

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF  
MISSION HEIGHTS JUNIOR COLLEGE HELD IN THE MEETING PLACE on  
Thursday 18 June 2020 @ 5.30 pm**

**Present:** Sian Grant, John Bassano, Jenny Wang, Jason Tuhaka, Indujeet Bajwa, Ian Morrison, AJ Bassano, T Hishey

**Absent:** Naddy Naidoo, Associate Principal

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

<p><b>Karakia and welcome</b> <b>Forest Whanāu Reporting</b> - Melanie Kindley, Deputy Principal &amp; David Nutt, Assistant Principal</p>	<p>Numeracy and Literacy reports rescheduled to next term as e-asTTle testing has not been completed.</p>
<p><b>MINUTES OF THE LAST MEETING:</b> <b>Motion:</b> “That the minutes of the meeting held on 21 May, 2020 be taken as read and confirmed.” <b>Moved:</b> J Wang <b>/Seconded:</b> J Bassano carried</p>	
<p><b>CORRESPONDENCE:</b> - MoE consultation about enrolment of an excluded student. 2 other items of correspondence to be read as ‘in committee’. <b>Motion:</b> “That the inwards correspondence be received and outward approved.” <b>Moved:</b> AJ Bassano <b>/Seconded:</b> T Hishey carried</p>	<p>Letter is being drafted back to MoE, advising MHJC not best option for this student - IMO</p>
<p><b>Declaration of Interests:</b> nil</p>	
<p><b>FINANCE REPORT:</b> <b>Motion:</b> “The Board approves Finance Report, Governance reports and payment schedules for May, 2020” <b>Moved:</b> J Wang <b>/Seconded:</b> J Bassano</p>	

carried	
<b>PROPERTY REPORT:</b> <b>Motion:</b> “That the Property report be accepted”. <b>Moved:</b> J Bassano / <b>Seconded:</b> I Bajwa 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 student attendance, behaviour management data (trends 3 - 5 years). <b>Motion:</b> “That the Principal’s report be accepted.” <b>Moved:</b> J Bassano / <b>Seconded:</b> J Wang carried	
<b>Policies &amp; Procedures - Term 2, 2020</b> NAG 1 Recognition of cultural diversity NAG 2 Document & Self Review Policy NAG 3 Appointment procedure, policy reviews feedback The Board reviewed and approved the policies. <b>Assurance:</b> The Principal assured the Board that the school was practicing the procedures indicated on the Work Plan according to relevant guidelines and legislation. <b>Motion:</b> “That the policies and procedures tabled according to the Board Work Plan be approved.” <b>Moved:</b> J Bassano / <b>Seconded:</b> S Grant carried	There is a backlog owing to the school registering with SchoolDocs in term 2 which will be caught up by the end of the year. We are now on a three year cycle..
<b>GENERAL BUSINESS</b>	

<p>Updated Board work plan, reviewed by Board, and set in action.</p>	
<p>Thank you to staff from the Board and mid winter appreciation.  This is due to Term 2 being a 12 week term and distance learning and teaching from home over lock down period.  Teacher only Day, Friday 19 June.</p>	<p>Thank you from Tashi, staff representative, on behalf of school staff.</p>
<p>Roll return  July roll return to include opt in or out of donations for 2021.</p> <p>Out of zone students resolution, predictions, trends  Large Year 8 cohort and Year 7 @ 240, this year.  Predictions for Year 7 - 220 - 240 in zone student enrolments. 190 from BOS &amp; MHP predicted to enrol 2021.  Principal's recommendation to the Board is to publicise a Ballot of priority student enrolments and to restrict Out of Zone enrolments.  <b>Motion:</b> "The Board approves the following:"</p>	

<p>In accordance with The Education Amendment Act (No 3) 201, s11F students who live outside the school zone and apply for enrolment must be accepted in the following order of priority:</p> <ol style="list-style-type: none"> <li>1. First priority will be given to students accepted for enrolment in a special programme run by the school;</li> <li>2. Second priority will be given to brothers and sisters of current students;</li> <li>3. Third priority will be given to brothers and sisters of former students;</li> <li>4. Fourth priority will be given to children of former students;</li> <li>5. Fifth priority will be given to children of Board employees or children of Board members;</li> <li>6. Sixth priority will be given to all other applicants.</li> </ol> <p>If there are more applicants in the second, third, fourth, fifth or sixth priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 11 G (1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a community newspaper circulating in the area served by the school.</p> <p><b>Moved:</b> I Bajwa /Seconded: AJ Bassano carried</p>	
<p>Review of donation and fees (opt in or out) 2021 Existing 'opt in' scheme working well for school and parents. Considered impact on COVID-19 also on family households at this time.</p> <p><b>Motion:</b> "The Board approves the Ministry's opt in scheme for school donations and fees for 2021."</p> <p><b>Moved:</b> I Bajwa /Seconded: J Tuhaka carried</p>	
<p>31st Annual NZSTA conference, 17-19 July, Rotorua</p>	<p>Expression of interest to AYO</p>
<p>Education Review Office communication Feedback from ERO is that they will not be visiting the school in Term 3, 2020. The Principal</p>	

<p>&amp; Board Chair did have a conference phone call with a representative from ERO this week, regarding how the school managed the distance learning over the COVID-19 lock down period.</p>	
<p><b>In Committee Item</b>          “The Board moves into committee @ 7:17 pm to exclude the public under Section 48, Local Government Information &amp; Meetings Act, 1987, to discuss staff matters’. (AJ Bassano, Student Representative &amp; T Hishey, Staff Representative, leave meeting @ 7:17 pm)          Board moves out of committee @ 7:32 pm</p>	
<p><b>KARAKIA/MEETING CLOSED</b></p>	
<p><b>There being no further business the meeting was declared closed at 7:36 pm</b></p> <p>Signed:</p> <p>_____</p> <p>Sian Grant, Board of Trustees Chairperson</p> <p>Date: _____</p>	<p><b>Next Meeting:          August 20, 2020</b></p>