

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MISSION HEIGHTS JUNIOR COLLEGE HELD in Meeting Place
Thursday 20 May, 2021 @ 5.30 pm**

Present: Sian Grant, Naddy Naidoo (Acting Principal), Jenny Wang, John Bassano, Indujeet Bajwa, Douglas Choong, Navroj Kaur

Apologies: Jason Tuhaka, Ian Morrison (sabbatical leave)

In Attendance: Alanna Young (Board Secretary)

Karakia and welcome. Welcome to Douglas Choong, elected staff Board of Trustees representative.

Senior Leader Workstreams

Curriculum design, development and delivery, e-learning, PLD, holistic reporting, new initiatives (Reshmika Lal, DP Curriculum Leader).

<p>Administration Matters Matters arising Confirmation of Finance & Property sub-committee members Property sub-committee - John Bassano, Sian Grant, Douglas Choong Finance sub-committee - Inderjeet Bajwa, Jenny Wang, Principal Delegation of Acting Principal for Term 2, 2021. Motion: "The Board delegates normal voting rights for Board meetings 20 May, and 17 June, 2021, to Mr Naddy Naidoo, Acting Principal, due to Principal, Mr Ian Morrison, being on sabbatical leave, Term 2, 2021. Moved: J Wang /Seconded: I Bajwa carried</p>	<p>Letter of thanks to Reshmika for her presentation to the Board - AYO</p>
<p>APOLOGIES: Motion: "That the apologies be accepted". Moved: J Wang /Seconded: N Kaur carried</p>	
<p>MINUTES OF THE LAST MEETING: Motion: "That the minutes of the meeting held on 20 May, 2021 be taken as read and confirmed." Moved: J Bassano /Seconded: I Bajwa carried</p>	

CORRESPONDENCE: Motion: “That the inwards correspondence be received.” Moved: J Bassano / Seconded: I Bajwa carried	
Declaration of Interests: nil	
FINANCE REPORT: Governance report reviewed for March/April 2021. 2019 Financials now completed, delay in 2020 Financials, new auditors coming to school at the end of June. Motion: “The Board approves the March, April Governance reports, and payment schedules.” Moved: J Bassano / Seconded: J Wang carried	
PROPERTY REPORT: - Motion: “That the Property Report be accepted.” Moved: N Kaur / Seconded: I Bajwa carried	
HEALTH & SAFETY REPORT: Motion: “That the Health & Safety Report be accepted.” Moved: J Wang / Seconded: J Bassano carried	
PRINCIPAL’S REPORT: including staffing, student attendance, student behaviour management. Motion: “That the Principal’s Report be accepted.” Moved: I Bajwa / Seconded: J Bassano carried	
Policy Review: NAG 2: Documentation & Self Review, reporting to parents. Assurance: SUE (Staff Usage & Expenditure), Abuse recognition & reports, Digital technology & cybersafety. Motion: “The Board approves the NAG 2 policy and is assured that the relevant policies are being followed and implemented as written”	

<p>Moved: J Bassano /Seconded: D Choong carried</p>	
<p>General Business</p> <p>1. Declaration of Staff Board By-Election result, congratulations to Douglas Choong</p>	
<p>2. Schedule of Delegations Motion: "The Board approves the amendment to the Schedule of Delegations." Moved: N Kaur /Seconded: J Wang carried</p>	
<p>3. Annual Financial Report 2020 to Auditors/MoE Auditors will be in school at the end of June. We have had permission from the Auditor General to go over the deadline, due to the delays/change in auditor for the school.</p>	
<p>4. Teacher Study Grant applications for 2022, no interest</p>	
<p>5. Ratification of email approval, 22/03/2021, for Bikes in Schools application for trust funding through Sport NZ Motion: "The Board approves the email ratification for Bikes in Schools application for trust funding." Moved: I Bajwa /Seconded: J Wang carried</p>	
<p>KARAKIA/MEETING CLOSED</p>	
<p>There being no further business the meeting was declared closed at 6.21 pm</p> <p>Signed:</p> <p>_____</p> <p>Sian Grant, Board of Trustees Chairperson</p> <p>Date: _____</p>	<p>Next Meeting: Thursday 17 June, 2021</p>