



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

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

Wednesday 11 December 2024

Held in the staffroom commencing at 6.00 pm.

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

#### 1 **Opening Karakia**

#### 2 **Administration Matters**

Apologies: Nil

Adoption of agenda.

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

- Confirmation of Minutes 20 November 2024.

**Alan moved the November Minutes be accepted. Fleur seconded. Agreed.**

- Correspondence: Arvida Mt Eden Gardens.
- Declaration of interests: Nil

#### 3 **Matters Arising from Minutes:**

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

#	Action	Resp.	Update
1	Additional info on the preferred brand of sunscreen.	Open	Cancer Society brand meets H&S standard, ordered.
2	Strategic Plan - Feedback to the Board early 2025.	Open	Planned for 2025
3	TravelWise - Revisit 2025	Open	Planned for 2025
4	Seismic Meeting - 27th Nov, forward meeting invite.	Complete	Refer dropbox reports
5	SKIDS Annual Report - Table at Dec meeting.	Complete	Dropbox
6	2025, Draft Budget - Table at the December meeting	Complete	Dropbox
7	Retention and Disposal policy - Table at Dec meeting	Complete	Dropbox
8	Gift for Murray	Open	To be delivered this week
9	Home Learning policy	Complete	Upload to website

#### 4 **Special Topics**

4.1 Skids Annual Report

- The contract renewal has been signed for 2025, same terms as previous (including the exit clause). Skids will forward a monthly report.

#### 4.2 Library Annual Report - Dropbox

- Data is available on the number of books issued but not on the number of students through the door. The Library is always well attended by students.
- Acknowledge receipt of the report, and thank the Librarians. **[Action]**

### 5 **General Business**

#### 5.1 Principal's Report - As read

Alan invited questions and comments.

- Recruitment - Rapid shifts in government policy are challenging and create new layers of pressure on teachers. Compounding this is the ongoing drain of quality teacher training and supply, which has an impact on recruitment for all schools.
- A highlight for the school has been the partnership with Arvida Mt Eden Gardens, retirement village. Led by Dame Dawn Lamb and her team who come in each week to read with our littlest learners as part of a community initiative. Some children enjoyed a recent visit to help residents decorate their Christmas tree.
- Whole school trends show attendance is up on this time last year.

#### 5.2 2025 BOT Meeting Dates.

- The 3rd Week of each month was tabled and accepted.
- First meeting of 2025, the 19th February, followed by 19th March.

### 6 **Subcommittee Reports**

#### 6.1 CASS Unit

- CASS acknowledged our letter and will provide an updated proposal.

#### 6.2 Property - As read

Alan invited questions and comments.

- Classroom refurbishment expected to be completed during the term break.
- Fencing upgrade expected to be underway during Term 1. Two options presented for the out of scope work, cost effective but decorative.
- Student and staff toilet upgrade scheduled during the term break.

#### 6.3 Finance - As read

Alan invited questions and comments.

- 2025 Draft Budget tabled for approval, operating budget only. Alan signalled the draft budget is a work in progress until more detail becomes available in early 2025.
- Discussion on possible community hardship, we've not seen any impact at this stage. Keeping a close eye on it.

**Alan moved that the 2025 Draft budget be approved. Anna seconded. Agreed.**

#### 6.4 Communications

- MENPS Matters scheduled for the last week of term.
- BOT e-card to be sent to all staff and the wider community with seasonal greetings. **[Action]**

### 7 **Governance**

#### 7.1 Policy review

- DRAFT Medical Policy, still fit for purpose no substantive changes required.

**Alan moved the Draft Medical Policy be adopted. Virginia seconded. All agreed.**

- DRAFT Retention and Disposal of Records Policy, no discretion, informed by legislation.

The PTA have their own constitution and we believe that this Board isn't responsible for the PTA records. AI stores and processes information and would be included under Cloud services (point #10). Mike will forward the definition of Cloud based and AI services to the Board. **[Action]**

**Alan moved that the Draft Retention and Disposal of Records Policy be deferred to early 2025. Agreed.**

- DRAFT Fees and Donations Policy, we need to add detail on our gifting procedure as recommended by the Auditors, clarify for parents when fees are voluntary.
- Alan to update the related policies i.e. Pandemic Policy, Finance, Fraud and Prevention Policy and EOTC Policy **[Action]**.
- Annette to wordsmith point #3, 4 and 8. **[Action]**

**Alan moved that the Draft Fees and Donations Policy be deferred to 2025. Agreed.**

- DRAFT Health & Safety Policy.

**Alan moved that the Draft Health & Safety Policy be deferred to 2025. Agreed.**

- MENPS BOT Self Review Calendar

7.2 Meeting self-review

- Increase timeline for policy review.
- Alan thanked the Board and wider community for their support in 2024.

**8 Closing Karakia 7.35 pm**

**9 In Committee**

**Date of next meeting: 19th February 2025.**

**Signed.....**

**Date.....**