



Mission Heights  
JUNIOR COLLEGE  
GROWING GREATNESS  
KIA MANA AKE

## MINUTES OF THE MEETING OF THE SCHOOL BOARD OF MISSION HEIGHTS JUNIOR COLLEGE HELD

**Date:** 16 MAY 2024  
**Time:** 5.00pm  
**Venue:** Meeting Place

**Opening karakia:** L Hohepa

**Present:** Ian Morrison (Principal), Anne Singh (Presiding Member), Paul Hale, Jenny Wang, Ianny Pori, Douglas Choong (Staff Rep), Rhys Attwood (attending by Google meet), Neil Mathew (Student Rep).

By invitation: Leeroy Hohepa, & Naddy Naidoo.

**Apologies:** None

**In attendance:** Raewyne Orbell (Board Secretary).

Item	Motion proposed and seconded	Action
Confirmation of members present or apologies	<p><b>Motion</b> that the apologies be accepted</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> <p><b>Carried</b></p>	
Confirmation of minutes of previous meeting	<p><b>Motion</b> that the minutes of the last meeting held on 28 March 2024 be taken as read and confirmed.</p> <p><b>Moved: A Singh</b></p> <p><b>Seconded: J Wang</b></p> <p><b>Carried</b></p>	
Declaration of Interests	<p>Additional declarations to previous declarations:</p> <p>Jenny Wang: employed at MHJC as a Mandarin teacher for a fixed term, 2 hours/week + 1 hour duty.</p> <p>Jenny Wang’s husband Jason is contracted to both MHJC and MHP for property maintenance works if and when required.</p> <p>Anne Singh: Deputy Chairperson of Local Body Committees for Auckland in the Local Government Sector.</p> <p><b>Motion:</b> That the Declaration of Interests be accepted.</p> <p><b>Moved by: P Hale</b></p> <p><b>Seconded by: I Pori</b></p> <p><b>Carried</b></p>	

<p>Finance Report</p>	<p><b>Presented by P Hale:</b>  <b>Motion</b> That the Finance Report be accepted and approved for the April 2024 finance Reports, Payments and Investments schedules  <b>Moved: A Singh</b>  <b>Seconded: D Choong</b>  <b>Carried</b></p>	
<p>Property Report</p>	<p>Presented by J Wang:</p> <p>Re: Cyclical maintenance provision for painting of exterior walls, claddings and / or roof in shared spaces.  There appears to be different information coming to the two Boards which will be clarified before or at the Collaboration Meeting next Friday 24 May.</p> <p>P Hale expressed concern that provision has not been made for exterior painting in the cyclical maintenance plan.</p> <p>Paul proposed that as the budget for 2024 has already been passed for this year, we can look at making a provision for the cyclical maintenance to be done for 2025.</p> <p><b>Motion</b> That the Property Report be accepted.  <b>Moved: A Singh</b>  <b>Seconded: D Choong</b>  <b>Carried</b></p>	<p>A Singh requested that N. Naidoo seek written expert advice from Rob Hargreaves by Thursday next week before the Principals and Presiding Members collaboration meeting next Friday.</p>

Health & Safety Report	<p>Presented by J Wang:</p> <p><b>Motion</b> That the Health and Safety report be accepted.  <b>Moved: A Singh</b>  <b>Seconded: L Hohepa</b>  <b>Carried</b></p>	
Principals Report	<p>Presented by I Morrison:</p> <p><b>Motion</b> That the Principal's Report be accepted.  <b>Moved: A Singh</b>  <b>Seconded: P Hale</b>  <b>Carried</b></p>	
Policy and assurance	<p>Policies were reviewed in terms of the schedule provided by School docs and recorded in the Principal's Report.</p> <p><b>Moved: I Morrison</b>  <b>Seconded: P Hale</b>  <b>Carried: D Choong</b></p>	<p>A Singh has proposed that the Board is to read, review where necessary the policies via school docs before next meeting. Login details at the end of the meeting agenda.</p>
Correspondence	<p><b>Motion:</b> The Board approves The inwards and Outwards correspondence</p> <p>Paid Union Meeting for support staff was noted</p> <p><b>Moved: A Singh</b></p>	

	<p><b>Seconded: D Choong</b>  <b>Carried:</b></p>	
General Business	The following items of General Business were discussed:	
	<p><b>1. Casual vacancy for parent representatives:</b>  As Rhys has now resigned as Board member. Board to accept Rhys' resignation.  Rhys thanked for his support and advice.</p> <p>P. Hale and I. Pori to complete appendix 2 as per NZSTA's board of trustees requirements.</p> <p>Casual vacancies for parent representatives have been emailed out to the community.</p> <p>L. Hohepa and I. Pori to email through expressions of interest to A. Singh to formalise their roles on the Board as Parent Representatives should they wish to continue it will be through a selection process.</p> <p>However, it will be a bi-election if more than 10% of parents on the roll email through their requests for a bi-election.</p>	<p>Rhys to attend next meeting in-person briefly for Board to thank him and have a little supper together.</p>
	<b>2. Proposal for community outreach project</b>	

	<p style="text-align: center;"><b>to Fiji 2025</b></p> <p>Board approval sought in principle for a community outreach project to Fiji in 2025 (see handout). Board approval sought to send R Dada &amp; A Kumar to visit Fiji in July holidays to assess the viability of the trip. Cost to be covered by the International students fund.</p> <p><b>Moved: A Singh</b> <b>Seconded: D Choong</b> <b>Carried</b></p> <p><b>Moved: A Singh</b> <b>Seconded: P Hale</b></p>	
	<p><b>3.Delegation to NZSTA Conference</b></p> <p>A Singh proposed she attend the conference. Board approved the conference registration fees, accomodation, travel and meal costs relevant to the conference.</p> <p><b>Moved: J Wang</b> <b>Seconded: I Pori</b> <b>Carried</b></p>	
	<p><b>4.Cyclical maintenance</b> <b>Covered in property report</b></p>	
	<p><b>5.Code of Conduct signatures</b> All members signed the document</p>	<p>Rhys and Leeroy to sign next meeting</p>

	<p><b>6. Art work</b></p> <p>Art works to be emailed by I. Morrison to the Board for consideration.</p>	
	<p><b>7. Refreshment Leave Applications considered (in committee)</b></p>	
In committee (if needed)	<p>"The Board moved into committee to exclude the public under Section 48, Local Government Information &amp; Meetings Act, 1987. The Student and Staff Representatives left the meeting @ 6.06pm</p> <p>The Board moved out of committee @ 6.40pm</p>	<p>Sabbatical to be ratified at the next board meeting.</p> <p>Study grant to be tabled for discussion at the next board meeting.</p>
Date of next meeting	27 June 2024	
Meeting closed at	6.40pm	
Signed by Board Presiding Member	A Singh	

**Closing karakia: I Morrison**