

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF  
MISSION HEIGHTS JUNIOR COLLEGE HELD as a Virtual Meeting on  
Thursday 20 August 2020 @ 5.30 pm**

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

**Absent:** Tashi Hishey, Naddy Naidoo, Associate Principal (sabbatical leave)

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

<p><b>Karakia and welcome</b></p> <p><b>Senior Leader workstreams</b> Māori &amp; Pasifika Student Achievement Mountains Whānau report - Ian Suckling, Deputy Principal Mountains Whānau</p> <p>- Also to advise that Teacher applications for 2021 are seeking experience in integrating the Māori world view into the curriculum. MHJC is also working with MHP to combine resources for Māori &amp; Pasifika Student Achievement.</p>	<p>Thank you to Ian Suckling for his presentation. Letter of thanks to be sent - AYO Upload this presentation to Board docs - AYO</p>
<p><b>MINUTES OF THE LAST MEETING:</b> <b>Motion:</b> “That the minutes of the meeting held on 18 June, 2020 be taken as read and confirmed.” <b>Moved:</b> I Bajwa /<b>Seconded:</b> J Wang carried</p>	
<p><b>CORRESPONDENCE:</b> Non urgent/urgent correspondence to be brought to the next meeting in September. Nothing of urgent nature for this meeting.</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 June, July, 2020”  <b>Moved:</b> J Wang /<b>Seconded:</b> I Bajwa  carried</p>	
<p><b>PROPERTY REPORT:</b>  <b>Motion:</b> “That the Property report be accepted”.  <b>Moved:</b> J Tuhaka /<b>Seconded:</b> I Bajwa  carried</p>	
<p><b>HEALTH &amp; SAFETY REPORT</b>  <b>Motion:</b> “That the Health &amp; Safety Report be accepted”.  <b>Moved:</b> J Tuhaka /<b>Seconded:</b> I Bajwa  carried</p>	
<p><b>PRINCIPAL’S REPORT:</b> including staffing, student attendance, behaviour management</p> <ol style="list-style-type: none"> <li>1. Progress on Annual Plan</li> <li>2. Principal’s mid year snapshot report on student achievement</li> </ol> <p><b>Motion:</b> “That the Principal’s report be accepted.”  <b>Moved:</b> J Wang /<b>Seconded:</b> J Bassano  carried</p>	
<p><b>Policy Review:</b>  NAG 1 Curriculum Learning Support  NAG 3 Appointment procedure  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</p>	

<p>approved.”  <b>Moved:</b> J Bassano /<b>Seconded:</b> J Wang  carried</p>	
<p><b>GENERAL BUSINESS</b>  Principal’s appraisal. In progress, and almost completed by appraiser, Gail Thomson. This will be ready for the next Board meeting in September.</p>	
<p>Student Board of Trustee Election, ratify Returning Officer, from email Board approval 30 July, 2020  <b>Motion:</b> “The Board approves Alanna Young to be Returning Officer for the 2020 Student Board of Trustee Election.”  <b>Moved:</b> J Bassano /<b>Seconded:</b> I Bajwa  carried</p>	<p>MoE to contact schools to delay this process due to Covid-19 Level 3 lockdown, Auckland.</p>
<p>Progress on Board’s goals and objectives  <b>1. Goals &amp; Objectives for Board 2020</b></p> <ul style="list-style-type: none"> <li>- ERO readiness - not sure at this stage,when they are conducting/completing review 2020.</li> <li>- Review of impact of “opt in” donation scheme - good community response and donation funds are paid to school account up front from MoE.  One parent had indicated some concerns.</li> <li>- Incorporating Māori protocols into Board meetings, greetings/karakia/guest speaker welcome etc. - this is being done.</li> <li>- Board members to attend NZSTA led PD or arrange for guest speakers to visit the school (MHP Board collaboration) - this is upcoming.</li> </ul>	
<p>1. NZSTA PD opportunity:  This PD may be deferred on the 1 September, due to COVID-19 restraints.</p>	<p>Tentative booking for combined schools PD training with NZSTA representative, Chris France, looking at changes to Education &amp; Training Act. Thursday 3 September, @ 6 pm?  AYO to contact Board members for</p>

<table border="1"> <thead> <tr> <th data-bbox="248 169 506 212">Topic</th> <th data-bbox="506 169 703 212">Location</th> <th data-bbox="703 169 887 212">Date</th> <th data-bbox="887 169 1491 212">Link to workshop</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 212 506 284">Employer Role</td> <td data-bbox="506 212 703 284">Botany</td> <td data-bbox="703 212 887 284">01/09/2020</td> <td data-bbox="887 212 1491 284"><a href="https://www.eventbrite.co.nz/e/nzsta-employer-role-botany-tickets-116356845457">https://www.eventbrite.co.nz/e/nzsta-employer-role-botany-tickets-116356845457</a></td> </tr> </tbody> </table>	Topic	Location	Date	Link to workshop	Employer Role	Botany	01/09/2020	<a href="https://www.eventbrite.co.nz/e/nzsta-employer-role-botany-tickets-116356845457">https://www.eventbrite.co.nz/e/nzsta-employer-role-botany-tickets-116356845457</a>	availability on 3 September.
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<p><b>In Committee Item</b>          “The Board moves into committee @ 6:50 pm to exclude the public under Section 48, Local Government Information &amp; Meetings Act, 1987, to discuss staff matters’.</p> <p>Board moves out of committee @ 7 pm</p>									
<p><b>KARAKIA/MEETING CLOSED</b></p>									
<p><b>There being no further business the meeting was declared closed at 7:03 pm</b></p> <p>Signed:</p> <p>_____</p> <p>Sian Grant, Board of Trustees Chairperson          Date: _____</p>	<p><b>Next Meeting:          September 24, 2020</b></p>								