



Mission Heights  
JUNIOR COLLEGE  
GROWING GREATNESS  
KIA MANA AKE

**MINUTES OF THE MEETING OF THE SCHOOL BOARD OF  
MISSION HEIGHTS JUNIOR COLLEGE HELD in Meeting Place  
Thursday 21 September, 2023 @ 5.00 pm**

**Present:** Ian Morrison (Principal), Jenny Wang, Paul Hale, Ianny Pori, Anne Singh (Presiding Member), Rhys Attwood, Saketha Jandhyala (Student Representative)

**Apologies:** Douglas Choong (Staff Representative)

**In Attendance:** Charlene Sinclair (Board Secretary) Leeroy Hohepa (Left 5.12pm)

**Karakia and welcome.**

<b>Administration Matters</b> <b>Apologies:</b> <b>Motion:</b> "That the apologies be accepted." <b>Moved:A Singh/Seconded:J Wang</b> carried	
<b>MINUTES OF THE LAST MEETING:</b> <b>Motion:</b> "That the minutes of the meeting held on 17 August, 2023, be taken as read and confirmed." <b>Moved:A Singh/Seconded:P Hale</b> carried	
<b>CORRESPONDENCE:</b> <b>Motion:</b> "The Board approves the inwards and outwards correspondence".	

<p><b>Moved:A Singh /Seconded:S Jandhyala</b> Carried</p>	
<p><b>Declaration of Interests:</b> Jenny Wang, Anne Singh, Paul Hale are Board members of Mission Heights Primary School. Anne Singh - Board of early childhood Pacific centre in West Auckland <b>Leataata Preschool</b> Anne Singh - Chair of South Auckland Electorate. <b>10 Electorates</b> Declaration of Interests accepted on a recurring basis by the Board Refer to MHJC School Board Operation Policies signed 29/9/22 <b>Moved:/Seconded:</b> carried <b>Motion:</b>“The Board accepts the declaration of interests”</p>	<p>Declaration of Interests accepted on a recurring basis by the Board</p>
<p><b>FINANCE REPORT:</b> presented by Paul Hale <b>Motion:</b> “The Board approves the August governance reports, payments and investment schedules.” <b>Moved:P Hale /Seconded:I Pori</b> carried</p>	
<p><b>PROPERTY REPORT:</b> <b>Motion:</b> “That the Property Report is accepted”. Conversation held in regard to the Draft 10Y property plan. No significant projects required for Health and Safety and/or infrastructure. Funds to be allocated to projects which will promote learning and wellbeing. Plan includes:  <ul style="list-style-type: none"> <li>- promoting Tikanga Māori by developing carving and artworks for the site</li> <li>- promoting healthy student activity with more sporting, play and exercise activities</li> </ul> <b>Moved:A Singh/Seconded:J Wang</b> Carried</p>	<p>Draft to be presented to Board next meeting</p>
<p><b>HEALTH &amp; SAFETY REPORT:</b> <b>Motion:</b> “That the Health &amp; Safety Report be accepted.” Discussions held around recent Lockdown Practice, and the possibility of having an additional alarm panel away from reception in case the Admin Area is unable to activate the alarm, and another location nearby for assembling of classes who are on the field (i.e. nearby childcare centre carpark) <b>Moved:A Singh /Seconded:R Attwood</b></p>	<p>Ian to pass onto Naddy and the H&amp;S committee</p>

Carried	
<p><b>PRINCIPAL'S REPORT:</b>          -Student Trustee Elections          Winning candidate (of eight) to be announced next term          -End of Year Budget forecast.          Estimated \$100k surplus subject to usual end of year spending          - Additional capital requests          None presented  <b>Motion:</b> "That the Principal's Report be accepted."  <b>Moved:A Singh /Seconded:P Hale</b>          Carried</p>	
<p><b>Policy/Procedure Review:</b>  <b>Policy review</b></p> <p><b>Learning Support</b>          Learning support coordination, Identify learning support, Gifted learners</p> <p><b>Board assurance for term 3</b>          Physical restraint, Stand-down,Suspension,&amp; Exclusion</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:A Singh /Seconded:P Hale</b>          carried</p>	
<p><b>General Business</b></p> <p>1. NZSTA - School Planning &amp; Reporting Workshop - Tue, 17 Oct 2023 6:00 - 8:00pm          480 Ti Rakau Drive Auckland</p> <p>2. Thanks given from Raeesa Dada to the Board for support of her sabbatical application which was unsuccessful          Discussion held in support of Raeesa's personal development and professional growth cycle and supporting Raeesa in 2024 for her Oceania outreach program</p>	<p>1. Invites emailed to Board for NZSTA Workshop</p> <p>2. Ian to discuss possibilities with Raeesa Dada</p> <p>3. Naddy to remind staff</p>

3. Feedback from Health and Safety Workshop (Ianny)

Ianny found the workshop interesting and observed that MHJC has good systems in place, and extensive knowledge of what the Health and Safety procedures are including regular meetings and reports. Suggested that if any staff attend the site during holidays/weekends they should not be alone for safety and security reasons.

4. Resolution regarding parent trustee - non-attendance

*Tracey Frost attended the Board meeting on the 29th September 2022. She gave apologies for the October 2022 meeting and despite many efforts to contact her, has not attended nor provided any apologies nor requested prior leave since that date.*

*Schedule 23 (clause 12) of the Education and Training Act 2020 states that an elected, appointed, or co-opted board member's office (on the board) becomes vacant if they are absent from three consecutive board meetings without prior leave.*

*The Board has no option other than to declare Tracey Frost' position on the Board as vacant.*

**Moved:A Singh/  
Seconded:P Hale**

Carried

5. Principal's Professional Development and Wellbeing Fund

The Board supports the Principal's PD & Wellbeing request and encourages the Principal to seek PD conferences if and when applicable/suitable.

6. Refreshment leave policy - proposal that submissions be received by end June for following year

The Board agrees to the refreshment leave policy suggested

7. Welcome to Leeroy Hohepa

The Board moved to co-opt Leeroy Hohepa as a as Māori Representative for his knowledge and skill with regard to Cultural understanding and experience for the remaining term of the current Board.

**Moved:A Singh/Seconded:I Pori**

carried

4. N/A

5. Details of the use of the fund to be presented in-committee at next meeting

6. To be put on Board work plan

7. Ian and Charlene to inform Leeroy of his appointment

<p><b>In committee items</b>  Saketha Jandhyala (Student Representative)left meeting at 6.15pm,  “The Board moves into committee to exclude the public under Section 48, Local Government Information &amp; Meetings Act, 1987, to discuss personnel, @6.16 pm”.  The Board moved out of committee @6.25pm.”</p>	
<p>KARAKIA/MEETING CLOSED</p>	
<p>There being no further business the meeting was declared closed @6.25 pm  Signed:  _____  Anne Singh, Presiding Member                      Date: _____</p>	<p>Next Meeting:  Thursday 26 October 2023</p>