

# ***Mangere Bridge School***

## ***Vision***

**'Aroha Ako Angitu'**

**'Together we care, we learn we succeed!'**

**MBS Board Hui/Meeting**

**Thurs 10th Aug 2023**

**6.30 – 8.30 pm**

**Venue: School**

**MINUTES**

<b>Time</b>	<b>Item</b>	<b>Summary</b>
6.30 pm	Karakia	PD
	Present / Apologies Conflict of Interests	Present: BM, SH, PD, NO, HP Apologies: FL

6.35 pm	Minutes of previous meeting and actions update	<p><b>Run through action points from last hui:</b></p> <p>PD to contact Steph Tawha to start the conversation about mana whenua relationships.</p> <ul style="list-style-type: none"> <li>• PD has emailed Te Ahiwaru and is yet to hear back. This is in motion, noted it will take time. PD also notes she has talked to Qiane Matata-Sipu (Te Hiaora Parent/Te Ahiwaru Trust) about who to talk to (i.e. should it be governance to governance/board to board, or governance to management).</li> <li>• SH notes link between this item and to Strategy and Te Triti paper</li> </ul> <p><b>Action:</b></p> <p>PD to follow up with Steph and Te Ahi Waru.</p> <p>Include the Strategic Discussion item in next agenda</p> <ul style="list-style-type: none"> <li>• This is done - see item below in agenda.</li> </ul> <p>BM to put the proposal for Catherine Prasad donation in writing for approval at next meeting - including an idea for a plaque, and plans for any opening event (e.g. invites for family).</p> <ul style="list-style-type: none"> <li>• This will be outlined in Principal's Report update below.</li> </ul> <p>BM to follow up with Qiane to ensure she received email and about working together on plans.</p> <ul style="list-style-type: none"> <li>• BM has done initial email following Qiane's presentation, and spoken to Qiane at Matariki banquet. Haven't had formal discussion over plans - BM will speak to Matua Jordan too. SH notes urgency - need to follow up next week.</li> </ul> <p><b>Action:</b></p>
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		<p>BM to continue follow up with Qiane to move forward with some feasible items from her plan / ideas presented at May BOT meeting.</p> <p>Include agenda item on how to identify and connect with communities in next meeting; BOT members to come with ideas.</p> <ul style="list-style-type: none"><li>• SH notes this is discussed further on in meeting</li></ul> <p>Those who haven't enrolled in an NZSTA online course to do so and share which course they have enrolled in.</p> <ul style="list-style-type: none"><li>• HP is enrolled in community engagement, still to do this course.. BM enrolled but not able to attend yet. SH did finance training, notes usefulness.</li></ul> <p><b>Action:</b></p> <p>Those who haven't enrolled in an NZSTA online course to do so and share which course they have enrolled in..</p> <p>BOT members to read EOTC policies and feedback via School Docs by next meeting.</p> <ul style="list-style-type: none"><li>• SH notes this is on tonight's agenda.</li></ul> <p>BM to bring to next BOT meeting: process around how feedback from parents into School Docs is captured and what we do with it (action carried over from this meeting).</p> <ul style="list-style-type: none"><li>• SH notes this is on tonight's agenda.</li></ul> <p>SH to update on Chris France discussion at next meeting</p> <ul style="list-style-type: none"><li>• SH notes this is on tonight's agenda.</li></ul> <p>BOT members to think about possible risks we should be thinking about to populate the risk register.</p>
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<b>Sub Committee and Reports</b>		
6.45 pm	Health and Safety Report	<p><b>Health Curriculum Statement</b></p> <ul style="list-style-type: none"> <li>• HP noted he has edited document - the healthy curriculum statement. BM has sent it - HP encourages members to read it.</li> <li>• Discussion on the fact that the document needs some rearrangement, and needs a comms strategy to ensure what goes to whānau is shorter and clearer. NO noted the likely questions from whānau (eg. RSE, opt out options for this, what students will do if they opt out).</li> <li>• HP notes slide show and summary with graphs on consultation - suggest this go with comms to parents, so whānau are aware of the work that's gone on. HP notes BM's effort to make that information look official and presentable.</li> <li>• HP notes that it needs a bit more tweaking - is a board doc.</li> <li>• Noted that a whole statement needs to be adopted, with something a bit easier to digest going out to whanau.</li> </ul>

		<ul style="list-style-type: none"><li>• Noted that BOT should see all the docs before they go out and HP and NO would be key proofreaders/checkers as H&amp;S Committee members.</li></ul> <p><b>Action:</b> BM to put together what happens when students opt out - this will go to next H&amp;S Committee and next BOT meeting for approval. HP and NO to complete this for next meeting.</p> <p><b>Other H&amp;S matters:</b></p> <ul style="list-style-type: none"><li>• BM chasing more quotes for fencing. Original quote is \$20k which is not possible.</li><li>• Abuse recognition and reporting policy needs to go to staff from BM.</li><li>• Swimming pool assessment quote needs to go to finance - assessment is compulsory, BM notes urgency.</li><li>• Davis Electrics Pumps and Pool Care - crushed glass \$2185 and service of \$534, and risk we might need to add a probe at \$695 but they won't know until they go in (prices include GST). It might need two probes.</li><li>• SH notes need to build costs into next year's budget. HP notes this work should give the pool 3-5 years of service.</li><li>• BM notes the pool will be used in Term 4 this year, 2024 will only be used in term 1. (only one term per year). SH notes need to choose term where you can maximise its use.</li></ul> <p>Approve the unexpected expenditure - Healthy assurance for pool MOVED: SH SECONDED: BM</p> <ul style="list-style-type: none"><li>• BM notes a lockdown drill is due to occur soon at MBS, with associated comms to whānau about the exercise, and feedback after it has occurred.</li><li>• BM and SH are meeting with Min of Ed for 10 year property plan - and SH</li><li>• BM to chase Colin for flooded resource room remediation.</li><li>• The next H&amp;S meeting is set for Wednesday 6 September.</li></ul>
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		<p>H&amp;S REPORT MOVED: SH          SECONDED: BM</p>
6.55 pm	Finance Report	<ul style="list-style-type: none"> <li>• SH and BN met with Kirsten for mid-year forecast, BM had met and done some changes to overall budget, original \$122k deficit now reduced to \$71k deficit.</li> <li>• Overall Kirsten thinks school is tracking really well with budget.</li> <li>• In re-forecast BM and Kirsten will make final tweaks to final budget sheet, BM to email high level tweaks and changes - BOT members can approve it via email.</li> <li>• SH notes that it's an improved budget.</li> <li>• BM notes that school went over its reliever budget as noted last month - instead of using bulk grant, the plan is to use Min of Ed teachers salary.</li> <li>• BM notes new entrant numbers are likely to go to 15 by end of year, and there is budget for another teacher - may not need another teacher - and will use that money for relievers (otherwise may lose that \$)</li> <li>• SH notes still underused on bank staffing,</li> <li>• SH notes Items of significance, had underspend/not received Oranga Tamariki money (have \$10k in budget but not received anything). It may come in</li> <li>• Fun Run on Items of Significance but not had fun run yet.</li> <li>• Hireage - under what we thought but out of our control - this has been re-budgeted,</li> <li>• Expenditure - board admin and general expenditure has increased- PD, conference,</li> <li>• Shelter trees and gardens a bit of overspend, had to spend on fixing some gardens, cutting trees - some will be re-forecast in next budget.</li> </ul> <p><b>Action:</b>          BM to follow up with Jan re Oranga Tamariki funding.</p> <p>FINANCE REPORT MOVED: SH          SECONDED: PD</p>
7.05 pm	Principals Report	Discuss format and amount of detail.

		<ul style="list-style-type: none"><li>● BM noted a Teacher Only Day has been added, to be on Monday 20 November, which has been flagged with whanau via newsletter. Noted the TOD is for implementation of our curriculum refresh and planning for 2024 - based on staff for 2024.</li><li>● BM needs to note the TOD date with Min of Ed. BM notes other schools in the Kahui Ako are doing their TOD 13 November.</li><li>● BM notes a rep from SLT will attend Kahui Ako</li></ul> <p><b>Caretaker proposal:</b></p> <ul style="list-style-type: none"><li>● HP notes a good idea to increase wages and wants to retain him. Asks about possibility of incentivisation by saying BOT will up wages after 90 days?</li><li>● HP notes it should be living wage - which is \$26/hr but upping it to \$30/hr would be a good gesture. HP suggests making it living wage straight away then increased to \$30/hr in 3 months time.</li><li>● PD notes her agreement with that.</li><li>● BM notes there are specialist roles that are currently an external cost (e.g. swimming pool)</li><li>● BM notes the collective agreement minimum \$24/hr and he is on \$25.16 - the caretaker has fixed things with his initiative, eg front fencing.</li><li>● BM notes she has been through four caretakers in her time at MBS</li><li>● HP says could we put to BOT the duties he could take on, which will help with retention and less cost to external people (eg pool contractors).</li><li>● SH notes lots of allowances put into collective agreement - eg pool allowance, query NZSTA advice around salary/trial period (how that works from employment agreement POV).</li><li>● NO asks if we can pay him outside the collective</li><li>● HP notes possibility of adding non-financial benefits and encourages continuation of school support and recognition of his effort</li><li>● BOT members note their support for increased wages,if collective agreement allows, and notes need for NZSTA advice.</li></ul>
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		<p><b>Action:</b> BM to put report to NZSTA, ask advice that if we can pay him more - are there options to go above collective agreement BM to check whether he's getting everything he's entitled to (e.g. clothing allowance) BOT to approve any proposed wage increase via email</p> <p><b>Memorial garden proposal</b></p> <ul style="list-style-type: none"><li>● BM noted suggestion for the garden to be around SKIDS (picket fence) or around principal office deck.</li><li>● BM notes SKIDS area not currently well used, connects with Pikitea room, ready to be used. - could do with being improved as a space.</li><li>● BM noted dirt patch by Domain Rd possibility</li><li>● BM would also like to look how to link with Qiane's plan HP suggests asking staff and students for ideas.</li><li>● SH notes no rush to spend it. SH supports asking staff and students for ideas and thoughts - e.g. one garden or a series? and where/type etc</li><li>● BM notes link with value of kaitiakitanga</li><li>● HP notes that it could be an opportunity to link with Garden to Table</li></ul> <p><b>Action:</b> BM to put ideas up for staff to look at</p> <p><b>School docs</b></p> <ul style="list-style-type: none"><li>● BM notes with any reviews, School Docs compile all the feedback together.</li><li>● SH notes they look at policy feedback, not implementation feedback.</li><li>● SH notes they need admin access to School Docs to pull it all out and summarise.</li><li>● NO notes School Docs dashboard - the admin can put in school # and password and generate all our school MBS feedback, and whether elements of policies need to be customised to MBS - this is a step we're missing currently. MBS is missing seeing the whānau feedback. We need the log in to access all that, collate all that feedback from 2023.</li></ul>
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	<b>General Agenda</b>	
7.25 pm	Policy Reviews and Board Assurances <u>Review Schedule</u>	<p>Plan for term 3 Policy reviews Update from Term 2 Reviews.</p> <ul style="list-style-type: none"> <li>Covered in Principal's Report update below.</li> </ul>
7.30 pm	Adopting a Health Curriculum statement	<p>Update to where we are at following community feedback.</p> <ul style="list-style-type: none"> <li>Covered in H&amp;S Committee Report above.</li> </ul>
7.35 pm	Update on byelection for staff rep on BOT	<p>Discuss an induction for the new staff rep, review.</p> <ul style="list-style-type: none"> <li>SH updated that Whaea Dale will be new staff rep.</li> <li>SH notes need for quick discussion around what induction looks like for staff rep - and to look at NZSTA website ,notes it can be a difficult hat to wear, esp as DP.</li> <li>SH happy to chat with Dale about it - and include BM.</li> <li>BM notes useful NZSTA resource on the roles and responsibilities of a staff rep.</li> <li>BOT notes their congratulations to Dale, and acknowledgement to other nominated candidates, Italia and Waitangi.</li> </ul> <p><b>Action:</b> SH and BM to do an induction and discussion Dale to be invited to next hui.</p>
7.40 pm	PB4L	<p>Discussion from last meeting</p> <ul style="list-style-type: none"> <li>Covered in Principal's Report update below.</li> </ul>

7.45 pm	New Board Code of Conduct	<p>Run through and sign.  <a href="#">NZSTA information</a>.</p> <p>Copy saved in main Board folder (<a href="#">link</a>).</p> <ul style="list-style-type: none"> <li>• One copy signed, left in board folder for those who joined remotely tonight and those absent to sign.</li> </ul> <p><b>Action:</b>  BOT members not present in person at 10 August meeting to sign document at next meeting.</p>
7.50 pm	Feedback from Pasifika Fono / Samoan Bi-lingual unit	<p>Next steps and discuss Board's role in strategic decision making. Managing community expectations and whether the school can deliver.</p> <ul style="list-style-type: none"> <li>• SH notes need to manage expectations of community around the bilingual unit</li> <li>• SH and NO attended fono, about 10-12 parents and family members there.</li> <li>• SH noted they spoke about where Te Hiaroa came from, the journey, and that Matua Jordan talked about need to be driven by community and the timeline that TH took (discussions 2017, opened 2019)</li> <li>• SH noted positive event, positive feedback around potential for Samoan language unit.</li> <li>• NO noted it would have been good for BOT to be more aware of comms and info before the meeting - need to be a no surprises policy.</li> <li>• BOT needed oversight of it before event - noted frustration of some TH parents that were assured TH would be stabilised before moving on with other things.</li> <li>• NO noted need for plan for TH going forward - including staffing</li> <li>• NO notes need for clarity / managing expectations around Samoan unit, which some think will be opening beginning of 2024.</li> <li>• There is a save the date for another fono 14 Sept - need to manage comms around it carefully, and what school can achieve.</li> </ul>

		<ul style="list-style-type: none"> <li>● PD notes she thought this kaupapa was on pause - was surprised there was meeting. PD notes need to manage expectations around other priorities - TH, curriculum refresh, data/achievements,</li> <li>● Notes this needs clear proposal, budget, etc\</li> <li>● P notes hard work done by BM - notes need for her to be honest/blunt with BOT about what she wants to achieve, and how the school can achieve it, and do it well, transparency etc</li> <li>● First comms needs to be with BOT and comms needs to be deliberate and cautious.</li> <li>● BM acknowledges the BOT feedback - notes idea has been in her mind since her first interview for role.</li> <li>● Notes fono has been on calendar since January but not the particular focus.</li> <li>● BM would like to see support of BOT for this - because of the research and the 'why'</li> <li>● BM notes that it was a talanoa - a conversation, and BM notes Jordan's support</li> <li>● BM sees potential, and points to strong research about achievement in a bilingual unit</li> <li>● BM has spoken to Jordan about succession and that TH can work alongside another unit</li> <li>● BM has sent out intention survey to staff, to see what staffing might look like in 2024</li> <li>● BM says there is a strong plan for this unit, and there is a survey due to go out.</li> <li>● HP notes support the concept - it's the practical side of things that BOT have to deal with, have to understand how a vision will work - it's BOT responsibility to implement it, should be planned step by step together.</li> <li>● SH notes the strong strategic lens on setting up a unit, which is BOT -  </li> <li>● BM sought feedback on whether the TH staff succession issues impacts Pacific unit.</li> <li>● PD noted it's more than that - it's also around literacy and numeracy, as a whole school - e.g the refresh - what does that mean in terms of workload and focus.</li> <li>● PD supports concept - it's managing expectations, without a current proposal and budget - feels like it's not a reality to have it in 2024.</li> <li>● HP notes need for staff to be 'with you' and have things running well before adding to it.</li> <li>● HP looks forward to hearing more</li> <li>● HP suggests another meeting on this to discuss ideas prior to 14 September fono.</li> <li>● NO notes need for BOT to be clear with BM about what we expect - BOT needs to be involved with what happens next - as it's still strategic.</li> </ul>
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8.00 pm	Risk Register Update and Review	<ul style="list-style-type: none"> <li>● Covered in H&amp;S Committee update above.</li> </ul>
8.10 pm	Strategic Discussion	<ul style="list-style-type: none"> <li>● Initial feedback from Chris France:</li> </ul> <p>Te Whakangārahu Ngātahi - Toolkit. Copy saved in Board folder (<a href="#">here</a>).</p> <p>- SH notes BOT members should have a look at this.</p>

		<p>This is the GOTO tool for boards and principals. MoE is likely to announce some F2F meetings in the area for principals and boards pretty soon.</p> <p>IF your 2023 plan was well consulted with the community, and is consistent with the boards' 4 Primary objectives in the Act, and the NELPs, then it may with a little care be rolled into 2024 BUT this plan WILL then be LOCKED in place until the end of 2025. THAT is the result of the new Regulations! In 2025 you will again be expected to reconsult the plan with your community for 3 years, as the legal requirement going forward is that the new board taking office every 3 years after the triennial elections will be responsible for developing the new strategic plan to be fixed in place for the following 3 years.</p> <ul style="list-style-type: none"> <li>- Identifying and connecting with our school communities.</li> <li>- Discussion around Board membership and co-opting. Do we represent our community? Where are our gaps? Do we need to consider co-opting?</li> </ul> <ul style="list-style-type: none"> <li>● SH notes BOT have a lot of work on, busy lives, do we need to co-opt another member?</li> <li>● PD supports the co-opting of someone, esp mana whenua.</li> <li>● NO notes no provision in legislation for representation (eg Māori or Pacific) - that needs to be done via co-opting. NO asks if someone from Te Ahiwaru would be suitable.</li> <li>● HP notes need to consider BOT dynamic - he notes good diversity at the moment, other than mana whenua rep, need to be practical.</li> </ul>
(If time allows)	Giving Effect to Te Tiriti o Waitangi	<p>Paper by Nicola for reading and discussion. saved in Board folder (<a href="#">here</a>)</p> <p><b>Action:</b> Move item to September meeting agenda.</p>
8.20 pm	Correspondence (In/Out/Tabled)	<ul style="list-style-type: none"> <li>● SH noted an email was received about 10 Year Property Plan and a meeting with the company that has been assigned to us.</li> <li>● There was general discussion around Board members receiving direct correspondence from the school community.</li> </ul>

		<ul style="list-style-type: none"> <li>• SH noted a parent tried to send email to the BOT via the school website, and it bounced back, they then emailed SH directly. He noted his response was that he would share it with BOT at next meeting.</li> <li>• SH noted need for clear process when BOT member receives direct comms (eg email from a parent).</li> <li>• NO noted a need for any correspondence received 'as a board' (e.g. to chair or any member) to be shared with BOT - if it's operational BM deal with it and lets BOT know what you did, or we respond as a board if necessary. (e.g. SH can share to sender that he has forwarded it to BM as it's operational, or that it will be tabled at BOT meeting).</li> <li>• NO asked if we need to a procedure in writing.</li> <li>• HP noted NZSTA would likely have advice and that he understood that all correspondence goes to principal unless there is a conflict of interest</li> <li>• BM noted NZSTA to be a guide for this process.</li> </ul> <p><b>Action:</b> BM and SH to meet offline about forming a brief process for when BOT members receive correspondence directly and update BOT at next meeting. They will seek advice from Chris France/NZSTA.</p>
8.25 pm	In-committee	No items.
8.30 pm		SH

*Whaia te iti kahurangi, ki te tuohu koe me he maungateitei*



