



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

Date: 18 June 2026
Time: 5.00 pm
Venue: Meeting Place

Welcome: A Singh

Opening Karakia: I Morrison

Present: I Morrison (Principal), A Singh (Presiding Member), J Wang, N Jose (5.04pm), C Lam Yang, K Everett (Student Representative) 5.08pm, D Choong (Staff Representative)

Apologies: K Toto (Leave of absence)
S Kidwai (Text received 5.49pm by A Singh)

In attendance: C Sinclair, R Dada (Associate Principal), J McKimmon (Deputy Principal- Takutai Whānau)

Item		Action
Apologies	Apologies: Motion: “That the apologies be accepted.” Moved:A Singh Seconded:D Choong carried	
Confirmation of minutes of previous meeting	Motion: That the minutes of the last meeting held on 21 May 2026 be taken as read and accepted. Moved:A Singh Seconded:J Wang 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:D Choong Carried	
Finance Report	Prepared by I Morrison in consultation with Finance Controller Presented by N Jose Items of Significance: Grounds and Buildings (Planter Box Upgrade) The recent planter box upgrade was funded by a Ministry grant received and reported as income last year. The project was successfully completed and all funds were fully expended ahead of the Ministry's April 30, 2026 deadline Motion That the Finance Report, the May finance governance Reports, Payments and Investments schedules be accepted and approved. Moved:N Jose Seconded:C Lam Yang Carried	
Property Report	Presented by A Singh The tender process for repainting the internal gym walls is currently ongoing, and we are awaiting final quotes. The project is tentatively	Quotes to be provided for painting

	scheduled to be completed during either the Term 2 or Term 3 school holidays to minimise disruption. The Board approves authority to the Property Committee to commit to and sign off on property works up to the value of \$50,000 in the case where the board meeting is not until a few weeks later. Where such situations arise, then all such approvals will be presented to the Board for formal ratification at the following meeting. The estimated completion date for the Science and Technology refurbishment has been updated, with the project now on track for completion by the end of 2026. Both schools are collaboratively developing a comprehensive Traffic Management Plan. This initiative involves active engagement and coordination with key external organisations, including Travelwise, Auckland Transport, the NZ Police, and the NZ Health Group, to ensure optimal community safety. Motion That the Property Report and 10 year property plan update be accepted. Moved:A Singh Seconded:N Jose Carried	In the event that the Property committee has property works up to the value of \$50,000 to be approved; that the property committee will notify the Board to keep them informed before the next board meeting for ratification purposes. Hannah from NZ Health Group to work with the school to help with traffic congestion after school. Moving forward, the school will ask if she is able to engage with local community groups to help address the issue.
Health & Safety Report	Presented by C Lam Yang The Board received and reviewed the recent EOTC trip report alongside the latest Health, Safety, and Wellness updates.	Due to the age of the school buildings, an annual review and targeted maintenance program for doors and fixtures will be implemented to manage

	The school will prioritize and complete urgent school maintenance items identified as necessary to mitigate current health and safety risks. The Board noted that health management plans are in place for students who require them, and that emergency medical supplies—including asthma spacers and EpiPens—are securely stationed in the Whānau and reception areas. The Board was advised of a recurring pattern of broken glass being discovered on Monday mornings near Kapua and the bike sheds. To address this health and safety risk before early-morning school clean-ups begin, a request has been made to install cameras in these specific areas. The Board was informed that the lifts have been repaired and are currently operating without issue. Motion That the Health and Safety report be accepted. Moved:C Lam Yang Seconded:A Singh	and mitigate ongoing health and safety risks.
Principals Report	Presented by I Morrison The Board received a report on last year’s formal discipline data. The Principal outlined the underlying drivers behind these incidents. While firm disciplinary action is enforced to ensure school safety, the school maintains a strong restorative stance. This approach integrates mandatory counselling, pastoral care, and targeted engagement with external support service groups to address root causes. Included in the report was also a review of leave data which did not indicate any serious concerns or trends.	

	Assurances: Child Protection and Abuse Recognition and Reporting. Assessing Student Learning. Cellphones and Other Personal Digital Devices. 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: I Morrison Seconded: D Choong Carried Policy Review: J Wang - After reviewing the existing policies: EOTC Governance Roles and Responsibilities EOTC Risk Assessment and Management International Learners Policy * (Board) J Wang concluded that the documentation is thorough and presents no material findings or concerns for the Board's attention Moved: J Wang Seconded: I Morrison Carried	
Correspondence	Motion: The Board approves The Inwards and Outwards correspondence	

	Moved:A Singh Seconded:K Everett Carried	
General Business	1. Review of donation and fees - Resolution to opt in or out of scheme Following a review of the school's current donations and fees structure, the Board discussed the financial implications and benefits of the Ministry of Education's School Donations Scheme Resolution: The Board resolved to formally opt into the Ministry of Education's School Donations Scheme for the 2027 school year, agreeing to the scheme's terms and conditions regarding the restriction of voluntary donation requests to parents. Moved:I Morrison Seconded:J Wang Carried 2. Refreshment Leave and Study Grant applications considered. 3. Safety around schools Discussed in the Property report 4. Use of surplus 2025 financial year	No applications received. No action required The Modified allocations report was distributed as a hard copy to all Board

	The Board noted that while the overall allocation of the \$230,000 surplus from 2025 remains unchanged from the approval granted in the March minutes, the specific itemised allocations for the proposed capital projects have been modified to better suit current school requirements. Resolution: The Board approved these modified allocations, with the agreement that any individual project adjustments exceeding \$10,000 will be brought back to the Board to be formally approved and ratified as required. Moved:I Morrison Seconded:J Wang Carried 5. 2025 Audit The Presiding Member acknowledged the completion of the 2025 annual accounts, thanking the staff involved for their efforts in ensuring a smooth and problem-free audit process. However, a request was made that, moving forward, the Board be allocated more time to thoroughly review the auditor's report before its official submission deadline to the Ministry of Education.	members present.A digital copy of the report has also been uploaded and is available for viewing in the Board Drive. Property \$100,000 (Including cooling units for music rooms) IT \$40,000 (Including Sound system for the gymnasium) General \$60,000 (Including Art work around school, Server for added security,Data Projectors,Gym Laptop) Sport \$30,000 (Including table tennis tables) The Presiding Member requested that a letter be sent to the auditor to formally arrange this adjusted timeframe for future audits.
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	Closing Karakia: J McKimmon	
	Student Representative K Everett, Staff Representative D Choong, & Visiting Deputy Principal J McKimmon left the meeting at 6.14pm. “The Board moves into committee to exclude the public under Section 48, Local Government Information & Meetings Act, 1987, to discuss personnel, @ 6.15pm ”. The Board moved out of committee @6.23pm.”	
Meeting closed at	6.23pm	
Signed by Board Presiding Member	Anne Singh	Date: