



Mission Heights  
JUNIOR COLLEGE  
GROWING GREATNESS  
KIA MANA AKE

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

**Date:** 19 February 2026

**Time:** 5.30 pm

**Venue:** Meeting Place

**Opening Karakia:**I Morrison

**Acknowledgment:**D Choong

**Present:** I Morrison (Principal), A Singh (Presiding Member), J Wang, C Lam Yang, N Jose,D Choong (Staff Representative)

**Apologies:** K Toto, K Everett (Student Representative)

**In attendance:**C Sinclair, R Dada (Associate Principal)

Item		Action
Apologies	Apologies: <b>Motion:</b> "That the apologies be accepted."  <b>Moved:</b> A Singh <b>Seconded:</b> D Choong carried	

Confirmation of minutes of previous meeting	<p><b>Motion:</b> That the minutes of the last meeting held on 20 November 2025 be taken as read and accepted.</p> <p><b>Moved:J Wang</b>  <b>Seconded:N Jose</b>  <b>Carried</b></p>	
Declaration of Interests	<p><b>Motion:</b> That the Declaration of Interests be accepted.</p> <p>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 small building projects for MHJC.</p> <p>Noble Jose  - Member of the MHP Board</p> <p>Carlos Lam Yang  - Member of the MHP Board</p> <p>Kevin Toto  - DEEP contractor  - MHJC Junior &amp; Senior Girls touch team sports coach</p> <p><b>Moved:A Singh</b>  <b>Seconded:D Choong</b>  <b>Carried</b></p>	
Finance Report	<b>Prepared by I Morrison in consultation with Finance Controller</b>	

	<p><b>Presented by I Morrison</b>  <b>Motion</b> That the Finance Report, the November/December/January finance governance Reports, Payments and Investments schedules be accepted and approved, including the 2026 final budget.</p> <p><b>Moved:I Morrison</b>  <b>Seconded:A Singh</b>  <b>Carried</b></p>	
Property Report	<p><b>Motion</b> That the Property Report and 10 year property plan update be accepted.  <b>Moved:A Singh</b>  <b>Seconded:J Wang</b>  <b>Carried</b></p> <p><b>Ratification of Vehicle Lease</b>  Upon motion by <b>A Singh</b> and seconded by <b>J Wang</b>, the Board ratified the prior action taken by the Administration to enter into a lease agreement with Fleet Partners for a Ford Transit to replace the previously leased vehicle. The Board finds this action was necessary to ensure uninterrupted student transport services</p> <p><b>Ratification of Amendment to 5YA property plan</b>  Upon motion by <b>A Singh</b> and seconded by <b>C Lam Yang</b>, The Board ratified the amendment Application to add Skylight repairs, which was previously signed by the Presiding Member on 1/12/25 to ensure project continuity.</p>	
Health & Safety Report	<b>Presented by C Lam Yang</b>	

	<p><b>Motion</b> That the Health and Safety report be accepted.  <b>Moved:</b>C Lam Yang  <b>Seconded:</b>A Singh</p>	
Principals Report	<p><b>Presented by I Morrison</b></p> <p><b>Motion:</b>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.</p> <p>Policy Review:  <b>N Jose</b> confirmed his review of the current policies. He expressed satisfaction with the comprehensive nature of the documentation provided and noted there were no significant findings or concerns to bring to the Board’s attention</p> <p><b>Moved:</b>I Morrison  <b>Seconded:</b>A Singh  <b>Carried</b></p>	
Correspondence	<p><b>Motion:</b> The Board approves The Inwards and Outwards correspondence</p> <p><b>Moved:</b>A Singh  <b>Seconded:</b>C Lam Yang  <b>Carried</b></p>	

General Business

1.Board Work Plan approval  
The Board reviewed the proposed 2026 Work Plan  
**Motion:** To accept and adopt the 2026 Work Plan  
**Moved:A Singh**  
**Seconded:J Wang**  
**Carried**

2.Election of Officer Bearers

**Board Presiding Member**  
A Singh Nominated by J Wang. Nomination accepted.  
There being no further nominations, the Board voted.  
**Carried unanimously.**

**Deputy Presiding Member**  
C Lam Yang Nominated by J Wang. Nomination accepted.  
There being no further nominations, the Board voted.  
**Carried unanimously.**

**Board Property Committee**  
I Morrison Nominated A Singh - Nominated accepted  
N Jose and A Singh both expressed interest in serving on  
the Property Committee. Following a brief discussion of the  
committee’s requirements, it was decided that A Singh  
would be appointed.  
The Board voted. **Carried unanimously.**

**Board Finance Committee**  
C Lam Yang Nominated J Wang - nomination declined.  
I Morrison Nominated N Jose  
A Singh Nominated N Jose  
Nomination accepted  
The Board voted. **Carried unanimously.**

**Board Health & Safety Committee**  
A Singh Nominated C Lam Yang - nomination accepted  
There being no further nominations, the Board voted.

	<p><b>Carried unanimously.</b></p> <p><b>Board Maori &amp; Pasifika Committee</b> A Singh nominated herself for the role on a temporary basis There being no further nominations, the Board voted. <b>Carried unanimously.</b></p> <p><b>Board Ethnic Cultural Advisor</b> I Morrison Nominated J Wang - nomination accepted There being no further nominations, the Board voted. <b>Carried unanimously.</b></p> <p>3.Meeting time <b>Motion:</b>To change the start time of the regular Board meetings from 5.30pm to 5pm and for sub-committees to meet at 4.30. It was agreed that the Health and Safety committee would meet at an alternative time to be arranged by R. Dada and C Lam Yang.</p> <p><b>Moved:A Singh</b> <b>Seconded:D Choong</b> <b>Carried</b></p> <p>4.Attendance Management Plan for approval The Board reviewed the Attendance Management Plan as presented by R Dada (Associate Principal) <b>Motion:</b> To approve the Attendance Management Plan as presented <b>Moved:I Morrison</b> <b>Seconded:A Singh</b> <b>Carried</b></p> <p>5.Annual dinner Following the formal adjournment of the meeting, the Board enjoyed an annual dinner.</p>	<p>Attendance Management Plan to be added to the MHJC website</p>
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	<p>6.Strategic Planning Meeting  By general consent, the Board approved the holding of the Strategic Planning Meeting. This is scheduled to take place directly after the next scheduled Board Meeting on 19/3/26</p> <p><i>Before the discussion of Item 7, J Wang recused herself and left the meeting at 5.45pm. In her absence, the Board reviewed and discussed the building/paving project. J Wang re-entered the meeting at 5.55pm. J Wang took no part in the vote on this matter.</i></p> <p>7.Acceptance of Tender – Building/Paving Garden Area  The Board discussed the tender submissions for the Building/Paving Garden Area. The Board moved to award the contract to Jason Building Service Limited</p> <p><b>Motion:</b> To accept the tender submitted by Jason Building Service Limited in the amount of \$38,640, subject to the final review and written approval of the Secretary for Education.</p> <p><b>Moved by: A Singh</b>  <b>Seconded by:N Jose</b>  <b>Carried</b></p> <p><b>Closing Karakia:D Choong</b></p>	
	<p>Staff Representative D Choong left the meeting at 5.56pm.</p> <p>“The Board moves into committee to exclude the public under Section</p>	

	48, Local Government Information & Meetings Act, 1987, to discuss personnel, @ 5.57pm ”. The Board moved out of committee @ 6.06pm.”	
Meeting closed at	6.06pm	
Signed by Board Presiding Member	Anne Singh	<b>Date:</b>