refer Dropbox).

Alan moved the Board accept the Fixed Asset Register and depreciation rates for 2025. Mike seconded. Agreed.

- 2023 Year End Audit tabled and discussed, recommendations adopted.
- Audit Management letter discussed and accepted.
- Fees and Donation Policy to be added to the self review calendar. **[Action]**
- Review of the 10YPP to be added to the self review calendar. **[Action]**

6.4 Communications

- MENPS Matters, scheduled for the end of T3.
- General discussion on Board succession, number of trustees.
- Alan will look into the process and timeline of changing the number of trustees. **[Action]**
- Add Board succession to the September meeting. **[Action]**

7 Governance

- 7.1 Policy review:
- DRAFT Home Learning Policy - Needs to be reconstructed to read more logically. Defer to the September meeting. **[Action]**
 - DRAFT Privacy Policy - Alan is the MENPS Privacy Officer. Add Privacy Officer to his title on the website. **[Action]**
 - Discussion on data security and privacy.
 - Emerging policy review on AI. **[Action]**
 - Fleur will look into ways to track policy changes/updates. **[Action]**

- 7.2 Meeting self-review
- Good questions, relevant to the Board responsibilities.
 - A number of topics that would be interesting to deep dive on.
 - Mike will run a discussion on AI for the October Board meeting. **[Action]**

8 Closing Karakia 8.48 pm

9 In Committee

Date of next meeting: 18th September 2024.

Signed.....

Date.....