

Mangere Bridge School

Vision

'Aroha Ako Angitu'

'Together we care, we learn we succeed!'

MBS Board Hui/Meeting

Thurs 7th Sept 2023

6.30 – 8.30 pm

Venue: School

MINUTES

Time	Item	Summary
6.30 pm	Karakia	PD
	Present / Apologies	Present: PD, SH, BM, AP, FL, DM, HP (from 7.20pm) Apologies:
	Welcome to Dale	SH formally welcomed DM to Board, noted BM and SH have given her a brief induction

6.35pm	Conflicts of Interests	<p>Context – there has been some emails of late around conflicts of interests that has raised some points to discuss around what constitutes a conflict of interests.</p> <p>review: https://oag.parliament.nz/2020/conflicts/part4.htm and our policy on schools docs</p> <ul style="list-style-type: none">• SH noted importance of understanding what constitutes a conflict, and what our policies are, and what are the guidelines.• SH noted something we should have, and don't currently have, is a conflict of interest register - this records them and also talks about what does and doesn't constitute a conflict (including financial)• SH noted good guidelines on the Auditor General website, including personal, financial, self-identifying conflicts, putting mitigations in place. See above link in agenda.• PD also noted the importance of perception with regards to conflicts of interest. .• SH als noted conversation with NZSTA - could review policy, which focuses on financial currently.• Due for review - we could add the link to the Auditor General website, to use that as our guidance - this is for people to be able to self-ID when conflicts there, and these are managed.• NO notes it should be an interests register - not a conflicts register, then these are mitigated as necessary.• SH notes that it will also stay as a regular agenda item. <p>Action:</p>
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		SH to create an interests register, as a living document for 2023, to be saved on Board drive - members to fill in by next meeting.
6.40 pm	Minutes of previous meeting and actions update	<p>Run through action points from last hui:</p> <ul style="list-style-type: none"> ● PD to follow up with Steph and Te Ahiwaru re building mana whenua relationship. <ul style="list-style-type: none"> - PD heard back from ST - ST is trying to coordinate leadership to see when they're available. - PD to go back to ST and ask whether her attending a Te Awhiwaru board meeting will be useful. - PD and SH noted this process will take time ● BM to follow up with Qiane to ensure she received email and about working together on plans. <ul style="list-style-type: none"> - BM notes this is in her report but updated that she is meeting with QMS on Thursday 14 Sept. ● Online courses <ul style="list-style-type: none"> - SH reminds members to enrol if they can, or at least read up on useful docs on NZSTA website. ● BM to put together what happens when students opt out of RSE which will go to next H&S Committee and next BOT meeting for approval. <ul style="list-style-type: none"> - NO has sent out a draft statement, BM notes her actions in her report, and this item to be on H&S report. ● BM to follow up with Jan re Oranga Tamariki funding <ul style="list-style-type: none"> - See principal's report ● BM to put caretaker proposal to NZSTA, ask advice that if we can pay him more - are there options to go above collective agreement and to check whether caretaker is getting

		<p>everything he's entitled to (e.g. clothing allowance). BOT to approve any proposed wage increase via email. 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> <ul style="list-style-type: none">- See principal's report and separate agenda item. <ul style="list-style-type: none">● BM to put ideas for garden for staff and students to look at and feedback on.<ul style="list-style-type: none">- See principal's report● BM to provide a summary at end of Term 3 on training around behaviour management<ul style="list-style-type: none">- See principal's report● SH and BM to do an induction and discussion for Whaea Dale and invite her to next hui.<ul style="list-style-type: none">- See principal's report and notes that induction has occurred and DM present tonight.● BOT members not present in person at 10 August meeting to sign Code of Conduct document at next meeting<ul style="list-style-type: none">- This will happen at October meeting● BM to send draft survey re fono to BOT prior to sending it tomorrow. BM to put together a high level proposal: (e.g. summary/timeframes) within two weeks of this meeting.<ul style="list-style-type: none">- BM sent draft survey,● BM to talk with Jordan about comms/succession for Te Hiaroa.<ul style="list-style-type: none">- see agenda item● Move item on Giving Effect to Te Tiriti o Waitangi to September meeting agenda<ul style="list-style-type: none">- see agenda item● 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
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		<p>- SH noted reached out to Chris France, trying to sort a time to talk.</p> <p>Motion to approve minutes of 10 August 2023</p> <p>Moved: SH Seconded: PD All agree.</p>
Sub Committee and Reports		
6.50 pm	Health and Safety Report	<ul style="list-style-type: none"> ● NO noted committee met 6 Sept with NO, DM, BM, HP ● Colin noted need to wait for insurance for resource room repair of flood damage however due to likelihood of mould and dangers of that, BM to write to MOE to push it along. ● NO noted caretaker trying to get quotes for fence - discussed gate being left open is still a risk though it's hard to get solution without being fenced separately. ● Dale to remind staff to read child abuse recognition and reporting requirements in child protection policy. ● Long-term property plan being done with Watershed, to include SH in this. ● Health Curriculum Statement was updated - there were no significant changes made from last time. NO noted consultation complete. ● FL asked if 60% of the population was consulted with, which he said was the aim to engage with, before adopting statement. This was a Board aim, suggested by FL at time. ● BM noted this threshold was not reached though MBS has gone beyond what many schools have done.

		<ul style="list-style-type: none">● FL noted risk if community not well-informed, involved and next step would be to engage in community - e.g. churches, marae.● FL noted that he felt that Pasifika community in particular under engaged.● FL noted second hui with Māori whānau also recommended - majority of families not happy after that, in terms of understanding the whole thing, noting they had questions not answered at the time. He noted many parents wanted to know how much of a say they get, and how it was captured.● PD noted one issue was how we went out with the information, noting that it was a long document, and whānau picked at the details. Need to position what the statement is going to be doing for the whānau.● FL noted it said it will align with the curriculum, though it clashes with te ao Māori, and it risks not honouring Te Tiriti.● BM noted MBS has gone beyond what many schools have done, and noted BOT need to adopt a statement, about what we are doing, how we are delivering the curriculum.● FL noted risk to adopt statement, knowing most of the Māori families not happy. He notes RSE document clear that we need to engage with the community and as a BOT we need to act on behalf of the community and whānau.● PD noted parents wanted more detail on the curriculum. PD noted curriculum for Marautanga curriculum not developed - how can we align with it?● SH noted work of H&S Committee - do we need to do more work around this? What are risks of not adopting it?
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		<ul style="list-style-type: none">• NO says biggest challenge is that it's a curriculum we have to adopt - we have to teach this under law.• PD says parents need reassurance about what is being taught.• DM noted what is going to be covered, when it will be covered, and whether you want your child involved in this.• NO says we have agreed that whānau have access to this info, and opt out option, and have appropriate alternative educational activities.• FL noted need to have important notices separately sent (otherwise often missed). FL notes that it is hard to know what is RSE and what is not.• SH asks whether in statement, do we specify areas of parental concern, and process to ensure it is sent out as a separate communication.• PD notes statement fine, it's about clear and transparent comms - about how we deliver it.• BM noted we could do another hui,• SH noted need for more info on content of RSE, suggested we could expand it out and add context.• NO asked whether, when we send this statement out, we note the RSE teaching coming up (e.g. puberty talks).• BM noted we could attach the PPT to the statement.• SH noted statement good, it's about the "packaging". Package includes feedback, and our response/actions. (e.g. you will get email about RSE).
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- FL noted hui felt unfinished at the time.
- BM noted we are implementing legislation - it's about including feedback, packaging it properly. Not sure how much more we can give.

Actions:

More work to be done on how the Health Curriculum Statement and RSE item is communicated and sent out before it is sent. This will be done at next H&S meeting, and for FL to join this meeting.

Motion to adopt statement

Moved: SH

Seconded: HP

FL notes not happy due to Māori hui process/feedback/unfinished.

NO notes CCTV policy coming to board

NO notes physical restraint training for staff coming on Monday 8 October

BM notes lockdown drill went well.

NO notes need to look at poisonous plants on MBS site, including Elephant's Ear. [Auckland Council to advice on Elephant's Ear removal](#)

Action:

Remove the poisonous plant (thought to be Elephant's Ear) via a working bee if possible and replant area.

Motion to approve Health and Safety Committee report

Moved: SH

Seconded:NO

All agree

7.00 pm	Finance Report	<ul style="list-style-type: none"> ● SH noted he did finance training a few weeks ago, noted useful takeaways: <ul style="list-style-type: none"> - to confirm 2024 budget before end of school year - PTA is sub-committee of BOT (if not, it has to be registered charity) ● SH noted Kirsten offered to do a short training session for Board. ● Budget overall tracking okay, will be making some minor changes based on half-year, then all BOT to approve. ● SH notes new Items of Significance: Llegal fees, Oranga Tamariki funding, extra income from ACC. ● SH notes an overspend on meals and refreshments, continues to be overspend - understand what is being spent on, whether they need to be coded differently (is it engagement for instance, hui?) ● Underpend of bank staffing - we can use this for relievers. ● BM notes deficit is down to -\$40k but urgency is around the relievers being paid from staff budget. <p>Action BM to send amended budget to Board for approval.</p> <p>Motion to approve Finance Committee conversation (not minutes)</p> <p>Moved: SH Seconded:PD All agree</p>

7.10 pm	Principal's Report	<ul style="list-style-type: none"> ● SH noted plan to not go through report page by page, but rather finding out overall thoughts and have questions, and BM to note significant items. ● PD noted tracking report - Pasifika item still needs to be moved out of Te Tiriti line. BM to move this item. ● PD noted implementation for Pasifika unit - queried about how we can implement something without a plan/proposal. BM clarified this is about consultation, and gathering feedback/community input. ● PD noted BOT still needs to sign off proposal. ● BM notes she has met with Min of Ed, NZSTA - notes need for commitment from BOT, and community. ● BM notes community fono planned for Monday 18 September. Concern that this may be premature. ● PD queried waiting list stats for Te Hiaroa (ie were they internal students, or not yet at MBS) <p>Actions: Proposal for Samoan bilingual unit still to come from BM.</p> <p>To clarify in next Principal's report waiting list for Te Hiaroa (numbers and where they are from).</p> <p>Motion to approve Principal's report Moved: SH Seconded:FL All agree</p>
	General Agenda	

7.25 pm	Policy Reviews and Board Assurances <u>Review Schedule</u>	<ul style="list-style-type: none"> • DM to download feedback, put folder in Board drive, pull few previous terms. • Will bring terms 1 - 3 to next meeting. • Policies to review before end term 3: Inclusive education, Māori educational success. <p>Action: DM to collate policy review and board assurance feedback, bring terms 1-3 feedback to next BOT meeting.</p>
7.35 pm	Strategic Discussion	<p>Need to think about what our plan for the next 2 years will look like. Te Whakangārahu Ngātahi - Toolkit. Copy saved in Board folder (here).</p> <ul style="list-style-type: none"> • SH notes we need a new strategic plan in place for 2024 (by end of 2023, to start in 2024) and will be in place for two years. Need for review of current plan, see which parts can be rolled over. • SH and BM to meet with Chris France NZSTA next week (week beginning 11 September) . SH notes this unit can be discussed, as well as pulling together feedback from the last 18 months or so during other consultation. • SH notes need for separate board session on strategic planning.
7.45 pm	Giving Effect to Te Tiriti o Waitangi	<p>Paper by Nicola for reading and discussion. saved in Board folder (here).</p> <ul style="list-style-type: none"> • FL praises report, PD said it will inform strategy, how we design it. <p>Action: SH to chat with NO about how to move the item on Giving Effect to Te Tiriti forward - e.g. an item for discussion, for reading, for consideration during strategy discussions.</p>

7.55pm	Te Hiaroa	<p>Update and planning around vacancies and recruitment.</p> <ul style="list-style-type: none"> ● HP noted desire to know reasons/rationale behind resignations, planning around vacancies etc. ● PD noted we need teachers who are happy, who stay, to give stability, sustainability. PD notes a difference between teachers who have been brought up on marae, and some who have had it via school - 'marae kids' make amazing teachers. ● BM noted roles are being advertised, HP noted if BOT can help/advise on anything, they will. ● PD noted it is being shared with networks, etc ● NO asked about plan for Māori speaking reliever too. BM noted she has spoken to Jordan, are some options. ● FL queried what happens if no suitable teachers found. BM assures unit will remain - goal is to get effective kaiako. FL seeking assurance that staff in Te Hiaroa feel supported and the need for this. ● SH notes that not finding teachers is a risk, NO notes the students in there have a bit of uncertainty, need to consider some comms to parents - need more clear, transparent, timely comms. ● SH notes this is an ongoing convo and links with mana whenua will strengthen Te Hiaroa.
8.00 pm	Conference Feedback	<p>Bernice to feedback learnings from the digital tech conference.</p> <p>Action:</p> <p>Move the item on digi tech conference feedback to October agenda.</p>

8.05 pm	Draft Audit Report for Board	<p>Review report here.</p> <ul style="list-style-type: none"> SH notes the report noted the need for an annual review of the Cyclical Maintenance Plan. <p>Action:</p> <p>To provide feedback on Draft Audit Report to SH by 20 September; BM and SH will feedback by 29 September deadline.</p>
8.10 pm	10 Year Property Plan	<p>We are coming into our next 5YA from July 2024, which means we require a new 10 Year Property Plan (10YPP).</p> <ul style="list-style-type: none"> SH notes MoE have appointed Watershed as our consultants. Currently arranging initial meeting with all parties. SH notes our property plan should be reviewed each year. We have not done this. Also need more awareness around cyclic maintenance.
8.15 pm		Item moved to In-committee
8.20 pm	Correspondence (In/Out/Tabled)	<ul style="list-style-type: none"> SH notes letter received regarding resignation of Paapara.
8.25 pm - 9pm	In-committee	<ul style="list-style-type: none"> Caretaker salary - NZSTA and proposal from Bernice. <p>See separate minutes.</p>
8.30 pm	Close / next meeting	<p>Next meeting scheduled for 5th Oct – this is the school holidays. Push forward or back?</p> <p>Action:</p> <p>Move October Board hui to Week one, term 4 - Thursday 12 October.</p>
	Karakia	FL

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- More work to be done on how the Health Curriculum Statement and RSE item is communicated and sent out before it is sent. This will be done at next H&S meeting, and for FL to join this meeting.
- Remove the poisonous plant (thought to be Elephant's Ear) via a working bee if possible and replant area.
- BM to send amended budget to Board for approval.
- Proposal for Samoan bilingual unit still to come from BM.
- To clarify in next Principal's report waiting list for Te Hiaroa (numbers and where they are from).
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Whaia te iti kahurangi, ki te tuohu koe me he maunga teitei

