



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

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

Wednesday 15 May 2024

Held in the staffroom commencing at 6.02 pm.

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

#### 1 Opening Karakia

#### 2 Administration Matters

Apologies: Sean McKenzie and Xuemei Tang

Adoption of agenda.

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

Confirmation of Minutes 13 March 2024.

**Virginia moved the March Minutes be accepted. Fleur seconded. Agreed.**

Correspondence: In committee

- ERO Survey
- 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	BOT casual vacancy, reach out to interested parties to explain the process.	Completed. All parties contacted, several expressed interest in observing a meeting with a view to future nominations.
2	BOT on-line meeting for casual vacancy, next steps. March 28th.	N/A. By-election threshold not met. Selection process proceeded. Mei Tang appointed.
3	2024 Strategic Plan, insert glossary of terms.	Completed. Shared with the community.

#### 4 Special Topics

4.1 Student Achievement - Presentation Alan Jackson

- The Board acknowledges the hard work put in by teachers to achieve these results. **[Action]**

4.2 2024 Capital Expenditure Goals - Refer Capital Expenditure Budget.

- Year 4 playground, the proposal is for \$90,000.00 towards the project. Harko Brown is a specialist in nature play, his expertise would cost aprox \$6,000.00
- Staff bathroom, as agreed previously, board funding of \$20,000.00 with the balance from 5YA.
- Furniture and equipment, required for new classrooms and cyclical replacement of existing items.

- IT replacement, cyclical replacement of owned devices.
- Phone system upgrade.

**Capital expenditure for 2024 discussed and accepted. (Refer Finance)**

## **5 General Business**

### 5.1 Principal's Report - As read

Alan invited questions and comments.

- Current roll by year level, currently strong enrolments. Likely to appoint two teachers for Term 3.
- Alan summarised the BSLA program including phonics. BSLA will be particularly useful for learners that struggle with letter sounds. The training model is prescribed by Canterbury University and is unlikely to be rolled out for whole class learning. Once the training is complete BSLA is flexible enough to work for our school.

### 5.2 Staff Recruitment.

- Currently facing a challenging recruitment environment.
- Virginia, Fleur and Alan will meet to draft a recruitment plan. **[Action]**

### 5.3 Sean McKenzie resignation from the Board.

- The Board thanks Sean for his contribution as Staff Rep and wishes him all the best.  
**[Action]**
- Sandra is appointed returning officer for the staff representative election.

**Anna moved that Sandra Jelcich be appointed returning officer for the staff election of Staff Board Representative. Fleur seconded. Agreed.**

### 5.4 Administration Matters.

- Casual Vacancy update - Confirmation of Xuemei Tang's appointment to the School Board of Trustees.
- Phones away for the day policy - MENPS has always had a no phones policy.
- Principal's PGC - The Professional Growth Cycle is the learning-focused process that has replaced performance appraisal for principals. The principal plans the PGC in consultation with others within their setting and beyond.

### 5.5 Proposed Disciplinary Subcommittee.

- A delegation could be the better option, if the need arises.
- Professional development opportunity for the Board.

## **6 Subcommittee Reports**

### 6.1 Finance - As read.

Alan invited questions and comments.

- 2024 Draft operational budget and capital expenditure budget tabled and discussed.

**Alan moves that the 2024 Operational and Capital Expenditure budget for 2024 be accepted. Anna seconded. Agreed.**

### 6.2 CASS Unit.

- Permanent unit currently on hold, discussions continue with the MOE property team.
- Temporary unit continues to be highly successful, forming great relationships with staff.

### 6.3 Property - As read

Alan invited questions and comments.

**Alan moves that the Board accept the 2023/24 10YPP and 5YA. Mike seconded. Agreed.**

6.4 Communications

- MENPS Matters - scheduled for the end of term. Include information on structured literacy, phones away for the day, new staff Board representative and introduce the new teachers joining next term.
- Explore platforms that can integrate with HERO. **[Action]**

7 **Governance**

7.1 Self-review calendar.

- Compare policy updates against original policy, share initial updates with the Policy Committee first. **[Action]**

Policy review.

- Draft Appointments Policy - appointments committee is typically for teachers above base scale e.g Senior Leader roles. Update reference of Board Chair to Presiding Member.

**Alan moved the adoption of the Draft Appointments Policy subject to minor changes. Virginia seconded. Agreed.**

- Draft Protected Disclosures Act Policy - include the definition of employee.

**Alan moved the adoption of the Draft Protected Disclosures Act Policy subject to minor changes. Virginia seconded. Agreed.**

- Draft Staff Grievances, Complaints & Workplace Bullying Prevention Policy - update reference of Board Chair to Presiding Member.

**Alan moved the adoption of the Draft Staff Grievances, Complaints & Workplace Bullying Prevention Policy subject to minor changes. Annette seconded. Agreed.**

- Draft Supervision Policy - update to include required legislation and active supervision times between 8.30am to 3.00pm.

**Alan moved the adoption of the Draft Supervision Policy subject to minor changes. Virginia seconded. Agreed.**

- Draft Unreasonable Complaints & Harassment Policy - update wording to unreasonable complaints.

**Alan moved the adoption of the Draft Unreasonable Complaints & Harassment Policy subject to minor changes. Fleur seconded. Agreed.**

**[Action]**

7.2 Meeting self-review

- Meeting went on a bit long, minute takers will take note of the time for future meetings.
- Stayed strategic and not too operational.

8 **Closing Karakia**

9 **In Committee 9.09 pm**

**Date of next meeting: 12 June 2024**

**Signed.....**

**Date.....**