



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

GENERAL MEETING OF MOUNT EDEN NORMAL PRIMARY SCHOOL BOARD

Wednesday 23 October 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 and Sandra Jelicich, Minute Taker.

1 Opening Karakia

2 Administration Matters

Apologies: Martina Stevenson.

Adoption of agenda.

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

Confirmation of Minutes 18 September 2024.

Virginia moved the September Minutes be accepted with the addition of the Strategic Planning date of 8th November. Annette seconded. Agreed.

- Correspondence: NZSBA study award. Looking to set up a network of Presiding Members.
- 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	What would the PTA like to see in the community consultation survey? What should their role in the community be?	VB	Alan and Virginia met with the PTA. Their focus is how to keep in contact with families and provide opportunities to engage with the community.
2	Prepare the community consultation draft to present to Murray for review.	AJ	Underway.
3	Draft a submission of support for the NELP legislation.	AJ	submitted
4	Draft a letter confirming the term-end of the temporary unit for the end of the 2025 school year.	AQ	Underway
5	Arrange to meet with CES in T4 to begin work on the 2025 Draft Budget.	AJ & AT	In process.
6	Home Learning policy to be emailed to BOT for review.	AJ	Discuss in Policy section
7	Request an end-of-year report from SKIDS as per policy.	AJ	Open till December

4 Special Topics

4.1 BOT Succession Planning.

- Mindful of the importance of being representative of the school community. Skills important but not a prerequisite. No Board experience necessary. Highlight the reward of providing service to our school community.

- Update the website with more relatable Board member introductions. **[Action]**
 - MENPS Matters could include a spotlight on a couple of BOT members each edition. **[Action]**
 - General discussion on optimum numbers for the Board.
 - All in agreement to reduce the Board numbers by 2 leaving 5 elected. Alan will look into the process to reduce Board numbers and report back to the Board ready for the March, 2025 meeting. **[Action]**
- 4.2 Community Consultation/Focus Group
- Currently 3 people have indicated that they can attend.
 - Alan will post a poll on HERO, with a yes/no attendance reply. **[Action]**
 - Invite people who have previously shown an interest to be on the Board.
- 4.3 Staff Recruitment Project.
- Interviews held with staff.
 - Findings will be presented at the December meeting.

5 General Business

- 5.1 Principal's Report - As read
Alan invited questions and comments.
- No concerns or questions have been received on the MOE fencing upgrade.
 - A procurement exemption has been requested to speed up the process and secure funding. Work could possibly start in Term 1, 2025.
 - Fencing upgrade, for areas outside the scope of MOE funding. Decision required at a future date.
 - The Normal School Association has expressed interest in the Post Grad teacher training program.
- 5.2 Strategic Plan
- Scheduled for November 8th at Beast and Butterflies venue, M Social.
 - Goals are intended for a 3 to 5 year plan.
 - Seeking feedback from multiple stakeholders, staff, focus groups and student voice.
 - Lots of discussion in the first half of the day, valuable for the Board to attend in the afternoon.
- 5.3 Staffing Entitlement 2025 and Out of Zone ballot
- Out of Zone ballot drawn on 23rd October with our local Justice of the Peace. Not all year groups are full.
 - Yr 1, recommend 12 OOZ, 19 students per class.
 - Yr 2, recommend 12 OOZ, 23 students per class.
 - Yr 3, recommend 10 OOZ, 25 students per class.
 - Yr 4, recommend 5 OOZ, 26 students per class.
 - Yr 5, recommend 1 OOZ, 24 students per class.
 - Yr 6, recommend 4 OOZ, 26 students per class.
 - Staffing for 2025 is yet to be reviewed, we hope to have this confirmed by the MOE and shared at a subsequent meeting.
- 5.4 2025 Classroom Release Time.
- Alan signalled the intention to employ two specialised teaching roles to cover release. We have a potential music teacher candidate and Te Reo Maori candidate.

6 Subcommittee Reports

- 6.1 CASS Unit
- No update.
- 6.2 Property - As read

- Alan invited questions and comments.
- Cyclical maintenance provision needs to be aligned with the 10YPP and approved as accurate by Watershed. **[Action]**
- Deferred to the November meeting.

6.3 Finance - As read

Alan invited questions and comments.

- Create a Dropbox file for prior Audit closing reports. **[Action]**
- Reliever budget line, over run - brief discussion on the impact of sick leave for relievers and the impact on the budget.
- NAMSA budget line, over run - SLT attending the conference.
- Principal expenses, over run - Coding error, new school Waiata and subscriptions.

6.4 Communications

- MENPS Matters, to include - community consultation communication, thanking teachers, BOT succession planning and spotlight Board members.

7 **Governance**

7.1 Policy review:

- DRAFT Appraisal Policy - minor terminology updates e.g replace the word appraisal with attestation and Chair Person to Presiding Member.

Alan moves that subject to terminology updates, Draft Appraisal Policy be adopted. Virginia seconded. Agreed.

- DRAFT Class Placement Policy - No material change, consistent with current practice.

Alan moves that the Draft Class Placement Policy be adopted. Mike seconded. Agreed

- DRAFT Sun Safe Policy - No material change. Discussion on the cost and practical applications of supplying sunscreen in the classrooms. **[Action]**

Alan moves that the Draft Sun Safe Policy be adopted. Virginia seconded. Agreed.

- DRAFT Classroom Release Time Policy - Requires consultation prior to material updates. Only formatting changes are required, nothing that changes intent.

Alan moves that subject to minor updates the Draft Classroom Release Time Policy be adopted. Mike seconded. Agreed.

- DRAFT Home Learning Policy - update wording to read, home learning is recommended but not compulsory. **[Action]**

Alan moves that subject to changes the Draft Home Learning Policy be adopted. Fleur seconded. Agreed.

- Fleur shared examples and suggestions on ways to track policy changes. Discussion.
- Policy Committee to continue work on a tracked change method. **[Action]**

7.2 Meeting self-review

- Need to recognise when conversations become circular. Defer to the next meeting or allow time for additional thinking.

8 Closing Karakia 9.05 pm

9 In Committee

Date of next meeting: 13th November 2024.

Signed.....

Date.....