

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MISSION HEIGHTS JUNIOR COLLEGE HELD on line
Thursday 19 August, 2021 @ 5.30 pm**

Present: Sian Grant, Ian Morrison, Jenny Wang, John Bassano, Indujeet Bajwa (arrived 6.03 pm), Jason Tuhaka, Douglas Choong, Navroj Kaur

Apologies: nil

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

Karakia and welcome

Senior Leader Workstreams

Mountains Whanau report, Maori & Pasifika Student Achievement, Kaitiakitanga, Travelwise (Deputy Principal, Ian Suckling, Assistant Principal, Catherine Hunter) - **to be presented Wednesday 1 September, 2021, due to Covid 19 lockdown**

Administration Matters	Matters arising: nil
Apologies: nil	
MINUTES OF THE LAST MEETING: Motion: "That the minutes of the meeting held on 17 June, 2021 be taken as read and confirmed." Moved: J Bassano /Seconded: J Wang carried	
CORRESPONDENCE: Motion: "That the inwards and outwards correspondence be received." Moved: D Choong /Seconded: J Wang carried	
Declaration of Interests: nil	

<p>FINANCE REPORT: Governance report reviewed for June & July, 2021. Finance cash flow is tracking well. Investments continue to attract low interest, due to bank rates. Staffing is tracking well, budgets are on track for this time of the year. Motion: “The Board approves the June & July Governance reports, payments and investment schedules.” Moved: J Wang /Seconded: D Choong carried</p>	
<p>PROPERTY REPORT: Motion: “That the Property Report be accepted.” Moved: D Choong /Seconded: N Kaur carried</p>	
<p>HEALTH & SAFETY REPORT: Motion: “That the Health & Safety Report be accepted.” Moved: D Choong /Seconded: N Kaur carried</p>	
<p>PRINCIPAL’S REPORT: including staffing, student attendance, student behaviour management. Progress on Annual Plan, Principal’s mid year ‘snapshot’ report on student achievement, discussed. Motion: “That the Principal’s Report be accepted.” Moved: J Wang /Seconded: J Bassano carried</p>	
<p>Policy Review: NAG 3: Employer Responsibility, Complaints Assurance: Appraisal of Principal, Physical restraint, risk management, safety management system Motion: “The Board approves the Policy reviews and is assured that the relevant policies are being followed and implemented as written.” Moved: S Grant, Board Chair carried</p>	

General Business	
1. Thank you to Naddy & Reshmika, Term 2, from the Board	
<p>2. Student Representative Board Election, appoint Returning Officer</p> <p>Motion: “The Board appoints Alanna Young, Board Secretary, to be Returning Officer for the Student Board Election, September 2021.</p> <p>Moved: D Choong /Seconded: J Tuhaka</p> <p>carried</p>	
<p>3. Approval of Bleacher seating in Theatre</p> <p>The school has now carried out the investigation of concept designs (attached) and we required approval of the cost (\$180k) of the Board of Trustees funded project for the addition of bleacher seating (\$120k) and creating another exit (\$60k) in the Theatre was approved by email for MoE purposes. This is to come out of capital reserves (not Ministry funding).</p> <p>Ratified by email to Board, 4 August, 2021 (copy attached)</p>	
<p>4. Progress on Board’s goals/objectives</p> <p>Goals/objectives for Board 2021.</p> <ul style="list-style-type: none"> - Review impact of Ministry of Education’s ‘opt in’ donation scheme. <p>The school is monitoring student trips to stay within donation funding and capital expenditure spending will be based on any surplus at the end of the year. Will have a clearer picture in October when the budget for 2021/2022 is prepared. So overall opting into the donation scheme has been a good initiative and resulted in significant savings for the parent community.</p> <ul style="list-style-type: none"> - Strengthen ties with ‘Ngai Tai’ iwi and embed Māori protocols at meetings. <p>Karakia incorporated into Board meetings. There has been a strong move to build the capacity of students and staff in Te Reo and Ti Kanga Māori. Zalene Butler, Ngai Tai representative addressed the PD Flat Bush 7 Day on the history of the school communities from a Māori perspective. Kōanga Festival scheduled for 30 September with FB7 schools.</p> <ul style="list-style-type: none"> - Strengthen collaboration with MHP by participation in shared projects. <p>The newly developed shared Bike Track is a good example of recent collaboration with MHP. Plans in place to share the history of the schools from a Māori viewpoint also. Collaboration</p>	

has been strengthened significantly, e.g. employment of a shared Gardener to support the grounds of both schools on the same site and hosting Kōanga Festival (see above).	
<p>5. Principal's appraisal and sabbatical research</p> <p>Ian Morrison has submitted his sabbatical research to the Ministry. He has had feedback on requests to share his research with other School Boards. Also forwarding his research to the Leadership Institute for their attention through a colleague, Iva Ropati.</p> <p>Ian thanked the Board for allowing him to take his sabbatical in Term 2 and appreciation for the support he has received.</p>	
6. Auditors visit, undertaken on Tuesday 20 July	
7. The Board Chair advised NZSTA PD opportunities are coming up and to be aware of any updates of meetings to be scheduled.	
<p>8. Ian Morrison alerted the Board to the possible upcoming request for schools to be MoH Vaccination Centres for students 12 - 15 years of age, signalled by the Government today. This would also need consultation with the MHP Board.</p> <p>Motion: "The Board approves in principle the possible request for the school to be MoH Vaccination Centre, subject to approval by the MHP Board also."</p> <p>Moved: D Choong /Seconded: J Bassano</p> <p>carried</p>	
9. The Board Chair wished to pass on her thanks on behalf of the Board to the teaching staff for their quick response to the short notice lockdown this week, to ensure that students' learning is continued throughout this time of distance learning.	
<p>In committee (D Choong & N Kaur leave meeting)</p> <p>"The Board moves into committee to exclude the public under Section 48, Local Government Information & Meetings Act, 1987, to discuss personnel, @ 6.23pm.</p> <p>The Board moved out of committee @ 6.25 pm."</p>	
KARAKIA/MEETING CLOSED	
There being no further business the meeting was declared closed at 6.24 pm	Next Meeting:

Signed:

Sian Grant, Board of Trustees Chairperson

Date: _____

Thursday 16 September, 2021