

**MINUTES OF THE MEETING OF THE SCHOOL BOARD OF  
MISSION HEIGHTS JUNIOR COLLEGE HELD in Meeting Place  
Thursday 16 June, 2022 @ 5.15 pm**

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

**Apologies:** John Bassano, Indujeet Bajwa

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

**Karakia and welcome.** Welcome to Charlene Sinclair, new Board Secretary

**Innovative Workstream:** Coast Te Takutai Whānau reporting, Raeesa Dada, Deputy Principal, Jason McKimmon, Assistant Principal

<p><b>Administration Matters</b>  <b>Apologies:</b>  <b>Motion:</b> “That the apologies be accepted.”  <b>Moved:</b> J Le /<b>Seconded:</b> D Choong  carried</p>	<p>Letter of Thanks to Raeesa Dada &amp; Jason McKimmon for their presentation - AYO</p>
<p><b>MINUTES OF THE LAST MEETING:</b>  <b>Motion:</b> “That the minutes of the meeting held on 19 May, 2022, be taken as read and confirmed.”  <b>Moved:</b> J Wang /<b>Seconded:</b> J Le  carried</p>	
<p><b>CORRESPONDENCE:</b>  <b>Motion:</b> “The Board approves the inwards and outwards correspondence”.  <b>Moved:</b> D Choong /<b>Seconded:</b> J Le  Carried</p>	
<p><b>Declaration of Interests:</b> J Bassano - Board member of Ormiston Senior College  Sian Grant and Jenny Wang - Board members of Mission Heights Primary School</p>	
<p><b>FINANCE REPORT:</b>  The largest item of significance is <i>Salaries relief teachers</i> which is expected and common across the education sector owing to the impact of COVID.</p>	

<p><b>Motion:</b> “The Board approves the May governance report, payments and investment schedules.”  <b>Moved:</b> J Wang /<b>Seconded:</b> D Choong  carried</p>	
<p><b>PROPERTY REPORT:</b>  <b>Motion:</b> “That the Property Report is accepted”.  <b>Moved:</b> D Choong /<b>Seconded:</b> J Le  carried</p>	
<p><b>HEALTH &amp; SAFETY REPORT:</b>  <b>Motion:</b> “That the Health &amp; Safety Report be accepted.”  <b>Moved:</b> D Choong /<b>Seconded:</b> J Le  carried</p>	
<p><b>PRINCIPAL’S REPORT:</b> including staffing, student attendance, student behaviour management. Report on attendance and behaviour trends 3 - 5 years, staff leave report. Roll return, predictions/trends.</p> <p><b>Motion:</b> “That the Principal’s Report be accepted.”  <b>Moved:</b> J Wang /<b>Seconded:</b> D Choong  carried</p>	
<p><b>Policy/Procedure Review:</b>  <b>Policy review</b> - Behaviour Management - School values &amp; behaviour expectations, bullying &amp; online bullying, surrender &amp; retention of property &amp; searches, physical restraint, stand down, suspension &amp; exclusion procedures.  <b>Board assurance for term 2</b> - Abuse recognition &amp; reporting, emergency evacuation/emergency kit, staff usage &amp; expenditure (SUE) reports, risk management.</p> <p><b>Motion:</b> “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.”  <b>Moved:</b> J Wang /<b>Seconded:</b> D Choong  carried</p>	

<p><b>General Business</b></p>	
<p>1. Appointment of Returning Officer by Wednesday 6 July, 2022.</p> <ul style="list-style-type: none"> <li>- Recommendation is NZSTA directed “MySchoolElection.nz” to be Returning Officer for electronic parent, staff and student Board elections 2022.</li> <li>- Full service package cost is well covered by Ministry funding.</li> </ul> <p><b>Motion:</b> “The Board approves the use of “My School Election” to conduct the Parent Triennial Election, Staff and Student Board elections, 2022 on a Full Service Package, and to be the <b>Returning Officer</b> for all three Elections, 2022”.</p> <p><b>Moved:</b> J Wang   <b>/Seconded:</b> D Choong carried</p>	
<p>2. Principal’s Appraisal, hard copy to be received. Has been completed.</p>	
<p>3. Annual Financial Report, 2021 received, and sent to MoE</p>	
<p>4. Carbon Neutral Government programme. Associate Principal, Naddy Naidoo is the authorised school representative. For your information.</p>	
<p>5. Thank you to staff - mid winter appreciation. Thank you to the Board for subsidizing a restaurant meal scheduled for after school, 1 July, 2022, for at least 43 staff attending.</p>	
<p>6. Out of zone student resolution, recommend same as 2022.</p> <p><b>Motion:</b> “The Board approves out of zone student enrolments for 2023”.</p> <p><b>Moved:</b> D Choong   <b>/Seconded:</b> J Le 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"> <li>1. First priority will be given to students accepted for enrolment in a special programme run by the school;</li> <li>2. Second priority will be given to brothers and sisters of current students;</li> <li>3. Third priority will be given to brothers and sisters of former students;</li> <li>4. Fourth priority will be given to children of former students;</li> <li>5. Fifth priority will be given to children of Board employees or children of Board members;</li> <li>6. Sixth priority will be given to all other applicants.</li> </ol> <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>7. Staff appraisal completion 2021. Completed. Professional Growth Cycle going forward.</p>	
<p>8. Review of donations and fees. Recommend same resolution as for 2022 to 'opt in' to the donation scheme.</p> <p><b>Motion:</b> "The Board approves 'opting in' to the Ministry of Education's Donation scheme for 2023".</p> <p><b>Moved:</b> D Choong /<b>Seconded:</b> J Wang</p> <p>carried</p>	
<p>(D Choong and J Le left the meeting @ 6.42 pm)</p>	
<p><b>In committee item</b></p> <p>"The Board moves into committee to exclude the public under Section 48, Local Government Information &amp; Meetings Act, 1987, to discuss personnel, @ 6.43 pm.</p> <p>The Board moved out of committee @ 7.09 pm."</p>	

KARAKIA/MEETING CLOSED	
There being no further business the meeting was declared closed @ 7.10 PM Signed:  _____ Sian Grant, Presiding Member      Date: _____	Next Meeting: Thursday 18 August 2022