



Mission Heights
JUNIOR COLLEGE
GROWING GREATNESS
KIA MANA AKE

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

Date: 19 SEPTEMBER 2024

Time: 5.00pm

Venue: Meeting Place

Opening karakia: Neil Mathew

Present: Ian Morrison (Principal), Anne Singh (Presiding Member), Paul Hale, Jenny Wang, Leeroy Hohepa, Douglas Choong (Staff Rep), Ianny Pori, Neil Mathew (Student Rep)
By invitation: Naddy Naidoo (Associate Principal)

Apologies: None.

In attendance: Raewyne Orbell (Board Secretary)

Item		Action
Confirmation of members present or apologies	Motion: That the attendance register be accepted Moved: Seconded: Carried	

Confirmation of minutes of previous meeting	<p>Motion: that the minutes of the last meeting held on 15 August 2024 be taken as read and confirmed.</p> <p>Moved: Paul Hale Seconded: Anne Singh Carried</p>	
Declaration of Interests	<p>Motion: No changes to those noted at the last meeting. That the Declaration of Interests be accepted.</p> <p>Moved by: Anne Singh Seconded by: Jenny Wang Carried</p>	
Finance Report	<p>Presented by Paul Hale: Motion That the Finance Report, the August 2024 finance Reports, Payments and Investments schedules be accepted and approved</p> <p>Moved: Paul Hale Seconded: Leeroy Hohepa Carried</p>	
Property Report	<p>Presented by Jenny Wang:</p> <p>Motion That the Property Report be accepted. Moved: Jenny Wang Seconded: Douglas Choong Carried</p>	

<p>Property report 10 Year Property Plan update</p>	<p>Motion That the 10 Year Property Report should be accepted: Moved: Ian Morrison Seconded: Douglas Choong Carried</p> <p>Motion That the Board approve in principle the proposed collaborative landscaping project with MHP. Moved: Ian Morrison Seconded: Douglas Choong Carried</p> <p>That the Board approve the signing of the procurement plans for the following projects:</p> <ul style="list-style-type: none"> - Replacement of cisterns - Carpeting of library and music rooms <p>Moved: Ian Morrison Seconded: Douglas Choong Carried</p>	<p>Procurement plans needed tidying up by Rob and Watershed.</p>
<p>Health & Safety Report</p>	<p>Presented by Jenny Wang:</p> <p>Visitor sign in process has been updated to Vistab, replacing an older system which lacked ability for visitor self-sign out.</p> <p>Valderama stairs have been checked by MOE.</p> <p>One lift has been repaired but has been unreliable.</p> <p>Motion That the Health and Safety report be accepted. Moved: Jenny Wang Seconded: Paul Hale Carried</p>	<p>The tape on the stairs will be removed.</p> <p>Reliability of lifts to be discussed at the next meeting.</p>

Principals Report	<p>Presented by I Morrison:</p> <p>Motion That the Principal's Report be accepted Moved: Ian Morrison Seconded: Paul Hale Carried</p> <p>Capital expenditure Motion: That the Board approve release of funds to replace rugby posts as this could not be put into the 10 Year Property Plan. Moved: Ian Morrison Seconded: Paul Hale Carried</p>	Need an update on this at the next meeting.
Policy and assurance	<p>Policies were reviewed in terms of the schedule provided by School docs and recorded in the Principal's Report.</p> <p>Moved: Ian Morrison Seconded: Paul Hale Carried:</p>	Anne Singh asked Board members to make time to review policies. If no comments, please mark no comment.
Correspondence	<p>Motion: The Board approves The Inwards correspondence</p> <p>Moved: Anne Singh Seconded: Douglas Choong Carried</p>	

<p>Presiding Member's feedback from recent conference.</p>	<p>As per slide show</p> <p>Suspension meetings</p> <ul style="list-style-type: none"> ● Legislation and process was provided ● Overview of our practice and documentation is good ● Compliance and attention to detail is important ● Board needs to be well prepared, fair and give whānau the opportunity to share their stories 	<p>Suggestion to have other nights to connect with whānau from other cultures.</p> <p>Each board member to take the slideshow notes home and board booklet. The slideshow can also be made available in the meeting pack on the shared drive.</p>
	<p>Handling complaints:</p> <ul style="list-style-type: none"> ● How and when matters should be referred to the Board ● How the board should respond to referrals, complaints or concerns. ● The correct process for handling employment matters. ● ● The board is the employer of all board staff including the principal ● Holds the authority to appoint, suspend, and dismiss school staff. ● NZSTA have professional support available to support the Board <p>Moved: Anne Singh Seconded: Douglas Choong Carried:</p>	

<p>Board Member's Pasifika Fono feedback.</p>	<p>Presented by Ianny Pori:</p> <p>Jason Swann provided a great metaphor used to explain the Board's role.</p> <p>"We are building a plane"</p> <ul style="list-style-type: none"> • Pilot is the principal. • Board makes sure staff and students have what they need. • Passengers are the students. <p>A common problem is relieving teachers often can't pronounce the names of students, when marking the attendance</p> <p>Moved: Ianny Pori Seconded: Douglas Choong Carried:</p>	<p>A Singh thanked I Pori.</p>
<p>In committee</p>	<p>"The Board moved into committee to exclude the public under Section 48, Local Government Information & Meetings Act, 1987.</p> <p>The Student and Staff Representatives left the meeting @ 6.11 pm</p> <p>The Board moved out of committee @ 6.30 pm</p>	<p>P Hale left at 6.06 pm</p>
<p>Date of next meeting</p>	<p>31 OCTOBER 2024</p>	
<p>Meeting closed at</p>	<p>6.30 pm</p>	

Signed by Board Presiding Member	Anne Singh	Date:

Closing karakia: Jenny Wang