



Mission Heights  
JUNIOR COLLEGE  
GROWING GREATNESS  
KIA MANA AKE

## MINUTES OF THE MEETING OF THE SCHOOL BOARD OF MISSION HEIGHTS JUNIOR COLLEGE

**Date:** 30 January 2025  
**Time:** 5.00 pm  
**Venue:** Meeting Place

**Opening Karakia:** L Hohepa

**Present:** I Morrison (Principal), A Singh (Presiding Member), P Hale, J Wang, I Pori, L Hohepa, D Choong (Staff Rep)

**Apologies:**

**In attendance:** C Sinclair (Board Secretary) N Naidoo (Associate Principal)

Item		Action
Confirmation of minutes of previous meeting	<p><b>Motion:</b> That the minutes of the last meeting held on 21 November 2024 be taken as read and accepted.</p> <p><b>Moved:</b>A Singh <b>Seconded:</b>I Morrison <b>Carried</b></p>	

Declaration of Interests	<p>No changes to those noted at the last meeting.  <b>Motion:</b> That the Declaration of Interests be accepted.</p> <p><b>Moved by:</b>  <b>Seconded by:</b>  <b>Carried</b></p>	No changes to those noted at the last meeting.
Finance Report	<p><b>Presented by P Hale:</b>  <b>Motion</b> That the Finance Report, the November 2024 finance Reports, Payments and Investments schedules be accepted and approved.</p> <p><b>Moved:P Hale</b>  <b>Seconded:I Pori</b>  <b>Carried</b></p>	December 2024 accounts will be finalised in February 2025
Property Report	<p><b>Motion</b> That the Property Report be accepted.  <b>Moved:</b>  <b>Seconded:</b></p> <p><b>Carried</b></p>	Covered in Principal's report
Health & Safety Report	<p><b>Motion</b> That the Health and Safety report be accepted.  <b>Moved:</b>  <b>Seconded:</b>  <b>Carried</b></p>	Covered in Principal's report

Principals Report	Presented by I Morrison:  <b>Motion</b> That the Principal's Report be accepted <b>Moved: I Morrison</b> <b>Seconded: I Pori</b> <b>Carried</b>	Property and Health & Safety covered in Principal's Report  Assurances and Policies Review to be approved at next BoT meeting.
Correspondence	<b>Motion:</b> The Board approves The Inwards correspondence  <b>Moved:</b> <b>Seconded:</b> <b>Carried</b>	No inwards correspondence received

<p>General Business</p>	<p>1. Election of office bearers</p> <ul style="list-style-type: none"><li>- Board Presiding Member A Singh nominated by: I Pori Seconded by: D Choong Carried</li> <li>- Deputy Presiding Member: P Hale nominated by: A Singh Seconded by: I Pori Carried</li> <li>- Board Property Committee J Wang nominated by: A Singh A Singh nominated by: I Morrison Seconded by: I Pori Carried</li> <li>- Board Finance Committee P Hale nominated by: A Singh Seconded by: D Choong Carried</li> <li>- Board Māori &amp; Pasifika Committee I Pori nominated by: A Singh L Hohepa nominated by: D Choong Seconded by: J Wang Carried</li> <li>- Board Health and Safety Committee J Wang nominated by: A Singh Seconded by: P Hale Carried</li></ul>	<p>Ian Morrison's Professional Growth Cycle to be ratified at next meeting (awaiting endorsement from Murray Burton)</p>
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A Singh thanked IMO & the Board for all their hard work

All BoT members unanimously agreed and accepted the nominations

2. Acting Principal approval

Naddy Naidoo will be in the role of Acting Principal while Ian Morrison is on Sabbatical from Week 6 to the end of term 1.

Moved:A Singh

Seconded:J Wang

Carried

All BoT members in agreement

3.EOTC - Through the Board Lens

Online training booked for next BoT meeting with Education Outdoors NZ

4.End of 2024 staff Morning tea

Provided by the BoT

Cost to be approved

Moved:A Singh

Seconded:P Hale

Carried

5.Thank you from the Staff rep D Choong on behalf of MHJC staff for the end of year gift and morning tea provided by the BoT

Thanks from IMO to the Board for attending the end of year graduations

	<p>Thanks to NNA from the Board for his support. Reciprocated from NNA to the BoT.</p> <p>All BoT members in agreement  Moved:A Singh  Seconded:J Wang  Carried</p> <p>7. Principal's PLD  2024 budget balance to be carried over to 2025  Budgeted items approved as discussed in-committee at last meeting.  Moved: P Hale  Seconded:A Singh  Carried</p> <p>8. L Hohepa expressed the Karakia may be different for the Summer &amp; winter months - L Hohepa to advise</p> <p>9. Meeting Schedule and work plan for 2025  Including Health and safety committee meeting 4.30pm before BoT meetings</p>	
Date of next meeting	27 February 2025	
Meeting closed at	5.30 pm	
Signed by Board Presiding Member	A Singh	<b>Date:</b>

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