



# M.E.N.P.S. Matters

School Board  
Newsletter

JULY 2021



## As we say Goodbye to Term 2 we would like to keep you updated about a few things that have been happening.

### A great result for the Fair

Thank you very much to the fabulous PTA and their army of volunteers for hosting the school fair in March of this year. This year's fair produced around \$50,000 to assist our school.

As mentioned earlier one of the goals shared by the Board, School and PTA is to invest in an outdoor sports canopy.

### Keeping you covered on the sports canopy

It is timely to bring you an update on the progress to date with this project.

There have been three sites identified as possible contenders for the awning: out the front adjacent to the hall, the bottom court adjacent to block three and the top court next to Rocky Hill.

A feasibility study on all sites is currently underway to determine the most ideal. Once completed the budget can be confirmed and a project timeline will be announced.

### Updating how we do things

One of the key responsibilities of the Board is to keep policies updated and relevant.

There are also times when new policies are required when situations arise such as the current Pandemic! The school Board updates around 20-30 policies per year. These form the basis for the school's response to any questions that may be raised by parents, public or staff.

If you would like to view the Board's range of policies, please refer to our website: <https://www.mteden.school.nz/policies>

### Being involved in your school

Our School Board is mostly made up of parents who wish to assist in the Governance of Mt Eden Normal Primary school. In conjunction with the Principal and a teacher representative the Board helps set the direction that MENPS follows. Board Members put their names forward for election and serve a period of three years.

Participating in your school Board is rewarding, challenging and very satisfying.

We are looking for enthusiastic representatives of our parent community. Our next elections are in May 2022. We are on the look out for candidates with a Communications or Marketing background, Property Management and Legal or Financial expertise.

If you would like to know more, please come along to one of our meetings, chat to one of our current Board members or contact our Board Chair Murray Streets, via [bot@mteden.school.nz](mailto:bot@mteden.school.nz) or request a call back via the school office.

### Looking after our Teachers

Our school staff room has seen better days. The Board has committed to funding a revamp of the staffroom. MENPS has a staff of around sixty and in addition as a Normal school we host a significant number of student teachers. It is important they enjoy adequate lunch facilities that can cater for this number comfortably. The quality of our teaching is reliant upon the quality of our teachers. A pleasant lunch area may seem insignificant but an overcrowded, dysfunctional one can impact on the retention of key staff.

The upgrade includes repainting, a revised kitchen and more comfortable seating. This work will be completed over the July school holidays and will offer a fresh start to Term 3.

These items are investment priorities that the Board has committed to which contributes to our strategic goal of ensuring our school facilities are well-maintained, modern, and fit for purpose.

### All welcome

Our next Board meeting, is scheduled for Wednesday 7th of July at 6pm in the staffroom. We would love to see you there.

We wish all our staff, students and school families a very restful and enjoyable school holiday break coming up. If you are heading away take care and travel safely.

*The MENPS Board Team Murray, Annette, Alan, Brad, Fleur, Richard, Josie, Mathew and James.*

[admin@mteden.school.nz](mailto:admin@mteden.school.nz)



# Who do I ask?



**The MENPS Office can assist with matters relating to school organisation, events, trips, activities, absences, sickbay and other routine day-to-day information.**

The office staff are able to pass messages to children and/or other staff, but will not put you through to a classroom during learning time.

Children are not allowed to bring any personal communication devices to school, unless with permission from the

Principal, which can be requested in writing (for exceptional circumstances only).

Absences can be notified via the school website:  
[www.mteden.school.nz](http://www.mteden.school.nz)

**Your child's Teacher** is your 'first port of call' for curriculum or class questions.

- Staff emails can be found on our website. We aim to answer emails within 48 hours, (outside of classroom instructional hours, and not after 7pm). If the matter is urgent you can leave a message with the office or ask to speak to a member of the Senior Leadership Team
- We schedule Parent/Teacher Conferences and written reports, but we also welcome visits from parents. Before school is usually a very busy time for class teachers, and there are often scheduled meetings throughout the week
- If you want to speak to the teacher for more than just a passing 'hello', after school is easier than in the morning, or you can email to make an appointment for matters that may need more time

**The Principal, Deputy & Associate Principals** are able to help with general queries about school matters, or questions/concerns that can't be resolved with the teacher directly.

- The Senior Leadership Team can be contacted via email or by phoning the school office
- We have an open door policy, so if there are any matters you would like to raise or enquire about, please don't hesitate to get in touch
- The Principal is also a member of the Board, and can help with general questions relating to the Board

**The MENPS Board** is responsible for setting the strategic direction for the school. It does not deal with operational or management matters, but oversees the school in a governance role.

- The Board set the goals and Policy framework within which the school operates to ensure excellence, equity and the conditions for all legal obligations to be met.
- The Board includes elected parent representatives, a member of the teaching team and the Principal
- For questions on Policy, strategy, or for formal concerns and complaints that are not able to be resolved with staff/the school directly, these can be directed to the Board Chair at: [bot@mteden.school.nz](mailto:bot@mteden.school.nz)
- If the matter is operational in nature, this will be referred back to the Principal

**Support Staff** carry out various essential roles across the school.

- If you need to get in touch with one of these team members including specialist staff, the site manager or a member of our learning support team, please contact a member of the Senior Leadership Team

**The MENPS PTA** is responsible for fundraising and 'community building'.

- Information on fundraising activities and PTA community events can be found by attending meetings or checking the weekly PTA updates in the newsletter
- The PTA also has a dedicated webpage containing useful information
- Each class is assigned a Class Parent, who acts as a liaison for the class, particularly in relation to PTA events & activities

If you are still unsure of who to contact, the office team can direct your enquiry:  
[admin@mteden.school.nz](mailto:admin@mteden.school.nz)

**Verbal or written communication with MENPS employees should be polite, respectful and courteous at all times.**

- The MENPS Board of Trustees