

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF  
MISSION HEIGHTS JUNIOR COLLEGE HELD IN MEETING ROOM 1 on  
Thursday 19 September @ 5 pm**

**Present:** Sian Grant, John Bassano, Ian Morrison, Jenny Wang, Inderjeet Bajwa, Jason Tuhaka, Tashi Hishey (left 6.53 pm), Jasper Carpenter (left 6.53 pm)

**Apologies:** nil

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

**Karakia and Welcome** - Jason Tuhaka

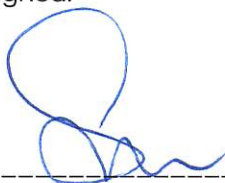
**Presentation** - Financial Reporting by Kirsten Blackburn, Education Services. Included an explanation of the monthly report, key budget items and what to be vigilant about. In summary, the school is in a sound financial position.

**Action:** Thank you letter to Kirsten for her presentation to the Board - AYO

AGENDA	Action
<b>Senior Leader Workstream</b> - Performance Management System - Appraisal, Attestation, PLD (DP Water Whānau, Cathy Hewlett; Senior Curriculum Leader, Kate Lambert)	Thank you letter to Cathy Hewlett & Kate Lambert for their presentation to the Board. Upload presentation to Board docs - AYO
<b>Apologies:</b> nil	
<b>MINUTES OF THE LAST MEETING</b> <b>Motion:</b> "That the minutes of the meeting held on 15 August, 2019 be taken as read and confirmed". <b>Moved:</b> I Bajwa <b>/Seconded:</b> J Wang carried	
<b>MATTERS ARISING:</b> nil	
<b>CORRESPONDENCE:</b> <b>Inwards -</b> <b>Motion:</b> "That the inwards correspondence be received, and outwards correspondence accepted". <b>Moved:</b> J Bassano <b>/Seconded:</b> J Tuhaka carried	

<b>Declaration of Interests:</b> nil	
<b>FINANCE REPORT</b> Accounts in good order and school is in a strong position financially. End of year budget forecast - reviewed by Finance Administrator & Principal and monitoring any items which are over budget. An estimated \$100k surplus is forecasted. Significant items discussed and explained. <b>Motion:</b> "The Board approves the monthly expenditure and finance reports for August, 2019". <b>Moved:</b> J Bassano / <b>Seconded:</b> J Tuhaka carried	
<b>PROPERTY REPORT</b> Under subheading 10Y Property Plan/canopy over asphalt area, suggestion was made of having basketball hoops for non-MHJC visitors and possible need to have markings on the courts.  <b>Motion:</b> "The Property Report be accepted". <b>Moved:</b> I Bajwa / <b>Seconded:</b> J Wang carried	
<b>HEALTH &amp; SAFETY REPORT</b>  <b>Motion:</b> "That the Health & Safety Report be accepted". <b>Moved:</b> I Bajwa / <b>Seconded:</b> J Wang carried	
<b>PRINCIPAL'S REPORT:</b> including attendance, behaviour management, progress on NAG3 goals.  <b>Motion:</b> "That the Principal's report be accepted". <b>Moved:</b> J Bassano / <b>Seconded:</b> I Bajwa carried	
<b>POLICY REVIEW:</b> NAG 3 Personnel <b>Motion:</b> "The Board approves NAG 3 Personnel Policy, with amendments". <b>Moved:</b> J Bassano / <b>Seconded:</b> I Bajwa carried	

<b>GENERAL BUSINESS</b>  1.International Students Code of Practice - policy ratifications <b>Motion:</b> "The Board approves the International Student Policies". (International Student Fee, International Student Protection, International Student Group, International Student Refunds, International Student Refunds, International Student Accommodation, International Student Managing Agents Policies) <b>Moved:</b> J Bassano / <b>Seconded:</b> J Carpenter carried	
2.Student Board of Trustee Election, Election Day Thursday 19 September (today)	Votes to be counted with scrutineer, results out to Board by the end of Term - AYO
3.Study Grant applications New Teacher, permanent tenure, commencing Term 4, requesting to apply for study grant , 2020. <b>Motion:</b> "The Board approves request for study grant application for 2020". <b>Moved:</b> T Hishey / <b>Seconded:</b> J Bassano carried	
3.Donation requirements for schools, details discussed with Board.	Donation requirements for schools to be brought to October meeting for further discussion, and response to MoE by 14 November
4.Flat Bush 7 feedback 7 Principals met for weekend retreat recently, and want to inform the Board of increased collaboration , with common sets of values and education philosophy. All schools in Flat Bush 7 are moving in the same direction, with each school maintaining their unique character. e.g. of collaboration includes the annual shared PD day and all 7 schools continue to contribute financially to a scholarship for tertiary study.	
5.Ratification of email sent to Board 12/9/19 Re: 10 YPP  <b>Motion:</b> "Re funding of the MHJC 10 Year Property Plan projects":- "The Board is prepared to donate funds to the shade structure project and auditorium/theatre project	

<p>and confirms that the Board accept the additional changing sheds/fitness/wellbeing centre will be Board owned and maintained"</p> <p><b>Moved:</b> J Bassano <b>/Seconded:</b> J Carpenter carried</p>	
<p>7. Student trip to China - For BoT information, 10 - 18 October, trip with 10 students and 2 teachers, to Jing Ling High School. Second year of exchange and EOTC forms have been approved by H&amp;S Committee.</p>	
<p>8. Student jerseys. Looking at change to current jersey. Still under review. Board recommendation is that hoodie not the best option for students, but a fleece option may be preferable, without a hood. Sports hoodies recommended to be worn for sports activities, and kept within sports parameters.</p>	
<p><b>In Committee Item</b>          "The Board moves into committee @ 6:53 pm to exclude the public under Section 48, Local Government Information &amp; Meetings Act, 1987, to discuss staff matters &amp; out of zone student enrolment.          Board moves out of committee @ 7:23 pm</p>	<p>J Carpenter, student representative and T Hishey, staff representative leave the meeting.</p>
<p><b>There being no further business the meeting was declared closed at 7:23 pm.</b></p> <p>Signed:</p>  <p>-----</p> <p>Sian Grant Board of Trustees Chairperson</p> <p>Date: <u>17/10/19</u></p>	<p><b>Next Meeting:</b></p> <p><b>Thursday 17 October, 2019</b></p>