



Mission Heights
JUNIOR COLLEGE
GROWING GREATNESS
KIA MANA AKE

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

Date: 20 November 2025
Time: 5.30 pm
Venue: Meeting Place

Welcome: A Singh

Opening Karakia: I Morrison

Acknowledgment: D Choong

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

Apologies: Raeesa Dada

In attendance: C Sinclair, K Toto

The Board extends a unanimous and warm welcome to K Toto

Item		Action
Apologies	<p>Apologies: Motion: “That the apologies be accepted.”</p> <p>Moved:A Singh Seconded:K Everett carried</p>	
Confirmation of minutes of previous meeting	<p>Motion: That the minutes of the last meeting held on 23 October 2025 be taken as read and accepted.</p> <p>Moved:A Singh Seconded:C Lam Yang Carried</p>	
Declaration of Interests	<p>Motion: That the Declaration of Interests be accepted.</p> <p>Jenny Wang-DEEP Facilitator for MHJC, Runs after school language class at MHJC. Member of the MHP Board Jason Wang (Jenny’s husband) - Has completed small building projects for MHJC. Noble Jose - Member of the MHP Board Carlos Lam Yang - Member of the MHP Board Kevin Toto - MHJC Junior & Senior Girls touch team sports coach</p> <p>Moved:A Singh Seconded:J Wang Carried</p>	

<p>Finance Report</p>	<p>Prepared by I Morrison in consultation with Finance Controller Presented by J Wang Motion That the Finance Report, the October finance governance Reports, Payments and Investments schedules be accepted and approved, including the 2026 draft budget.</p> <p>Moved:J Wang Seconded:D Choong Carried</p>	<p>Draft budget will be signed once finalized beginning 2026.</p>
<p>Property Report</p>	<p>Presented by A Singh:</p> <p>Motion That the Property Report and 10 year property plan update be accepted.</p> <p>Moved:A Singh Seconded:D Choong Carried</p>	<p>The school is actively looking into the process and logistics of installing perimeter cameras along the school fence line.</p>
<p>Health & Safety Report</p>	<p>Presented by C Lam Yang</p> <p>Motion That the Health and Safety report be accepted.</p> <p>Moved:C Lam Yang Seconded:A Singh</p>	

Principals Report

Presented by I Morrison

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: K Everett
Carried

Policy Review
A Singh reported on the policy review process and policy findings as a result of the policies that were up for review for the month of November to the Board.

Moved: A Singh
Seconded: K Everett
Carried

I Morrison has completed the assurance process for Protected disclosure.

Moved: I Morrison
Seconded: K Everett
Carried

Correspondence

Motion: The Board approves The Inwards and Outwards correspondence.
Moved: A Singh
Seconded: J Wang
Carried

General Business

1.Cyclical Maintenance

The Board approved the proposed cyclical maintenance plan as presented.

Moved:I Morrison

Seconded:J Wang

Carried

2.Principal's performance review completed

The Board unanimously commended the Principal, acknowledging his excellent performance review and expressing deep appreciation for his dedication and significant hard work during the recent ERO process.

The Board presented the Principal with a gift as a token of their sincere appreciation.

Moved:A Singh

Seconded:N Jose

Carried

3.Strategic planning meeting T1, 2026

The Board discussed holding a strategic planning meeting on a Saturday morning. The specific date will be determined at the next meeting.

Moved:A Singh

Seconded:C Lam Yang

Carried

4. Board dinner

The Board noted the plan to attend a dinner post the first board meeting in February (19/02/2026).

5.Shared values and goals for the Board

The Board was pleased to note the new member's (K Toto) values whakaute, whānaungatanga and manaakitanga (kindness, respect and mana enhancing relationships)

Moved:A Singh

Seconded:C Lam Yang

Carried

6.Election of Deputy PM

Nomination for Deputy Presiding Member: J Wang

Nominated by D Choong.

Nomination declined

Nomination for Deputy Presiding Member: C Lam Yang

Nominated by J Wang

Seconded by D Choong

Nomination accepted

No other nominations

C Lam Yang was elected as the Deputy Presiding Member

Moved:A Singh

Seconded:N Jose

Carried

7.Formalising selection of new parent representative

Following the selection process, K Toto was formally appointed as a Parent Representative to the Board, and noted an email will be sent informing the school community of this decision.

Moved:A Singh

Seconded:J Wang

Carried

	<p>Recognizing his expertise, K Toto has been appointed the Cultural Advisor portfolio on the Board, a position which he courteously accepted.</p> <p>Moved:A Singh Seconded:N Jose Carried</p> <p>8.Affirming our commitment to Te Tiriti o Waitangi.</p> <p>The Board affirmed its commitment to honoring Te Tiriti o Waitangi in its governance practices and authorised the Board PM to sign the petition from NZPF on its behalf: https://our.actionstation.org.nz/petitions/protect-te-tiriti-in-education</p> <p>Agreed to send a letter to the Minister of Education in support of our commitment to Te Tiriti o Waitangi and;</p> <p>Send communication to the community coordinated with MHP to confirm our commitment.</p> <p>Moved:A Singh Seconded:J Wang Carried</p> <p>Closing Karakia:D Choong</p>	
	<p>Student Representative K Everett and Staff Representative D Choong left the meeting at 6.30pm.</p> <p>“The Board moves into committee to exclude the public under Section</p>	

	48, Local Government Information & Meetings Act, 1987, to discuss personnel, @ 6.31pm ”. The Board moved out of committee @ 6.45pm.”	
Meeting closed at	6.45pm	
Signed by Board Presiding Member	Anne Singh	Date: