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

Date: **17 September 2026**
Time: **5.00 pm**
Venue: **Meeting Place**

Welcome: I Morrison

Opening Karakia:I Morrison
Acknowledgment:R Dada

Present: A Singh (Presiding Member), J Wang, C Lam Yang, K Everett (Student Representative), I Morrison (Principal), N Jose, D Choong (Staff Representative - arrived 5.06pm), S Kidwai (arrived 5.07pm)

Apologies:K Toto (Leave of absence)

In attendance:R Dada (Associate Principal)

The Board Presiding Member A Singh and Principal I Morrison thanked the outgoing Student Representative K Everett for her hard work and contributions to the Board, school events, and competitions. She was presented with a gift in appreciation of her service

Item		Action
Apologies	Apologies: **Motion:** “That the apologies be accepted.” **Moved:A Singh** **Seconded:K Everett** **carried**	
Confirmation of minutes of previous meeting	**Motion:** That the minutes of the last meeting held on 20 August 2026 be taken as read and accepted. **Moved:A Singh** **Seconded:C Lam Yang** **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:C Choong** **Carried**	
Finance Report	**Prepared by I Morrison in consultation with Finance Controller** **Presented by I Morrison** **2027 Budget** Early indications are that rising costs may put some pressure on the budget. However at this stage there are no significant expenses expected. The draft budget will be presented at the November meeting according to the 2026 work plan. **Items of Significance:** **Agents fees** Commission higher as we have higher numbers of short stay students than expected.Income will be above budgeted **IT equipment** Data projectors and chrome books purchased approved as use of 2025 surplus **Motion** That the Finance Report, the August finance governance Reports, Payments and Investments schedules be accepted and approved. **Moved:I Morrison** **Seconded:C Lam Yang** **Carried**	At the previous Board meeting it was decided that the draft budget be drafted with the Principal, Financial Controller and a Board Member for the September meeting for review. It is not yet ready, but the Board requested that a draft be ready by October to be finalized in November 2026.

Property Report	**Presented by A Singh in consultation with Associate Principal** BWoF Audit: Argest / City Council inspected all ventilation and exhaust fans. WoF passed. Fire Alarms: Wormald completed the annual compliance inspection. Underfloor Heating: ATS scheduled for major holiday maintenance. Lift Security: ISS repaired the Water Whānau lift access control. Boiler: Auto-off for Spring; will restart if temp drops below 18–21°C. Sci-Tech Renovations: Preparations underway for holiday construction start. **Motion** That the Property Report and 10 year property plan update be accepted. **Moved:A Singh** **Seconded:I Morrison** **Carried**	10 Year Property Plan can be reviewed in detail at the next Board meeting.
Health & Safety Report	**Presented by C Lam Yang** EOTC: All upcoming trips noted. Health: Immunisation update received. Safety Drill: Fire drill completed. Traffic: Primary and Junior College leadership team met with Auckland Transport regarding road safety and parking. Incidents: No serious injuries or near-misses reported. **Motion** That the Health and Safety report be accepted. **Moved:C Lam Yang** **Seconded:K Everett** **Carried**	Health and Safety sub committee have been meeting regularly to discuss road safety issues and find solutions for both schools.

Principals Report	**Presented by I Morrison** OOZ Ballot Outcome Constable M Green oversaw the ballot process. Places were allocated per statutory priorities, and families notified. Annual Implementation Plan: Progress report received. Key 2026 strategic goals remain on track. Board received an overview of the Ngai Tai Ki Tamaki Community Trust contract, outlining core terms and financial commitments The Principal expressed sincere gratitude to the Presiding Member Anne and the Board for their ongoing support. He thanked the 2015 appointment committee for the privilege of leading the school, and wished the Board the very best in appointing his successor and for the school's future The Presiding Member reciprocated the Principal's acknowledgement, expressing deep gratitude on behalf of the Board for his dedication, leadership, and service to the school, community and board. **Assurances:** Stand-down, Suspension, and Exclusion School Records Retention and Disposal Safety and Welfare for Students on Work Experience *	

	Food and Nutrition **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:A Singh** **Seconded:N Jose** **Carried** **Policy Review:** Anne Singh: Board Member responsible each month Student Attendance (board) Student Uniform / Student Dress Expectations Concerns and Complaints Policy (board) A Singh presented her policy review report, detailing the review process, the student attendance report is presented to the board by a member of the Senior Leadership Team. Anne also confirmed current policies are well-written. The Board's ongoing governance role in policy oversight was clarified. **Moved:A Singh** **Seconded:N Jose** **Carried**	
Correspondence	**Motion:** The Board approves The Inwards and Outwards correspondence **Moved:A Singh** **Seconded:J Wang** **Carried**	

General Business	1. Contract with Ngai Tai ki Tamaki Community Trust The Board received an overview of the contract, noting the programme is designed to strengthen growth, development, relationships, and cultural capability with kura across the Ngai Tai ki Tamaki footprint. Ngai Tai Ki Tamaki provide 20 hours of formal support, resources, and advice over 12 months Board noted funding for the programme will be explored via external sources or allocated from the existing PLD budget. The Board unanimously approved signing the contract. The Presiding Member and Principal executed the agreement, witnessed by two board members **Moved:A Singh** **Seconded:S Kidwai** **Carried** After adjourning the meeting, the Board gathered offsite for a farewell dinner to celebrate the Principal on the occasion of his final meeting.	The Board was advised that the school can opt out of 3 year contract after 1 year of completion of PLD in 2027 if the Board decides not to opt in for 2028 and 2029.

	Closing Karakia:D Choong	
	Student Representative K Everett left 5.39pm Staff Representative D Choong left 5.39pm Principal I Morrison left 5.39pm Associate Principal R Dada left 5.47pm “The Board moves into committee to exclude the public under Section 48, Local Government Information & Meetings Act, 1987, to discuss personnel, @5.39pm ”. The Board moved out of committee @5.53pm.”	
Meeting closed at	5.53pm	
Signed by Board Presiding Member	Anne Singh	**Date:**