



Mission Heights
JUNIOR COLLEGE
GROWING GREATNESS
KIA MANA AKE

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

Date: 21 May 2026
Time: 5.00 pm
Venue: Meeting Place

Opening Karakia: I Morrison
Acknowledgment: C Choong

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

Apologies: R Dada (Associate Principal) K Toto (Leave of absence)

In attendance: C Sinclair, S Kidwai, J McKimmon (Deputy Principal Coast Whanau)

The Board welcomed S Kidwai to the meeting, noting his attendance to assess the suitability of a co-option to the Board

The Board was pleased to welcome J McKimmon in the meeting as part of the "Aspiring Principal" professional development initiative

Item		Action
Apologies	<p>Apologies: Motion: “That the apologies be accepted.”</p> <p>Moved:A Singh Seconded:D Choong carried</p>	
Confirmation of minutes of previous meeting	<p>Motion: That the minutes of the last meeting held on 19 March 2026 be taken as read and accepted.</p> <p>Moved:A Singh Seconded:J Wang Carried</p>	
Declaration of Interests	<p>Motion: 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 minor 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>Moved:A Singh Seconded:K Everett Carried</p>	
Finance Report	<p>Prepared by I Morrison in consultation with Finance Controller Presented by I Morrison</p> <p>Items of Significance: The Board noted that the planter box area upgrade has been completed in 2026 using Ministry grant funding received in 2025, successfully utilizing the funds ahead of the April 2026 deadline.</p> <p>The Board reviewed the rising maintenance costs associated with the aging site and noted that management is working with the Ministry of Education to utilize 5YA funding.</p> <p>Motion That the Finance Report, the March & April finance governance Reports, Payments and Investments schedules be accepted and approved.</p> <p>Moved:I Morrison Seconded:D Choong Carried</p>	
Property Report	<p>Presented by A Singh</p> <p>5YA projects for Fans, BMS system, Air handling units were viewed and explained to the Board and signed by the presiding member A</p>	<p>Quotes will be provided by the Property Manager for repairs to the Gym roof</p>

	<p>Singh</p> <p>The Board noted that an Expression of Interest for the self-management of school property has been submitted to the MoE, and a meeting is currently being awaited to discuss the proposal</p> <p>The Board noted that remote control of the BMS is operational via the ICT Manager, with training currently underway for the Property Manager</p> <p>Motion That the Property Report and 10 year property plan update be accepted.</p> <p>Moved: A Singh Seconded: J Wang Carried</p>	
Health & Safety Report	<p>Presented by C Lam Yang</p> <p>The Board was updated on recent EOTC trips, vaccinations, the introduction of security dots for parents of injured students, and recent staff and student injuries</p> <p>Motion That the Health and Safety report be accepted. Moved: C Lam Yang Seconded: D Choong</p>	

Principals Report

Presented by I Morrison

The Board noted that the Health Education community consultation was successfully completed by Aly Grant (Health & PE Liaison) with no significant concerns raised

The Board reviewed the Ministry's announcement regarding NCEA being replaced, noting that the school is working with OSC to ensure a seamless Senior College transition for Year 10 students, and will assess the future of literacy and numeracy co-requisites later this year.

The Board commended the Term 1 overall attendance rate of 76%, noting that while just under the Ministry's 80% target, it represents an excellent achievement that sits well above both national and Auckland averages.

The Board acknowledged that the Emergency management plan was reviewed for compliance and includes The Traumatic and Crisis Management response, contact details of all personnel and the appropriate cultural responses

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: A Singh

Carried

Policy Review:

D Choong completed his review of existing policies, concluding that the documentation is comprehensive with no material concerns or findings to report to the Board

	<p>Moved:D Choong Seconded:K Everett Carried</p>	
Correspondence	<p>Motion: The Board approves The Inwards and Outwards correspondence</p> <p>The Board noted an email regarding free workshops and webinars available to support boards in employment, reporting, and student achievement from the New Zealand School Boards Association</p> <p>Moved:A Singh Seconded:J Wang Carried</p>	

General Business

- 1. Board Code of Conduct
The Code of Conduct was signed by the remaining members present who had not previously signed. One signature remains outstanding due to K Toto's absence

- 2. Out of Zone students resolution
Resolution: Out-of-Zone Enrollment
RESOLVED, that the Board authorizes an out-of-zone ballot selection process for the 2027 year.
Moved:I Morrison
Seconded:A Singh
Carried

- 3. Ratification of Strategic Goals
Item 1: Review and Ratification of the 2026 Strategic Goals
The Board reviewed the final draft of the 2026 Strategic Goals
Motion: A Singh moved to ratify and adopt the 2026 Strategic Goals as presented
C Yam Lang seconded the motion
Carried

K Toto to sign when next in attendance

Closing Karakia: D Choong

	<p>Student Representative K Everett, Staff Representative D Choong, and J McKimmon left the meeting at 5.50pm.</p> <p>“The Board moves into committee to exclude the public under Section 48, Local Government Information & Meetings Act, 1987, to discuss personnel, @5.51 pm ”.</p> <p>The Board moved out of committee @6.17pm.”</p>	
Meeting closed at	6.17pm	
Signed by Board Presiding Member	Anne Singh	Date:

