

**MINUTES OF THE MEETING OF THE SCHOOL BOARD OF
MISSION HEIGHTS JUNIOR COLLEGE HELD in Meeting Place
Thursday 27 January, 2022 @ 5.30 pm**

Present: Ian Morrison, Jenny Wang, John Bassano, Indujeet Bajwa, Douglas Choong

Apologies: Sian Grant

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

Karakia and welcome

<p>Administration Matters Election of Office bearers 2022 and Finance & Property sub-committees.</p>	<p>Carry forward to February Board meeting</p>
<p>Apologies: S Grant Motion: "That the apologies be accepted." Moved: I Morrison /Seconded: J Bassano carried</p>	
<p>MINUTES OF THE LAST MEETING: Motion: "That the minutes of the meeting held on 18 November, 2021 be taken as read and confirmed." Moved: J Wang /Seconded: I Bajwa carried</p>	
<p>CORRESPONDENCE: Motion: "The Board approves the inwards and outwards correspondence". Moved: D Choong /Seconded: I Bajwa carried</p>	
<p>Declaration of Interests: John Bassano is a Board member of Ormiston Senior College. Sian Grant and Jenny Wang are also Board members of Mission Heights Primary School.</p>	
<p>FINANCE REPORT: Amendment to Budget 2022 approved November, 2021 Board meeting. At this stage, there is a drop in student roll, so the Budget and operational grant has been adjusted to reflect this.</p>	

<p>Projecting a small deficit \$5k from a small surplus of \$10. Bank staffing for 2022 may be over entitlement owing to lower roll than expected, will monitor.</p> <p>End of December, 2021 draft financial statements are completed. Some capital expenditure appears to be unbudgeted for 2021 but had been approved for the 5 Year Property Plan e.g. bleacher seating for theatre.</p> <p>Motion: “The Board approves the amendment to the Budget 2022, and the November Governance report, draft December Governance report, payments and investment schedules.” Moved: J Wang /Seconded: D Choong carried</p>	
<p>PROPERTY REPORT: verbal Many delays caused by difficulty accessing contractors and materials. Theatre project - bleacher seating for the school has arrived in NZ and awaiting installation. Completed project estimated to be by the end of March, 2022. Student toilets are to be replaced, extra funding has been received to cover this cost. Student Change rooms structure to be built behind Kapua to replace converted containers. Motion: “That the Property Report is accepted”. Moved: D Choong /Seconded: I Bajwa carried</p>	
<p>HEALTH & SAFETY REPORT: verbal Covid preparations and strategic procedures in place for red light return for students next week. A contingency planned 3 phase approach for students and staff has been developed and shared with staff. MoE directives being followed. Our priority is establishing connections with Year 7 & and new students who have been invited to the school on Administration Day by appointment. Motion: “That the Health & Safety Report be accepted.” Moved: D Choong /Seconded: I Bajwa carried</p>	
<p>PRINCIPAL’S REPORT: including staffing, student attendance, student behaviour management. Strategic Plan.</p>	

<p>Motion: “That the Principal’s Report be accepted.” Moved: D Choong /Seconded: I Bajwa carried</p>	
<p>Policy/Procedure Review: Assurance: EEO Policy, Police vetting for non-teachers. Motion: “The Board approves the Policy reviews without any significant changes and is assured that the relevant policies/procedures are being followed and implemented as written. Moved: I Bajwa /Seconded: J Wang carried</p>	
<p>General Business</p>	
<p>1. Thank you to Jason Tuhaka, parent representative for his service to the Board, resigned ‘In Committee’, 18 November, 2021 Motion: ‘The Board resolves to leave the parent representative position vacant until the Board Triennial Election 2022.’ Moved: J Bassano /Seconded: D Choong carried</p>	<p>Letter of thanks to be sent to Jason from the Board</p>
<p>2. Service to the Board Certificate for over 5 years recognition of service from NZSTA. Presented by Principal and awarded to John Bassano and Sian Grant. Congratulations.</p>	
<p>3. Board work plan approval. Motion: “That the Board work plan be accepted and adopted for 2022.” Moved: D Choong /Seconded: J Wang carried</p>	
<p>4. Goals & objectives for Board, 2022 Board Goals/objectives for 2022:</p> <ol style="list-style-type: none"> 1. Transition and continuity of new Board - elections T3 2. Working closely with our ERO partner re: The impact of the holistic report on student achievement. 3. Impact of “Opt in” donation scheme (carried over from 2021). 	

<p>4. Impact of prolonged lockdowns on student achievement, progress and wellbeing. Moved: J Bassano /Seconded: D Choong carried</p>	
<p>5. Board elections for Student representative 2022. Call for nominations by Friday 18 February, Election Day Wednesday 13 April, 2022. Returning officer confirmation, Alanna Young, Board secretary.</p>	
<p>KARAKIA/MEETING CLOSED</p>	
<p>There being no further business the meeting was declared closed @ 6:28 PM</p> <p>Signed:</p> <hr/> <p>John Bassano, Acting Presiding Member</p> <p>Date: _____</p>	<p>Next Meeting: Thursday 17 February 2022</p>