

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MISSION HEIGHTS JUNIOR COLLEGE HELD IN THE MEETING PLACE on
Thursday 15 August @ 5 pm**

Present: Sian Grant, John Bassano, Ian Morrison, Jenny Wang, Inderjeet Bajwa (left 6.35pm), Jason Tuhaka, Tashi Hishey (left 6.35 pm), Jasper Carpenter (left 6.35 pm)

Apologies: nil

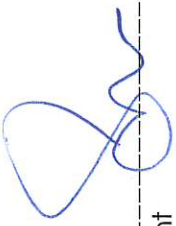
In Attendance: Naddy Naidoo (Associate Principal), Alanna Young, Board Secretary

Karakia and Welcome - Jason Tuhaka

AGENDA	Action
Hwa Chong Student Leaders' Convention - presentation by students Senior Leader Workstream - Priority Learners presentation 1. GATE (Gifted and Talented Education), SWSN (Students with Special Needs) - Reshmika Lal 2. Māori & Pasifika Achievement - Ian Suckling BOARD PHOTOS	Thank you letter from Board for student and Senior Leader presentations - AYO Request for presentations to be added to the minutes - AYO
MINUTES OF THE LAST MEETING Motion: "That the minutes of the meeting held on 19 June, 2019 be taken as read and confirmed". Moved: J Bassano /Seconded: I Morrison Carried	
MATTERS ARISING: nil	
CORRESPONDENCE: Inwards - Motion: "That the inwards correspondence be received, and outwards correspondence accepted". Moved: J Tuhaka /Seconded: J Carpenter Carried	
Declaration of Interests: nil	

FINANCE REPORT Finances in good order. Significant item payment \$1K (to Board Chair) - deposit reimbursed for her student's overseas trip, due to funding grant being received. Chinese visitor trip payment (\$5.8K) to "World Wide Holidays", covered from funds deposited previously by Chinese student visitors. Staffing payroll is on track, according to entitlement. Interest received behind budget, but just a timing issue, staggered release of fixed term deposits. Planning to set aside \$1 million for capital budgeting and contingencies as previously agreed but will still be in favourable interest bearing accounts.. Motion: "The Board approves the monthly expenditure and finance reports for June & July, 2019". Moved: J Bassano /Seconded: J Tuhaka Carried	
PROPERTY REPORT Board advised since reporting, the school has been heavily targeted with graffiti, over the last 2 weekends. Investigating at present. Motion: "The Property Report be accepted". Moved: J Bassano / Seconded: S Grant Carried	
HEALTH & SAFETY REPORT & EOTC - reviewed Health & Safety trends (3-5 years) Motion: "That the Health & Safety Report be accepted". Moved: J Wang /Seconded: J Bassano Carried	
PRINCIPAL'S REPORT: including attendance, behaviour management, Principal's mid year 'snapshot' on student achievement, 2020 student roll predictions, progress on NAG 5 goals. Motion: "That the Principal's report be accepted". Moved: J Bassano /Seconded: J Tuhaka Carried	
POLICY REVIEW: NAG 5 Health & Safety Motion: "The Board approves NAG 5 Health & Safety Policy" Moved: J Bassano /Seconded: J Tuhaka carried	

GENERAL BUSINESS	
1. Behaviour Management Report (trends 3 - 5 years) - reviewed	
2. 'Hautu' review document - review completed by Board	Sian Grant will investigate possible connection with Ngai Tai representatives.
3. Student Board Representative Election for 2020, September - Elect Returning Officer Motion: "The Board appoints Alanna Young, Board Secretary, to be Returning Officer for the Student Board Election, September, 2019". Moved: J Bassano /Seconded: J Tuhaka carried	
4. NZSTA Professional development, feedback from Board training with Bernadine Vester, staff rep training 13 August - Board members advised valuable training provided, with role and procedures clearer for new Board members.	
5. Ratify letter sent to MoE 5/6/2019 request to proceed with submission of 10 Year Property Plan with minor modifications Motion: "The Board approves Principal's letter sent on behalf of Board of Trustees to MoE for to proceed with submission of 10 Year Property Plan". Moved: J Bassano /Seconded: J Tuhaka carried	
6. Ratify email request for leave from Sports Assistant, 19 Sept - 8 October, 2019 Motion: "The Board approves leave, on compassionate grounds, for Sports Assistant (term time only) to travel overseas, 19 Sept - 8 October, 2019 (includes school holidays) (5 days paid, remainder unpaid) Moved: J Bassano /Seconded: J Wang carried	
7. International Code of Practice Thanks to R Dada & J Clansey, Mission Heights Junior College is now signatory to the International Students Code of Practice.	Board to acknowledge and thank R Dada & J Clansey for their hard work towards obtaining International Code of Practice. Letter to be sent - AYO

8. Donation review - from June meeting. No final clarity from MoE at the present. Awaiting their advice on what schools may or may not charge if they are part of the donations scheme, and the financial implications to the board.	Responses, when known, to be brought to Board for discussion and final decision before November 14 2019..
9. Principal's Appraisal yearly report Chair read out summary of appraisal. Very successful year for Principal and appraisal reflects this.	Congratulations expressed to Ian for excellent appraisal.
10. Review Board's goals & objectives Board Survey to be sent to Board members in October meeting for review in November meeting (last meeting of year), and then goals/objectives set for next year going forward.	
In Committee Item "The Board moves into committee @ 6.55 pm to exclude the public under Section 48, Local Government Information & Meetings Act, 1987, to discuss staff matters. Board moves out of committee @ 7.15pm	
There being no further business the meeting was declared closed at 7.17 pm. Signed: _____  _____ Sian Grant Board of Trustees Chairperson Date: <u>20/01/19</u>	Next Meeting: Thursday 19 September, 2019 at 5 pm