

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF  
MISSION HEIGHTS JUNIOR COLLEGE HELD IN THE MEETING PLACE on  
Thursday 30 January, 2020 @ 5.30 pm**

**Present:** Sian Grant, John Bassano, Jason Tuhaka, Jenny Wang, Ian Morrison, Tashi Hishey

**Apologies:** Indujeet Bajwa

**In Attendance:** Alanna Young (Board Secretary)

**Karakia & Welcome**

AGENDA	Action
<p><b>ELECTION OF OFFICER BEARERS 2020</b>  <b>Nominations for Board Chairperson - Sian Grant</b>  <b>Moved:</b> J Bassano <b>/Seconded:</b> T Hishey  <b>carried</b>  <b>Nominations for Deputy Chairperson - Indujeet Bajwa (await confirmation)</b></p> <p><b>Finance sub-committee members:</b> J Wang, I Bajwa  <b>Property sub-committee members:</b> S Grant, J Bassano</p>	<p>Confirm I. Bajwa as Deputy Chairperson</p>
<p><b>APOLOGIES:</b>  <b>Motion:</b> "That the apologies be accepted"  <b>Moved:</b> J Bassano <b>/Seconded:</b> J Tuhaka  Carried</p>	
<p><b>Declaration of Interest -</b>  J Bassano on OSC Board  S Grant on MHP Board  J Wang on MHP Board  J Tuhaka, Learning Assistant, Fixed Term, MHJC - awaiting confirmation of whether he can stay on the Board.</p>	<p>J.Tuhaka is employed for 2020 in Learning Assistant, Fixed Term capacity and thus is able to continue as an elected member of the Board.</p>

<p><b>MINUTES OF THE LAST MEETING</b>  <b>Motion:</b> "That the minutes of the meeting held on 21 November, 2019 be taken as read and confirmed".  <b>Moved:</b> J Bassano     <b>/Seconded:</b> J Wang  Carried</p>	
<p><b>MATTERS ARISING:</b> Nil</p>	
<p><b>CORRESPONDENCE:</b>  Email approval ratified - out of zone student enrolment 2020  <b>Motion:</b> "That the inwards correspondence be received and outwards approved."  <b>Moved:</b> J Tuhaka     <b>/Seconded:</b> T Hishey  Carried</p>	
<p><b>FINANCE REPORT</b> - to be provided at February meeting, also approval of Budget, 2020  No report January.  First year of opting into government donation scheme. For Admin day all staff prepared to clarify for parents. Board will monitor the impact of the decision.</p>	
<p><b>PROPERTY REPORT</b>  School investment package - \$400,000 promised by MoE in 2019 not yet received, process in place to apply to Property Advisor.  Property Plan update:  End of Term 2, start of installation of canopy and artificial turf. Basketball hoops and courts also. Renewed interest in development of Performing Arts area, with possibly MHP also in collaboration. Wellbeing centre on radar.  No vandalism over school holidays.  <b>Motion:</b> The Property report be accepted (verbal)  <b>Moved:</b> J Wang     <b>/ Seconded:</b> J Tuhaka  Carried</p>	
<p><b>HEALTH &amp; SAFETY REPORT</b>  Staff member sustained a R) ankle injury, non work related whilst on school holiday - ACC to cover. Relief teacher to cover staffing.</p>	

<p>ACC Relief teacher end 2019 sustained mild concussion from playground accident (soccer ball) - ACC claimed.  Coronavirus  Information sent to community, based on MoH and MoE guidelines. No known cases in MHJC or NZ. Remain consistent with MHP, if travelling through China not to attend school for 2 weeks after arrival in NZ. Monitor symptoms if arise with students or staff.  J Wang(Chinese parent rep), thanks from Board for communication to community.  IMO and NNA meeting daily with MHP Principal to ensure consistent message and in line with MOE and MOH advice.</p>	
<p><b>PRINCIPAL'S REPORT:</b>  Student enrolments to date 930. International students included (6)  Staffing - fully staffed. Resignation of Science Lab Assistant, replaced, starting date by negotiation.  <b>Motion:</b> "That the Principal's report be accepted." (verbal)  <b>Moved:</b> T Hishey /<b>Seconded:</b> J Tuhaka  carried</p>	
<p><b>GENERAL BUSINESS</b></p>	
<p>Board Work plan approval -  <b>Moved:</b> J Bassano /<b>Seconded:</b> J Wang  carried</p>	
<p><b>Goals &amp; Objectives for Board 2020</b>  ERO readiness  Review of opt in donation scheme  Cultural inclusiveness  Incorporating Maori world view relating to students learning  More Board members to attend NZSTA led PD or arrange for guest speakers to visit the school (MHP Board collaboration)</p>	

<p>Dates school open 2020  Note that there are 2 extra teacher only days added for 2020 by MoE.  <b>Moved:</b> J Bassano /<b>Seconded:</b> T Hishey  carried</p>	<p>Look at checking of Teacher only days -  to MHP Teacher only days - IMO</p>
<p>Amended Collaboration Deed (removing fax number details)</p>	
<p>Welcome letter from Board to new MHP Principal, Caroline Bush</p>	<p>Letter of welcome to be sent from Board</p>
<p><b>In Committee Item</b>  "The Board moves into committee @ 6:23 pm to exclude the public under Section 48, Local Government Information &amp; Meetings Act, 1987, to discuss staff matters'.  Board moves out of committee @ 6:25 pm</p>	
<p><b>KARAKIA/MEETING CLOSED</b></p>	
<p><b>There being no further business the meeting was declared closed at 6:25 pm</b>  Signed:  _____  Date: _____</p>	<p><b>Next Meeting:</b>  <b>20 February 2020</b></p>