

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MISSION HEIGHTS JUNIOR COLLEGE HELD in Meeting Place
Thursday 18 March, 2021 @ 6.30 pm**

Present: Sian Grant, Jenny Wang, John Bassano, Indujeet Bajwa, Jason Tuhaka, Ian Morrison, Navroj Kaur
Apologies: nil
In Attendance: Alanna Young (Board Secretary), Douglas Choong

Karakia and welcome

<p>Administration Matters Matters arising Confirmation of Finance & Property sub-committee members Code of Conduct (to be signed by Board members 2021)</p>	<p>To carry forward to May meeting Code of Conduct signed by Board members</p>
<p>MINUTES OF THE LAST MEETING: Motion: “That the minutes of the meeting held on 18 February, 2021 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: I Bajwa /Seconded: J Wang carried</p>	
<p>Declaration of Interests: nil</p>	
<p>FINANCE REPORT: Governance report reviewed for February 2021, including Term Deposit movement (new document). Staff Usage & Expenditure Report signed off by a Board Chair, as a compliance check. Motion: “The Board approves the February Governance report, and payment schedules.” Moved: I Bajwa /Seconded: J Bassano carried</p>	

<p>PROPERTY REPORT: - Motion: “That the Property Report be accepted.” Moved: J Wang /Seconded: I Bajwa carried</p>	
<p>HEALTH & SAFETY REPORT: Motion: “That the Health & Safety Report be accepted.” Moved: J Wang /Seconded: I Bajwa carried</p>	
<p>PRINCIPAL’S REPORT: including staffing, student attendance, student behaviour management. Motion: “That the Principal’s Report be accepted.” Moved: J Bassano /Seconded: I Bajwa carried</p>	
<p>Policy Review: NAG 4: Finance & Property Management Assurance: Risk Management, length of school year Motion: “The Board approves the NAG 4 policy and is assured that the relevant policies are being followed and implemented as written” Moved: J Wang /Seconded: I Bajwa carried</p>	
<p>General Business 1. Charter, Annual Plan 2021, Analysis of Variance, Annual Targets have been sent to MoE, FYI.</p>	
<p>2. School student roll return has been sent to MoE, FYI. 3. Accounts to auditors, by Finance Administrator, FYI.</p>	
<p>4. By Election for staff Board representative, voting now. Election Day Monday 5 April.</p>	
<p>5. PM Education Excellence Awards, closing date 16 April.</p>	
<p>6. Community Day update, now Friday 9 April, 2021 for student community and staff. Five Food Trucks have been booked for 9 April. Each whanau will arrange fun activities. Musical items, dance performances will showcase our talented students in Kapua. This day will be a celebration of our school’s cultural diversity.</p>	

<p>Also there will be an official opening of 'Kapua' - our shade structure over the court area at a later date.</p>	
<p>7. Principal on sabbatical leave, Term 2, 2021. Naddy Naidoo will be Acting Principal, and Reshmika Lal will take over some of Associate Principal's roles, Term 2, 2021.</p>	<p>Board approval 30 January, 2020, and letter of Board approval sent to MoE. This sabbatical leave for Principal was deferred until Term 2, 2021.</p>
<p>In committee "The Board moves into committee @ 7:33 pm to exclude the public under Section 48, Local Government Information & Meetings Act, 1987, to discuss personnel." Board moves out of committee @ 7:39 pm</p>	
<p>KARAKIA/MEETING CLOSED</p>	
<p>There being no further business the meeting was declared closed at 7:40 pm</p> <p>Signed:</p> <hr/> <p>Sian Grant, Board of Trustees Chairperson</p> <p>Date: _____</p>	<p>Next Meeting: Thursday 20 May, 2021</p>