



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

Date: 20 August 2026
Time: 5.00 pm
Venue: Meeting Place

Welcome: A Singh

Opening Karakia: R Dada
Acknowledgment: D Choong

Present: A Singh (Presiding Member), J Wang, C Lam Yang, S Kidwai - K Everett (Student Representative), D Choong (Staff Representative)

Apologies: K Toto (Leave of absence), I Morrison (Principal), N Jose

In attendance: C Sinclair, R Dada (Associate Principal),
C Hunter (Deputy Principal Across School) - Left 5.41pm

Presentation by C Hunter: Literacy, Numeracy & Engagement Data Mid-year 2026
[BOT 2026 Data](#)

Item		Action
Apologies	Apologies: Motion: “That the apologies be accepted.” Moved:ASingh Seconded:K Everett carried	
Confirmation of minutes of previous meeting	Motion: That the minutes of the last meeting held on 18 June 2026 be taken as read and accepted. Moved:A Singh Seconded:D Choong Carried	
Declaration of Interests	Motion: That the Declaration of Interests be accepted. All members present confirmed that there were no new conflicts or additions to be recorded. Jenny Wang - DEEP Facilitator for MHJC, - Runs after school language class at MHJC. - Presiding Member of the MHP Board; - Jason Wang (Jenny’s husband) - Has completed minor building projects for MHJC. Noble Jose - Member of the MHP Board Carlos Lam Yang	

	- Member of the MHP Board Moved:A Singh Seconded:J Wang Carried	
Finance Report	Prepared by I Morrison in consultation with Finance Controller Presented by R Dada Items of Significance: Interest Income: Below budget due to timing; expected to meet target as fixed-term deposits mature later this year. Relief Costs: Charged to the operating budget, but will be offset by government relief funding for teacher sick leave exceeding 14 days. Plant & Machinery: Reflects heat pumps purchased for the music rooms, funded from the 2025 surplus. Motion That the Finance Report, the June/July finance governance Reports, Payments and Investments schedules be accepted and approved. Moved:R Dada Seconded:S Kidwai Carried	The Board requested a draft 2027 budget prepared preferably before the next board meeting, ready for the board meeting; if possible. The Principal and Finance Controller will be advised of the request. A Board member will also work with the Principal and Finance Controller for the draft budget.
Property Report	Presented by A Singh Motion That the Property Report and 10 year property plan update be	Discussed the need for a new sound system by end of term, with temporary hire to be arranged for end-of-term events if procurement is delayed.

	accepted. Moved:A Singh Seconded:C Lam Yang Carried	Agreed to establish a formal twice-yearly maintenance plan. Noted that student monitors currently conduct ad-hoc testing. The addition of a wired backup microphone to mitigate wireless signal failure risks. Māori Artwork, Structure & Murals (Phase 1): Project details were presented; formal discussion and signing will take place at a future date.
Health & Safety Report	Presented by C Lam Yang EOTC & Staff Wellbeing: Received updates on upcoming Education Outside the Classroom (EOTC) trips and staff wellness initiatives. School Signage: Reviewed details regarding new signage for the school. Compliance & Testing: Confirmed completion of required safety testing, including rainwater backflow prevention and ladder inspections. Health & Safety Professional Development: Noted that the Associate Principal completed the Safer Schools Health & Safety Webinar through MicroPLD NZ. The Associate Principal raised serious safety concerns regarding student e-scooter use across both the Primary and Junior College, noting multiple community complaints. The Board discussed the	Next Steps: Community Consultation: Consult the local Police Constable for further

	possibility of implementing a total ban to protect student safety. Motion That the Health and Safety report be accepted. Moved:C Lam Yang Seconded:A Singh Carried	strategies and advice on managing e-scooter safety risks. Registration & Safety Agreement: Possibly implement a compulsory school registration system and safety code-of-conduct agreement for all students using e-scooters or e-bikes. Inter-School Collaboration: Meet with neighboring schools to discuss shared challenges and benchmark local policies on student e-transport.
Principals Report	Presented by R Dada The Board reviewed a request to reallocate funds within the existing \$230,000 capital expenditure allocation to address changing needs. Assurances: Student Attendance Reporting about Student Progress and Achievement Searches, Surrender, and Retention of Property Minimising Physical Restraint Motion: That the Principal's report be accepted including the Policy reviews, and assures that the relevant policies/procedures are being followed and implemented as written. Moved:R Dada Seconded:J Wang Carried	The Board approved reallocating funds to support new priorities in Performing Arts (sound system upgrades) and IT (Chromebooks for students experiencing hardship), noting that the overall budget total remains unchanged at \$230k Quotes will be provided for the following capital expenditure -Laptops -Sound System -Playground

	Policy Review: School Community Engagement Policy (board) Inclusive School Culture (board) Enrolment S Kidwai presented the policy review, confirming that the current policies are well-written, robust, and fit for purpose Moved:S Kidwai Seconded:C Lam Yang Carried	
Correspondence	Motion: The Board approves The Inwards and Outwards correspondence Moved:A Singh Seconded:D Choong Carried	

General Business	1.Mid year “snapshot” report on student achievement and progress 2.Term 2 Attendance report The Deputy Principal C Hunter presented an overview of the school's Literacy, Numeracy, Engagement, and Attendance data. The Board thanked the Deputy Principal for her comprehensive presentation and informative insights 3.Student Elections Returning Officer The Board ratified the Presiding Member’s prior appointment of C Sinclair as the Returning Officer for the upcoming Student Trustee election. Moved:A Singh Seconded:J Wang Carried 4.e-scooters As part of the Health and Safety report, the Board discussed serious safety concerns regarding e-scooters and considered potential measures to address these risks	1.The Board requested when reporting student achievement progress that actual student numbers are presented alongside percentage figures to provide clearer context The Board suggested a disclaimer be added to future e-asTTle reports clarifying that results reviewed during Term 3 reflect assessment data gathered in Term 1. 2.The Board requested that future attendance reports include actual student headcounts alongside percentage rates, broken down by cause (e.g., illness vs. other absences). To support clearer tracking and meaningful year-on-year analysis, to compare “like-for-like” periods.
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	Closing Karakia:	
	Student Representative K Everett left 5.54pm Staff Representative D Choong left 6.31pm S Kidwai Left 6.37pm R Dada left 7.01pm “The Board moves into committee to exclude the public under Section 48, Local Government Information & Meetings Act, 1987, to discuss personnel, @ 6.32pm ”. The Board moved out of committee @7.11pm.”	
Meeting closed at	7.12pm	
Signed by Board Presiding Member	Anne Singh	Date: