

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MISSION HEIGHTS JUNIOR COLLEGE HELD by “Google Meet” on
Thursday 18 February, 2021 @ 6 pm**

Present: Sian Grant, Jenny Wang, John Bassano, Indujeet Bajwa (arrived 6:15 pm), Jason Tuhaka, Ian Morrison, Navroj Kaur

Apologies:

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

Karakia and welcome

Student trustee commences term of office, welcome Navroj Kaur

<p>Administration Matters Matters arising Confirmation of Finance & Property sub-committee members</p>	<p>Carried forward to March meeting</p>
<p>APOLOGIES: Motion: “That the apologies be accepted”. Moved: J Wang /Seconded: S Grant carried</p>	
<p>MINUTES OF THE LAST MEETING: Motion: “That the minutes of the meeting held on 28 January, 2021 be taken as read and confirmed.” Moved: J Bassano /Seconded: N Kaur carried</p>	
<p>CORRESPONDENCE: Motion: “That the inwards correspondence be received and outwards approved.” Moved: J Wang /Seconded: J Tuhaka carried</p>	
<p>Declaration of Interests: nil</p>	
<p>FINANCE REPORT: Governance report reviewed for January 2021. Term Deposit Schedule as at 10 February, 2021 reviewed.</p>	

<p>Staff Usage & Expenditure Report to be signed off by a Board member, as a compliance check. Under MoE entitlement at this stage - will review after March 1 and assess where strategic appointments can be made.</p> <p>Budget 2021 and Capital Expenditure Budget reviewed. Motion: “The Board approves the January Governance report, the Budget and Capital Expenditure Budget 2021” Moved: J Wang /Seconded: N Kaur carried</p>	
<p>PROPERTY REPORT: - Wellbeing centre project Estimates from architects are well over budget. It is recommended the Board reconsider the project and inform Waitakere Architects accordingly. The Property Team is investigating alternatives including containers being used in a similar way to the temporary changing rooms situated next to the tennis courts.</p> <p>LED lighting proposal for the Board. Motion: “The Board approves the conversion of existing lighting to LED at the cost of \$115K, to be financed by an interest free loan, over 4 - 5 years approximately, in collaboration with MHP. ” Moved: J Bassano /Seconded: J Tuhaka carried.</p> <p>Motion: “That the Property Report be accepted.” Moved: J Bassano /Seconded: J Wang carried</p>	<p>Letter to Waitakere Architects IMO/SGR</p>
<p>HEALTH & SAFETY REPORT: Motion: “That the Health & Safety Report be accepted.” Moved: J Bassano /Seconded: J Tuhaka carried</p>	
<p>PRINCIPAL’S REPORT: including Annual Report to Board on Student achievement & achievement targets, staffing, student attendance, student behaviour management. Motion: “That the Principal’s Report be accepted.” Moved: J Wang /Seconded: J Bassano</p>	

carried	
<p>Policy Review: NAG 1: Curriculum; Home learning reviewed. DP Curriculum Leader to remind teachers about homework expectations.</p> <p>Assurance: 10 Year Property Plan. Medicines, Minor/Moderate injury or illness.</p> <p>Motion: “The Board is assured that the policies and procedures are being followed and implemented as written”</p> <p>Moved: J Bassano /Seconded: J Wang carried</p>	
<p>General Business</p> <p>1. Charter approval, Annual Plan 2021, to be sent to MoE by 1 March, 2021. All documents reviewed by the Board</p>	
2. Table Schedule of Delegations - found in School Docs. Tabled as no changes have been made.	
3. Table Analysis of Variance. Analysis of Variance discussed, reviewed and tabled.	
<p>4. Goals/objectives for Board 2021.</p> <ul style="list-style-type: none"> - Review impact of Ministry of Education’s ‘opt in’ donation scheme. - Strengthen ties with ‘Ngai Tai’ iwi and embed Māori protocols at meetings. - Strengthen collaboration with MHP by participation in shared projects. - <p>Motion: “The Board approves the adoption of goals/objectives for 2021.”</p> <p>Moved: J Wang /Seconded: J Tuhaka carried</p>	
5. Code of Conduct (to be signed by Board)	Carried forward to March meeting
6. PD for both Boards scheduled for Thursday 18 March, 2021 (both school’s Board meetings). NZSTA representative, Bernadine Vester to present.	To be held in Meeting Place. Times to finalise and email to the Board. Snacks to be provided AYO
7. By election for staff Board representative. Timeline in progress.	

<p>Nominations close 3 March, 2021. Two Candidates to this point have been nominated, and the list is displayed at reception and staffroom notice board.</p>	
<p>8. New auditor confirmed as Haines Norton, Accountants, Henderson. Sungesh Singh, (same as MHP auditor) from 2020 Financials onwards. FYI</p>	
<p>KARAKIA/MEETING CLOSED</p>	
<p>There being no further business the meeting was declared closed at 7:01 pm</p> <p>Signed:</p> <p>_____</p> <p>Sian Grant, Board of Trustees Chairperson</p> <p>Date: _____</p>	<p>Next Meeting: Thursday 18 March, 2021</p>