

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MISSION HEIGHTS JUNIOR COLLEGE HELD in Meeting Place
Thursday 17 June, 2021 @ 5.15 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

Senior Leader Workstreams

Forest Whānau reporting and Year 6 transition, creativity (DP Melanie Kindley, AP David Nutt)

Administration Matters Matters arising	Letter of thanks to Melanie & David for their presentation to the Board - AYO
APOLOGIES: Motion: "That the apologies be accepted". Moved: J Wang / Seconded: J Bassano carried	
MINUTES OF THE LAST MEETING: Motion: "That the minutes of the meeting held on 20 May, 2021 be taken as read and confirmed." Moved: N Kaur / Seconded: J Bassano carried	
CORRESPONDENCE: Motion: "That the inwards and outwards correspondence be received." Moved: J Bassano / Seconded: J Wang carried	
Declaration of Interests: nil	

FINANCE REPORT: Governance report reviewed for May, 2021. Items of significance discussed. Motion: “The Board approves the May Governance reports, payments and investment schedules.” Moved: N Kaur / Seconded: D Choong carried	
PROPERTY REPORT: - Motion: “That the Property Report be accepted.” Moved: D Choong / Seconded: J Wang carried	
HEALTH & SAFETY REPORT: Motion: “That the Health & Safety Report be accepted.” Moved: D Choong / Seconded: N Kaur carried	
PRINCIPAL’S REPORT: including staffing, student attendance, student behaviour management. Report on attendance and behaviour trends 3 - 5 years, staff leave report. Roll return, predictions, trends. Motion: “That the Principal’s Report be accepted.” Moved: J Wang / Seconded: D Choong carried	
Policy Review: NAG 3: Employer Responsibility, Protected Disclosure NAG 5: Health, Safety and Welfare, visitors. Student workplace experience amendment. Assurance: Evacuation procedure/emergency kit, risk management, student attendance Motion: “The Board approves the Policy reviews and is assured that the relevant policies are being followed and implemented as written. Amendment to workplace experience - must be approved by the nominated BOT members. Moved: D Choong / Seconded: N Kaur carried	
General Business	
1. Thank you to the staff from the Board - mid winter Christmas appreciation.	

<p>Set for Tuesday 22 June, @ 10.30 am. Morning tea, and all Board members are invited.</p> <p>Motion: “The Board approves catering for morning tea thank you to staff from Board, 22 June, 2021.”</p> <p>Moved: I Bajwa /Seconded: J Wang</p> <p>carried</p>	
<p>2. Out of Zone student enrolment resolution</p> <p>Motion: “The Board approves out of zone student enrolments for 2022”.</p> <p>Moved: S Grant /Seconded: D Choong</p> <p>carried</p> <p>In accordance with The Education Amendment Act (No 3) 201, s11F students who live outside the school zone and apply for enrolment must be accepted in the following order of priority:</p> <ol style="list-style-type: none"> 1. First priority will be given to students accepted for enrolment in a special programme run by the school; 2. Second priority will be given to brothers and sisters of current students; 3. Third priority will be given to brothers and sisters of former students; 4. Fourth priority will be given to children of former students; 5. Fifth priority will be given to children of Board employees or children of Board members; 6. Sixth priority will be given to all other applicants. <p>If there are more applicants in the second, third, fourth, fifth or sixth priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 11 G (1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a community newspaper circulating in the area served by the school.</p>	
<p>3. Staff appraisal completion 2020- all completed</p>	
<p>4. Review of donation and fees (opt in or out). Discussed.</p> <p>Motion: “The Board approves ‘opting in’ to the Ministry of Education’s Donation scheme for 2022”.</p> <p>Moved: J Wang /Seconded: N Kaur</p> <p>carried</p>	

<p>In committee “The Board moves into committee @ 6:40 pm to exclude the public under Section 48, Local Government Information & Meetings Act, 1987, to discuss personnel.”</p> <p>Board moves out of committee @ 6:45 pm Motion: The Board approves the application for a Teacher Study Award, 2022”. Moved: D Choong /Seconded: J Bassano carried</p>	
<p>KARAKIA/MEETING CLOSED</p>	
<p>There being no further business the meeting was declared closed at 6:46 pm</p> <p>Signed:</p> <p>_____</p> <p>Sian Grant, Board of Trustees Chairperson</p> <p>Date: _____</p>	<p>Next Meeting: Thursday 19 August, 2021</p>