

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MISSION HEIGHTS JUNIOR COLLEGE HELD IN THE MEETING PLACE on
Thursday 19 March, 2020 @ 5.30 pm**

Present: John Bassano, Jenny Wang, Indujeet Bajwa, Ian Morrison, AJ Bassano, T Hishey

Apologies: Sian Grant, Jason Tuhaka

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

<p>AGENDA Karakia & Welcome to Board & guest presenter, Reshmika Lal</p>	<p>Action</p>
<p>Presentation on Curriculum design, development and delivery - DP Curriculum Reshmika Lal, whole school achievement - Ian Morrison Acknowledgement and thanks given to Kate Lambert, former Curriculum Leader, for her work over 2 years previous, enabling Mrs Lal to build upon strategies established.</p>	<p>Thank you letter to Reshmika for her presentation to the Board. Upload presentation to March folder.</p>
<p>APOLOGIES: Motion: "That the apologies be accepted". Moved: J Bassano /Seconded: T Hishey carried</p>	
<p>MINUTES OF THE LAST MEETING: Motion: "That the minutes of the meeting held on 20 February, 2020 be taken as read and confirmed". Moved: I Bajwa /Seconded: T Hishey carried</p>	
<p>CORRESPONDENCE: Alena Dalmatava, Learning Assistant, Support staff - parental leave from Term 2, 2020 for one year. Motion: "That the inwards correspondence be received and outwards approved." Moved: T Hishey /Seconded: J Wang carried</p>	

Declaration of Interests: NIL	
<p>FINANCE REPORT: Income is ahead of budget due to donation contribution from MoE, and parent payments. New Donation scheme going well. Some questions around payments that we are requesting, but overall tracking well. Bank staffing usage over entitlement at this stage, due to staffing entitlement being based on 860 students and current roll being 938. Foreign Fee Paying students now included in cashflow, agent costs and contra fee payments noted. Motion: “The Board approves payments schedules for December 2019, January and February, 2020, and Annual Financial Report for 2019”. Moved: J Wang /Seconded: T Hishey carried</p>	
<p>PROPERTY REPORT: Motion: “That the Property report be accepted”. Moved: J Wang / Seconded: AJ Bassano carried</p>	
<p>HEALTH & SAFETY REPORT Since report, 1 student sustained injuries. On stairs between Water & Mountains Whanau. IMO and caretaker checked steps, no hazards identified. Motion: “That the Health & Safety Report be accepted”. Moved: J Wang /Seconded: AJ Bassano carried</p>	
<p>PRINCIPAL’S REPORT: including student attendance, behaviour management, monitor progress of NAG 1 goals and review of Student Achievement. Motion: “That the Principal”s report be accepted.” Moved: T Hishey /Seconded: I Bajwa Carried</p>	

<p>Policy Review: NAG 1 Curriculum & Assessment Reviewed by Board, no changes made. Motion: “The Board approves NAG1 Curriculum & Assessment Policy”. Moved: I Bajwa /Seconded: AJ Bassano carried</p>	
GENERAL BUSINESS	
1. Roll return sent to MoE	
2. Staff appraisal completed (January - December 2019)	
3. Accounts have been sent to Auditors	
4. New Privacy Act pending	Add to Board Work plan AYO.
5. 31st Annual NZSTA conference, 17-19 July, Rotorua	Advise AYO of attendance.
6. PM Education Excellence Awards 2020	Link - https://www.pmawards.education.govt.nz/
7. Education Review Office visit, Tuesday 26 May, 2020	Email to send to Board for ERO meetings availability.
8. School docs - online policy and procedure platform For Board’s information.	Principal will register.
9. NZSTA workshop - Wednesday 25 March, St Columba, 7 - 9 pm. ‘Board as good employer’	Please advise attendance. (Cancelled by NZSTA)
KARAKIA/MEETING CLOSED	
There being no further business the meeting was declared closed at 7:05 pm	Next Meeting: 21 May 2020

Signed:

John Bassano, Deputy Chairperson, Acting Chairperson

Date: _____