

**MINUTES OF THE MEETING OF THE SCHOOL BOARD OF
MISSION HEIGHTS JUNIOR COLLEGE HELD in Meeting Place
Thursday 19 May, 2022 @ 5.15 pm**

Present: Ian Morrison, Sian Grant, Jenny Wang, John Bassano, Douglas Choong, Johny Le

Apologies: Indujeet Bajwa

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

Karakia and welcome. Welcome also to Johny Le, Student Board representative

Innovative Workstream: Forest Te Ngahere Whānau reporting, Melanie Kindley, Deputy Principal, David Nutt, Assistant Principal

Link

https://docs.google.com/presentation/d/1-U4RgTzWwSLSCBho7BF2I_GGwTQ6z-oFW_WDffpJeeE/edit#slide=id.ge0c2cec3c6_2_15

<p>Administration Matters Apologies: Motion: “That the apologies be accepted.” Moved: J Wang /Seconded: J Bassano carried</p>	<p>Letter of Thanks to Melanie Kindley & David Nutt for their presentation - AYO</p>
<p>MINUTES OF THE LAST MEETING: Motion: “That the minutes of the meeting held on 17 March, 2022, be taken as read and confirmed.” Moved: J Wang /Seconded: J Bassano carried</p>	
<p>CORRESPONDENCE: Motion: “The Board approves the inwards and outwards correspondence”. Moved: J Wang /Seconded: J Bassano Carried</p>	
<p>Declaration of Interests: J Bassano - Board member of Ormiston Senior College Sian Grant and Jenny Wang - Board members of Mission Heights Primary School</p>	
<p>FINANCE REPORT: We have received 2 operational grants (out of 4) but have not reached 50% of our spending which</p>	

<p>usually picks up pace through the year. We are over budget for our relief budget, mostly because of the impact of Covid on our staff who have either tested positive or been household contacts on top of normal relief. There has been some reimbursement by the Ministry but there is a time lag. Motion: “The Board approves the March & April governance report, payments and investment schedules.” Moved: J Bassano /Seconded: D Choong carried</p>	
<p>PROPERTY REPORT: Motion: “That the Property Report is accepted”. Moved: J Bassano /Seconded: D Choong carried</p>	
<p>HEALTH & SAFETY REPORT: Motion: “That the Health & Safety Report be accepted.” Moved: D Choong /Seconded: J Wang carried</p>	
<p>PRINCIPAL’S REPORT: Motion: “That the Principal’s Report be accepted.” Moved: J Wang /Seconded: D Choong carried</p>	
<p>Policy/Procedure Review: Policy review (Health & Safety), Healthcare - Medicines, managing minor/moderate injury/serious injury & illness, reporting & recording accidents and incidents, infectious diseases. Board assurance for term 2 - Digital technology & cybersafety, computer security, student attendance, health education. Health Education for community 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: J Bassano /Seconded: J Wang carried</p>	

General Business	
1. Declaration of Year 10 Student Election Results. Congratulations to Johny Le, 10F2.	
<p>2. Board succession plan. Indication from Board members regarding standing for election, September, 2022. D Choong, J Wang will seek re-election. J Bassano, S Grant not standing for next triennial Board election. I. Bajwa, unknown.</p> <ul style="list-style-type: none"> - Appointment of Returning Officer by Wednesday 6 July, 2022. <p>Government has approved an electronic Board election, 2022, but we are awaiting the accreditation process to be completed by the end of month.</p>	Looking at employing 'MySchoolElection.nz, on a full service package (NZSTA directed), to be Returning Officers. Approval to be made at next Board meeting.
<p>3. School planning and reporting, changes to take effect on 1 January 2023: For your information. Instead of a charter, schools and kura must publish a three-year Strategic Plan, an Annual Implementation Plan, and an Annual Report. Schools and kura must work in partnership with their communities to develop their plans so they reflect local needs and priorities. Feedback can be given using this link: https://www.surveymonkey.com/r/8X3QDCK</p>	Board members are welcome to participate in the survey link.
<p>4. Principal's appraisal completed. Awaiting final report. Note that appraisal for teachers is no longer required and that Boards need to discuss with their Principal what the best way forward might be with guidance from Teaching Council (timeframe to be implemented in 2023).</p>	IMO to meet with Sian to discuss options.
5. Annual Financial Report to MoE. Almost completed by auditors, awaiting audited Financial accounts to send to MoE.	
6. Study Grant applications & sabbatical leave to be considered for 2023. (In committee)	

7. 2021 Graduates afternoon tea, Thursday 26 May, 2022, 4 - 6 pm. FYI.	Board members are welcome to attend
8. Community consultation for Health curriculum.	In process of being set up for 2022.
(D Choong and J Le left the meeting @ 6.24 pm)	Karakia
<p>In committee item “The Board moves into committee to exclude the public under Section 48, Local Government Information & Meetings Act, 1987, to discuss personnel, @ 6.24 pm. The Board moved out of committee @ 6.34 pm.”</p>	
KARAKIA/MEETING CLOSED	
<p>There being no further business the meeting was declared closed @ 6.34 PM Signed:</p> <p>_____</p> <p>Sian Grant, Presiding Member Date: _____</p>	<p>Next Meeting: Thursday 16 June 2022</p>