

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MISSION HEIGHTS JUNIOR COLLEGE HELD in Meeting Place on
Thursday 17 September 2020 @ 5.30 pm**

Present: Sian Grant, John Bassano, Jenny Wang, Indujeet Bajwa, Tashi Hishey, Ian Morrison, AJ Bassano

Apologies: Jason Tuhaka

Absent: Naddy Naidoo, Associate Principal (sabbatical leave)

In Attendance: Alanna Young (Board Secretary)

Karakia and welcome

<p>Senior Leader workstreams Performance Management System - Appraisal, Attestation, PLD - Reshmika Lal/Cathy Hewlett Water Whānau report - Cathy Hewlett/Kate Lambert</p> <p>Thank you to Reshmika Lal for her Acting Associate Principal role Term 3, 2020.</p>	<p>Thank you to C Hewlett, R Lal, K Lambert for their presentation. Letter of thanks to be sent - AYO Upload this presentation to Board docs - AYO Gift of thanks to follow from Board - AYO</p>
<p>APOLOGIES: Motion: "That the apologies be accepted". Moved: Board Chair, S Grant carried</p>	
<p>MINUTES OF THE LAST MEETING: Motion: "That the minutes of the meeting held on 20 August, 2020 be taken as read and confirmed." Moved: J Bassano /Seconded: J Wang carried</p>	
<p>CORRESPONDENCE: Motion: "That the inwards correspondence be received and outwards approved." Moved: AJ Bassano /Seconded: J Wang</p>	

carried	
Declaration of Interests: nil	
<p>FINANCE REPORT: end of year Budget forecast, approval of additional capital expenditure, if applicable Budget holders have been reminded of their capital budget 2021. We are tracking under expenditure (\$90k remaining) however some savings may, if approved, be absorbed by:</p> <ul style="list-style-type: none"> - The bike track construction if the plan is approved in 2020 - \$30k - An electronic sign board - \$15k <p>Both items will be shared with MHP and will only be paid if we stay within budget.</p> <p>Motion: “The Board approves Finance Report, Governance reports and payment schedules for August, 2020” Moved: J Bassano /Seconded: T Hishey Carried</p>	
<p>PROPERTY REPORT: Motion: “That the Property report be accepted”. Moved: AJ Bassano /Seconded: J Bassano carried</p>	
<p>HEALTH & SAFETY REPORT Motion: “That the Health & Safety Report be accepted”. Moved: T Hishey /Seconded: I Bajwa carried</p>	
<p>PRINCIPAL’S REPORT: including staffing, student attendance, behaviour management Motion: “That the Principal’s report be accepted.” Moved: J Wang /Seconded: I Bajwa</p>	

carried	
<p>Policy Review: NAG 5 Health, Safety & Welfare, Child Protection School Docs assurance: (Physical restraint, risk management, safety management system, surrender & retention of property & searches) Motion: “That the policies and procedures tabled according to the Board Work Plan be approved.” Moved: J Bassano /Seconded: I Bajwa carried</p>	
GENERAL BUSINESS	
1. Principal’s appraisal completed, awaiting report to be received.	
2. Student Board of Trustee Election Day Friday 25 September, 2020	Results to the Board after 25 Sept
<p>3. Appointment of an EEO (Equal Employment Opportunity) officer Motion: “The Board appoints the EEO officer to be the Principal”. Moved: J Bassano /Seconded: AJ Bassano carried</p>	
4. Student attendance report for Term 2, 2020, tabled.	
<p>5. Proposed uniform changes Discussion of the problems caused by Sports Hoodies being worn in school. Compromising positive relationships as it was becoming a disciplinary issue as staff had to remind students to remove them and an equity issue as many students could not wear them as they do not represent the school at sport. Motion: The Board approves: The change of colour of the school jumper to black with a teal stripe and a softer fabric. And A new black jacket, preferably non-branded to be used in school by all students and for sport instead of the Sports Hoodie. Moved: AJ Bassano /Seconded: I Bajwa carried</p>	<p>IMO to contact John Russell Schoolwear re timing and possible costs to the school owing to material already having been bought by the supplier. And the possibility of putting numbers on the jacket.</p>

KARAKIA/MEETING CLOSED	
<p>There being no further business the meeting was declared closed at 7:21 pm</p> <p>Signed: _____</p> <p>Sian Grant, Board of Trustees Chairperson</p> <p>Date: _____</p>	<p>Next Meeting: Thursday October 15, 2020</p>