

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MISSION HEIGHTS JUNIOR COLLEGE HELD in Meeting Place on
Thursday 28 January, 2021 @ 5.30 pm**

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

Apologies: Jason Tuhaka

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

Karakia and welcome

Election of Office Bearers 2021 & EEO, Principal

Call for nominations for Chairperson - Sian Grant

Moved: J Bassano **/Seconded:** J Wang

carried

Deputy Chairperson - John Bassano

EEO (Equal Employment Opportunities Officer) - Principal

Moved: S Grant **/Seconded:** I Bajwa

carried

Administration Matters	
APOLOGIES: Motion: "That the apologies be accepted". Moved: I Bajwa /Seconded: J Wang carried	
MINUTES OF THE LAST MEETING: Motion: "That the minutes of the meeting held on 19 November, 2020 be taken as read and confirmed." Moved: I Bajwa /Seconded: J Wang carried	
CORRESPONDENCE: Motion: "That the inwards correspondence be received and outwards approved." Moved: J Bassano /Seconded: I Bajwa carried	
Declaration of Interests: S Grant, J Wang - Parent representatives on Mission Heights Primary School Board of Trustees	

<p>J Bassano, J Tuhaka - Parent representatives on Ormiston Senior College Board of Trustees</p>	
<p>FINANCE REPORT: Bank staffing is on track. Within staffing entitlement and monitoring of relief should bring our staffing costs to zero by the end of the financial year. Draft Nov, Dec reports received, to be approved at February meeting, reviewed. 2019 Financial reports not yet received, (see general business). Charges for students have been reduced by management and following a review of the donation which we receive from MoE. Budget to be approved at February meeting. Staff Usage & Expenditure Report signed off by a Board member, as a compliance check. Moved: I Bajwa /Seconded: J Wang carried</p>	
<p>PROPERTY REPORT: - verbal Board members went on tour of school, viewing particularly the newly erected Canopy over the courts. Most projects are on track and the Board wishes to thank Rob Hargreaves (Property Manager for his work in this regard). Moved: J Wang /Seconded: I Bajwa carried</p>	
<p>HEALTH & SAFETY REPORT: - verbal On 27 January, vandalism @ 4.45 am in Mountains Whanau, ground floor. The case is under investigation and an image of one of the intruders has been circulated to local schools and police. Moved: J Wang /Seconded: I Bajwa carried</p>	
<p>PRINCIPAL'S REPORT: Strategic Plan next 3 years/Annual Plan reviewed. Student behaviour management since Nov, 2020 meeting 3 December, 2020 - 5 days stand down - Year 8 student brought illegal substance to school. Board advised of student roll up to date. Staffing updated to Board, fully staffed. Moved: J Wang /Seconded: I Bajwa carried</p>	

<p>Assurance: EEO Policy, Police Vetting for non-teachers Motion: “That the policies and procedures are being followed and implemented as written” Moved: J Bassano /Seconded: I Bajwa carried</p>	
<p>General Business 1. Board Work Plan approved Moved: J Bassano /Seconded: I Bajwa carried</p>	<p>MHP dates for Board meetings, to align with MHJC - AYO to confirm</p>
<p>2. School Board objectives - Education Training Act is in alignment with School Charter & strategic plan. See attached document.</p>	
<p>3. Goals & objectives for Board, 2021 Defer to February meeting , review last 2 years goals & objectives.</p>	<p>Bring previous goals & objectives to February meeting - AYO</p>
<p>4. Dates school open 2021, approved Moved: J Bassano /Seconded: J Wang carried</p>	
<p>5. Financial Audit 2020 - new auditors, and update on 2019 Financial Report The school has not received the 2019 Financial Statements as yet. New auditors appointed going forwarded. New auditors have been assigned by Murray Powell, Director Auditor of Appointments, Auditor General Office. “The Auditor-General proposes to appoint Sungesh Singh and Bhavin Sanghavi, of the firm UHY Haines Norton, based in Henderson, as the new auditor for your school.” Logistics would be to have the same auditors as Mission Heights Primary School.</p>	<p>IMO to contact Auditor General office regarding MHP/MHJC possibility of same Auditor going forward.</p>
<p>6. NZSTA MHP & MHJC Collaborative PD, Term 1</p>	<p>Plan for next Board meeting, 18 February to have Board meeting and PD on same evening - AYO</p>
<p>7. By-Election for Staff Board representative. Appoint Returning Officer. Motion: “The Board appoints Alanna Young to be Returning Officer for Staff Board representative By-Election.”</p>	

<p>Moved: S Grant /Seconded: I Bajwa carried</p>	
<p>8. Ratification of approval for Bike track funding & irrigation of school fields CapEx into 2020 budget. Moved: J Bassano /Seconded: S Grant carried</p>	
<p>In Committee Item “The Board moves into committee @ 6:24 pm to exclude the public under Section 48, Local Government Information & Meetings Act, 1987, to discuss personnel.”</p> <p>Board moves out of committee @ 6:30 pm</p> <p>In committee @ 6.24 pm Closed 6.30 pm</p>	
<p>KARAKIA/MEETING CLOSED</p>	
<p>There being no further business the meeting was declared closed at 6.30 pm</p> <p>Signed:</p> <p>_____</p> <p>Sian Grant, Board of Trustees Chairperson</p> <p>Date: _____</p>	<p>Next Meeting: Thursday 18 February, 2020</p>