

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF  
MISSION HEIGHTS JUNIOR COLLEGE HELD on line  
Thursday 16 September, 2021 @ 5.30 pm**

**Present:** Sian Grant, Ian Morrison, Jenny Wang, John Bassano, Jason Tuhaka, Douglas Choong, Navroj Kaur

**Apologies:** Indujeet Bajwa

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

**Karakia and welcome - Te Wiki o Te Reo Māori**

Senior Leader Workstreams - (to be presented at a later date)

Water Whanau report, Induction of new & beginning teachers. Cathy Hewlett, Deputy Principal of Water Whānau, Kate Lambert, Assistant Principal of Water Whānau

<b>Administration Matters</b>	
<b>Apologies:</b> <b>Motion:</b> "That the apologies be accepted <b>Moved:</b> S Grant, Board Chair carried	
<b>MINUTES OF THE LAST MEETING:</b> <b>Motion:</b> "That the minutes of the meeting held on 19 August & 1 September, 2021 be taken as read and confirmed." <b>Moved:</b> J Bassano / <b>Seconded:</b> D Choong carried	Matters arising: nil
<b>CORRESPONDENCE:</b> nil	
<b>Declaration of Interests:</b> nil	

<p><b>FINANCE REPORT:</b> end of year budget forecast, approval of additional capital expenditure, if applicable.</p> <p>Finances remain in good order. Auditors report completed for 2020, (delay due to change in Auditor). Thanks to Geeta Patel for her great work in managing the finance and in supporting this audit. Auditors signaled that controls over cash received at reception to be tightened, and management of Budget surplus/deficit projections. For 2021, due to unforeseen Covid 19 lockdowns, we are likely to have an increase in income over expenditure, due to less relief teacher costs and school trips cancelled etc.</p> <p><b>Banking Staffing:</b> as at SUE Report Number 1122 is under used by 29.14%.</p> <p><b>Unbudgeted capital expenditure</b></p> <p>Extra expenditure for the artificial turf in Kapua has already been approved but should be highlighted as were certain other related expenses like the sound and lighting which were originally thought to be part of the 5 Year Property Plan but we have learnt had to be budgeted to our capital budget. Total approximate value \$150k</p> <p>Preparation for Budget 2021 underway.</p> <p><b>Motion:</b> “The Board approves the August Governance report, payments and investment schedules.”</p> <p><b>Moved:</b> D Choong /<b>Seconded:</b> J Wang</p> <p>carried</p>	
<p><b>PROPERTY REPORT:</b></p> <p><b>Motion:</b> “That the Property Report be accepted.”</p> <p>Another quote for the Bleacher seating in the Theatre has been obtained since writing of the report, which is more competitive, Board will be kept informed. It is recommended we sign a contract with Seating Services. Sprinkler system which is activated by smoke alarms has been fixed.</p> <p><b>Moved:</b> J Bassano /<b>Seconded:</b> D Choong</p> <p>carried</p>	
<p><b>HEALTH &amp; SAFETY REPORT:</b></p> <p><b>Motion:</b> “That the Health &amp; Safety Report be accepted.”</p> <p><b>Moved:</b> J Bassano /<b>Seconded:</b> D Choong</p> <p>carried</p>	

<p><b>PRINCIPAL'S REPORT:</b> including staffing, student attendance, student behaviour management.</p> <p><b>Motion:</b> "That the Principal's Report be accepted."</p> <p><b>Moved:</b> D Choong /<b>Seconded:</b> J Wang</p> <p>carried</p>	
<p><b>Policy Review:</b></p> <p>NAG 5: Health, Safety &amp; Welfare, Behaviour Management</p> <p>Assurance: Surrender &amp; retention of Property &amp; Searches, International students</p> <p><b>Motion:</b> "The Board approves the Policy reviews without any significant changes and is assured that the relevant policies are being followed and implemented as written."</p> <p><b>Moved:</b> S Grant, Board Chair</p> <p>carried</p>	
<p><b>General Business</b></p>	
<p>1. Student Trustee Elections</p> <p>Paused at this point for Auckland schools, from advice from MoE, due to Covid 19 Level 4 lockdown</p>	
<p>2. 2020 Audit report completed - please see information under 'Finance Report'.</p>	
<p>3. New titles for Board of Trustees, from NZSTA</p> <p>Board of Trustees is now "School Board"</p> <p>Board Chair is now "Presiding Member"</p> <p>Trustees are now "Board Members"</p> <p>These titles will be used going forward.</p>	
<p>In committee (N Kaur leaves meeting @ 5:53 pm)</p> <p>"The Board moves into committee to exclude the public under Section 48, Local Government Information &amp; Meetings Act, 1987, to discuss student enrolment 2022 &amp; Board matter, @ 5:53 pm.</p> <p>The Board moved out of committee @ 5:58 pm."</p>	

<p>Best wishes to Sian Grant as she goes on leave from the Board for three months, from Principal on behalf of the Board.</p> <p>John Bassano, Deputy Chair (Deputy Presiding Member) to be Presiding Member in Sian's absence.</p>	
<p>KARAKIA/MEETING CLOSED</p>	
<p>There being no further business the meeting was declared closed @ 6 pm</p> <p>Signed:</p>  <p>_____</p> <p>Sian Grant, Board of Trustees Chairperson</p> <p>Date: _____</p>	<p>Next Meeting: Thursday 21 October, 2021</p>