



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

Date: 20 March 2025
Time: 5.00 pm
Venue: Meeting Place

Opening Karakia: N Naidoo/R Dada

Present: N Naidoo (Acting Principal), A Singh (Presiding Member) arrived 5.27pm, P Hale, J Wang, I Pori, A Wang (Student Rep)

Apologies: I Morrison (Principal) - On sabbatical leave. L Hohepa, D Choong (Staff Rep)

In attendance: C Hunter (Left 6.02pm), R Dada

Annual Report on Student Achievement and Progress presented by Catherine Hunter - Deputy Principal

📅 BOT Meeting 2025 - data summary 2024

Item		Action
Apologies	Apologies: Motion: "That the apologies be accepted." Moved: P Hale Seconded: I Pori	

	carried	
Confirmation of minutes of previous meeting	<p>Motion: That the minutes of the last meeting held on 27 February 2025 be taken as read and accepted.</p> <p>Moved:P Hale Seconded:I Pori Carried</p>	
Declaration of Interests	<p>Motion: That the Declaration of Interests be accepted without changes.</p> <p>Moved:A Singh Seconded:P Hale Carried</p>	
Finance Report	<p>Presented by P Hale:</p> <p>Motion That the Finance Report, the February finance Reports, Payments and Investments schedules be accepted and approved.</p> <p>Moved:P Hale Seconded:I Pori Carried</p>	
Property Report	Motion That the Property Report be accepted.	Notification from Presiding Member A Singh to the Board re Project approvals for:

	Moved:A Singh Seconded:P Hale Carried	Air handling system BMS System Fan Control Unit KONE lift - Telephone system was upgraded by M Chang - N Naidoo Request from the Board for N Naidoo to speak with Kevin Gong - MHJC MoE manager regarding the lift repair/service/issues
Health & Safety Report	Presented by J Wang Motion That the Health and Safety report be accepted. Moved:J Wang Seconded:A Wang Carried	Ministry of Education's Physical Restraint module completed by MHJC teachers Record kept of completion.
Principals Report	Presented by N Naidoo Motion That the Principal's report be accepted Moved:N Naidoo Seconded:I Pori Carried	Formal procedure to be put in place for excursions to the Neighbouring Forest X-country course to be reviewed. Current course to remain while review is taking place.
Correspondence	Motion: The Board approves The Inwards correspondence Moved:	No inwards correspondence received

	Seconded: Carried	
General Business	<p>1.Board resolution - approval to our project manager to progress onto the Developed Design stage now that the design has been confirmed to be within budget for extension to the learning spaces - (Science area extending in to the Cafe space). The Board approves the project manager to progress onto the developed design stage and approves the estimate provided. M:A Singh S:P Hale carried</p> <p>2.Approval for purchase of scoreboard The Board approves the purchase of a scoreboard M:A Singh S:I Pori carried</p> <p>3.Overseas trips - Fiji and Hwa Chong - prior approval details to come.</p> <p>4.The Board acknowledged N Naidoo for his significant service to MHJC. N Naidoo expressed his mutual appreciation to the Board.</p> <p>5.Discussion held regarding the Board representative potentially attending the Māori & Pasifika evening and emphasizing the importance of homework completion and discussing any potential barriers whānau may have.</p>	<p>The Board are aware and in support of the upcoming trips. EOTC forms will be completed and approved prior to trips by J Wang and A Singh for overnight stays and overseas excursions.</p>

	<p>A Wang (Student Rep) Left at 6.53pm J Wang Left at 6.53pm</p> <p>“The Board moves into committee to exclude the public under Section 48, Local Government Information & Meetings Act, 1987, to discuss personnel, @6.55 pm”. The Board moved out of committee @7.20pm.”</p>	<p>From Previous BoT meeting Code of conduct - I Pori - signed</p>
Date of next meeting	15 May 2025	
Meeting closed at	7.20pm	
Signed by Board Presiding Member	A Singh	Date: