

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MISSION HEIGHTS JUNIOR COLLEGE HELD IN THE MEETING PLACE on
Thursday 20 February, 2020 @ 5.30 pm**

Present: Sian Grant, John Bassano, Jason Tuhaka, Jenny Wang, Indujeet Bajwa, Ian Morrison, AJ Bassano (left meeting @ 7.22 pm)

Apologies: Tashi Hishey

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

Karakia & Welcome

Student Trustee commences term of office, Welcome AJ Bassano

AGENDA	Action
<p>Matters arising from previous meeting - Confirmation of Deputy Board Chairperson. Motion: "The Board nominates John Bassano as Deputy Chairperson, 2020". Moved: S Grant /Seconded: I Bajwa carried</p>	
<p>APOLOGIES: Motion: "That the apologies be accepted". Moved: J Bassano /Seconded: J Wang carried</p>	
<p>MINUTES OF THE LAST MEETING: Motion: "That the minutes of the meeting held on 30 January, 2020 be taken as read and confirmed". Moved: J Bassano /Seconded: J Tuhaka carried</p>	
<p>CORRESPONDENCE: Motion: "That the inwards correspondence be received and outwards approved." Moved: I Bajwa /Seconded: AJ Bassano Carried</p>	
<p>Declaration of Interests: Nil</p>	
<p>FINANCE REPORT: Bank staffing - staff usage against entitlement explained. Usage is above entitlement at</p>	

<p>present but will be adjusted after March 1 roll return which will provide us with more teachers. Approval of Budget, 2020, discussed rationale. Adjustments made due to increased roll 2020 (income) and more realistic expense projections based on latest items of significance report from Education Services.</p> <p>Motion: “The Board approves payments schedules for November 2019, and Draft payment schedules for December, 2019 (not yet finalised)”.</p> <p>Moved: J Wang /Seconded: I Bajwa carried</p> <p>Motion: “The Board approves the Budget (including Cap Expenditure) for 2020”.</p> <p>Moved: J Tuhaka /Seconded: I Bajwa carried</p>	
<p>PROPERTY REPORT:</p> <p>Motion: “That the Property report be accepted”.</p> <p>Moved: J Bassano / Seconded: AJ Bassano carried</p>	
<p>HEALTH & SAFETY REPORT</p> <p>Motion: “That the Health & Safety Report be accepted”.</p> <p>In addition to the report, a student in Mission Heights Primary School has a specific health safety plan (sight impaired) which has some implications for our site. MoE looking at adding some property safety measures to accommodate the student (she is in Year 2).</p> <p>Moved: AJ Bassano /Seconded: J Wang carried</p>	
<p>PRINCIPAL’S REPORT: including Annual Report to Board on Student achievement, Annual Plan 2020, Achievement Targets 2020.</p> <p>The Board discussed and reviewed these documents.</p> <p>Motion: “That the Principal’s report be accepted.”</p> <p>Moved: J Wang /Seconded: I Bajwa Carried</p>	

<p>Policy Review: Operational Policy, including Code of Conduct. Reviewed and signed by Board, no changes to previous year.</p>	<p>T Hishey to sign, AYO</p>
<p>GENERAL BUSINESS</p>	
<p>1. Charter approval, Annual Plan 2020, to be sent to MoE by 1 March, 2020 No change to Charter 2019-2023.</p>	
<p>2. Tabled & reviewed Schedule of Delegations - no changes from previous year.</p>	
<p>3. Tabled & reviewed Analysis of Variance - no changes from previous year.</p>	
<p>4. Goals & Objectives for Board 2020</p> <ul style="list-style-type: none"> - ERO readiness - Review of impact of “opt in” donation scheme - Incorporating Māori protocols into Board meetings, greetings/karakia/guest speaker welcome etc. - Board members to attend NZSTA led PD or arrange for guest speakers to visit the school (MHP Board collaboration) 	<p>Suggestion was made to investigate the benefits of ‘School docs’, to gain further assurance of compliance with regards Board Policies/Procedures.</p> <p>IMO to make available a summary of the Māori World View for Board consideration in Board folder.</p>
<p>5. ERO visit, scheduled for Term 2, 2020</p>	<p>Date to be confirmed for Board availability.</p>
<p>6. Paid Union Meeting scheduled for Thursday 27 February 1 pm. Half day closure of school, approved by Board Chair. On Agenda is the proposed increased costing of teacher registration fees.</p>	
<p>In Committee Item “The Board moves into committee @ 7:22 pm to exclude the public under Section 48, Local Government Information & Meetings Act, 1987, to discuss staff matters’. (AJ Bassano, Student Representative leaves meeting @ 7:22 pm) Board moves out of committee @ 7:27 pm</p>	
<p>KARAKIA/MEETING CLOSED</p>	

There being no further business the meeting was declared closed at 7:27 pm

Signed:

Date: _____

**Next Meeting:
19 March 2020**