



Mission Heights  
JUNIOR COLLEGE  
GROWING GREATNESS  
KIA MANA AKE

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

**Date:** 19 March 2026  
**Time:** 5.00 pm  
**Venue:** Meeting Place

**Opening Karakia:**I Morrison  
**Acknowledgment:**R Dada

**Present:** I Morrison (Principal), A Singh (Presiding Member), J Wang, C Lam Yang, K Everett (Student Representative)

**Apologies:** D Choong (Staff Representative) N Jose, K Toto

**In attendance:**C Sinclair, R Dada (Associate Principal), Catherine Hunter (Deputy Principal) - Left following her presentation at 5.33pm

**Presentation of student achievement** - Across School DP, Catherine Hunter  
[BOT 2025 EOY Literacy, Numeracy & Engagement Data](#)

Item		Action
Apologies	Apologies: <b>Motion:</b> "That the apologies be accepted."	

	<p><b>Moved:A Singh</b>  <b>Seconded:C Lam Yang</b>  <b>carried</b></p>	
Confirmation of minutes of previous meeting	<p><b>Motion:</b> That the minutes of the last meeting held on 19 February 2026 be taken as read and accepted.</p> <p><b>Moved:A Singh</b>  <b>Seconded:C Lam Yang</b>  <b>Carried</b></p>	
Declaration of Interests	<p><b>Motion:</b> That the Declaration of Interests be accepted.  All members present confirmed that there were no new conflicts or additions to be recorded.</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:J Wang</b>  <b>Carried</b></p>	
Finance Report	<p><b>Prepared by I Morrison in consultation with Finance Controller</b>  <b>Presented by I Morrison</b></p> <p><b>Motion</b> That the Finance Report, the February finance governance Reports, Payments and Investments schedules be accepted and approved.</p> <p>Resolved, that the Board approves in principle the allocation of the \$230,000 surplus from 2025 toward the proposed capital projects. This approval aligns with the Board’s policy of utilising unexpected surpluses for the enhancement of student facilities and the school environment</p> <p><b>Moved:I Morrison</b>  <b>Seconded:C Yam Lang</b>  <b>Carried</b></p>	<p><b>Allocations</b></p> <p>Property \$100,000  (Including cooling units for music rooms)</p> <p>IT \$40,000  (Including Sound system for the gymnasium)</p> <p>General \$50,000  (Including Art work around school, gym dividers)</p> <p>Sport \$40,000  (Including table tennis tables)</p>
Property Report	<p><b>Presented by R Dada</b></p> <p><b>Motion</b> That the Property Report and 10 year property plan update be accepted.</p> <p><b>Moved: A Singh</b>  <b>Seconded:J Wang</b>  <b>Carried</b></p>	<p>R Dada was granted speaking rights.</p>

<p>Health &amp; Safety Report</p>	<p><b>Presented by C Lam Yang</b></p> <p><b>Motion</b> That the Health and Safety report be accepted.</p> <p>Minor amendments to the NPK EOTC documents were discussed and understood for upcoming March/April 2026 events . A Singh &amp; C Lam Yang concurred with the changes and initialed the document accordingly. Their signatures remain in effect for overall approval.</p> <p><b>Moved:C Lam Yang</b> <b>Seconded:A Singh</b></p>	
<p>Principals Report</p>	<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><b>Moved:I Morrison</b> <b>Seconded:K Everett</b> <b>Carried</b></p> <p>Policy Review: <b>I Morrison &amp; C Lam Yang</b> completed their review of the existing policies and found the documentation to be comprehensive. Consequently, there are no material concerns or findings to report to the Board.</p> <p><b>Moved:A Singh</b> <b>Seconded:I Morrison</b></p>	

	<b>Carried</b>	
Correspondence	<p><b>Motion:</b> The Board approves The Inwards and Outwards correspondence</p> <p><b>Moved:A Singh</b>  <b>Seconded:J Wang</b>  <b>Carried</b></p>	
General Business	<p>1. Board Code of Conduct to sign Signed by the members present.</p> <p>2. Schedule of Delegations (Delegation financial authority form) The Schedule of Delegations was discussed and understood by all members present. It has been signed by the Presiding Member 19/3/26</p> <p>3. Strategic goals discussion The Principal shared a detailed presentation on the Charter, which was discussed and understood by all members present. The Board enjoyed a working dinner onsite, during which they transitioned into a strategic planning session utilising the Charter presentation as a foundation for long-term goal setting. Documents with suggestions and changes have been put into the Board Shared Folder under “Strategic planning March, 2026”</p>	<p>1.Absent members will sign at the subsequent board meeting.</p> <p>2. No action required.</p> <p>3. The Strategic Goals may be ratified at the next Board meeting.</p>

**Closing Karakia: I Morrison**

Student Representative K Everett left the room at 6.05pm.

	<p>“The Board moves into committee to exclude the public under Section 48, Local Government Information &amp; Meetings Act, 1987, to discuss personnel, @ 6.05pm ”.</p> <p>The Board moved out of committee @6.09 pm.”</p> <p>K Everett returned to the room at 6.10pm</p>	
	C Sinclair left the meeting at 6.30pm	
Meeting closed at	7.30pm	
Signed by Board Presiding Member	Anne Singh	<b>Date:</b>