

# ***Mangere Bridge School***

## ***Vision***

***'Aroha Ako Angitu'***

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

### **MBS Board Hui/Meeting**

**Thurs 19<sup>th</sup> Oct 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	Present: SH, BM, PD, DM, HP, NO Apologies: FL
	Welcome to Dale	
6.35pm	Conflicts of Interests	Review new interests register <ul style="list-style-type: none"><li>● SH notes this is on shared drive</li><li>● HP notes he intends to add family interest (related to board secretary).</li><li>● SH noted that this is a living document to be added to as needed.</li></ul>
6.40 pm	Minutes of previous meeting and actions update	Run through action points from last hui: <ul style="list-style-type: none"><li>● PD to follow up with Steph and Te Ahiwaru re building mana whenua relationship (any update)</li></ul> <p>- SH notes this is ongoing action, to check on periodically on agenda. PD confirms her role is to speak to them re governance (to facilitate rangatira-ki-rangatira conversation) - not</p>

		<p>operations/management (that is via principal).</p> <ul style="list-style-type: none"><li>● SH to create an interests register, as a living document for 2023, to be saved on Board drive and members to fill in by next meeting. - This is done and in shared drive (see minutes above).</li><li>● 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&amp;S meeting, and for FL to join this meeting. - See H&amp;S report.</li><li>● Remove the poisonous plant (thought to be Elephant's Ear) via a working bee if possible and replant area. - See H&amp;S report.</li><li>● BM to send amended budget to Board for approval. - See finance report. - Only sent to finance sub-committee.</li><li>● Proposal for Samoan bilingual unit still to come from BM. - See Principal's report</li><li>● To clarify in next Principal's report waiting list for Te Hiaroa (numbers and where they are from). - See agenda item below.</li><li>● DM to collate policy review and board assurance feedback, bring terms 1-3 feedback to next BOT meeting. - DM has shared this with members.</li></ul>
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		<ul style="list-style-type: none"><li>● 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.<ul style="list-style-type: none"><li>- Still to have this conversation. SH notes that it's a good document to refer back to within strategic discussions about where Te Tiriti o Waitangi (TTOW) sits within that. NO says there is a need to have strategic discussion about giving effect to TTOW.</li><li>- PD notes it needs to be at forefront of next strategic plan,</li><li>- SH notes his agreement.</li></ul></li><li>● Move the item on digi tech conference feedback to October agenda.<ul style="list-style-type: none"><li>- Done. See agenda item below.</li></ul></li><li>● To provide feedback on Draft Audit Report to SH by 20 September; BM and SH will feedback by 29 September deadline.<ul style="list-style-type: none"><li>- Done. No feedback needed to be sent; report accepted.</li></ul></li></ul> <p><b>Action:</b> Forward amended budget to whole board.</p> <p><b>Motion to approve minutes of 7 September 2023</b></p> <p><b>Moved:</b> PD <b>Seconded:</b> SH <b>All agree.</b></p> <p><b>At this point in meeting, there is a short Introduction to Ministry of Education contact for Pasifika Bilingual Unit, Elizabeth Keresoma, via Zoom.</b></p> <ul style="list-style-type: none"><li>● BM introduced Elizabeth.</li><li>● EK notes her role is to support bilingual units, work with leaders and educators in that space.</li><li>● Notes ERO doing a year-long trial</li></ul>
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		<ul style="list-style-type: none"> <li>● She works with schools from the foundation of a unit, then works alongside you as long as you need her.</li> <li>● BOT introductions made</li> <li>● EK noted MBS are deciders of timeframe and Miin of Ed will support them.</li> <li>● EK notes her support for bilingual education, evidence supports them, bi-lingual learners succeed.</li> <li>● EK talks about her history in education, appraisal with ERO, then Ministry.</li> <li>● BM notes support of BOT, but needs clarity over timeframe, and other matters.</li> <li>● SH notes need for more in-depth conversation about the unit, and this is just an intro with EK, will have a deeper discussion as a board, before coming back to EK.</li> <li>● NO asks for advice about a school that has established a bilingual unit, to get some advice from their Board. EK suggests Ranui and Birdwood.</li> <li>● PD notes also need for that school to have a te reo unit too.</li> </ul>
	<b>Sub Committee and Reports</b>	

<p>6.50 pm (7.50pm)</p>	<p>Health and Safety Report</p>	<ul style="list-style-type: none"> <li>● HP notes need to sign off Health Curriculum statement</li> <li>● NO states that FL happy to approve with a new sentence added in.</li> </ul> <p><b>Motion to approve the Health Curriculum Statement approved with added sentence.</b>  <b>Moved:</b> NO  <b>Seconded:</b> SH  <b>All agree.</b></p> <ul style="list-style-type: none"> <li>● HP notes pest plant removed.</li> <li>● CCTV email has gone to whānau (BM) - check if link worked and resend if not.</li> <li>● Policy is complete.</li> <li>● NO notes you do privacy impact assessment prior to cameras - including stating purpose of cameras, when they'll be operating etc, when/how you use them, who accesses it.</li> <li>● BM notes much of that is in policy.</li> <li>● HP notes good guidelines on Privacy Commission website.</li> </ul> <p><b>Action:</b>  HP and NO will work together to do Privacy Impact Assessment for CCTV.</p> <ul style="list-style-type: none"> <li>● NO noted notifiable incident that occurred on playground outside school hours.</li> <li>● NO notes a need for incidents like this, for principal to be informed immediately - needs to be in policy and reinforced to SKIDS.</li> <li>● BM notes need to fix guttering on auditorium roof, BM will email Colin.</li> <li>● SH notes need for H&amp;S checks when checking roofs.</li> </ul> <p><b>Motion to approve Health and Safety Committee report.</b></p> <p><b>Moved:</b> HP  <b>Seconded:</b> NO</p>
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		<b>All agree.</b>
7.00 pm	Finance Report	<ul style="list-style-type: none"> <li>● SH notes follow-up action was to stop playing relievers out of bulk grant, pay them from teacher salary.</li> <li>● That is being done going forward. Kirsten will keep an eye on this for the rest of the year.</li> <li>● SH notes quotes from fence to separate from White Heron are \$12k</li> <li>● SH notes cyclical maintenance - needs to be an agenda item next year. (putting money aside for big things)</li> <li>● SH notes wish to approve budget for next year, this year, notes draft budget to come in next few weeks.</li> <li>● Financial position better than this time last year</li> <li>● SH notes Items of Significance: Caretaker cleaning things, (due to bulk purchase of items); miscellaneous (BM to see whether some things mis-coded);</li> <li>● 10 year property plan - BM met with Watershed, they will write a report to inform us when we do our 10-year Property Plan.</li> <li>● Watercare bills \$22k each - being investigated and working to find the leak.</li> </ul> <p><b>Motion to approve Finance Committee report.</b></p> <p><b>Moved:</b> SH <b>Seconded:</b> PD <b>All agree.</b></p>
7.10 pm	Principal's Report	<ul style="list-style-type: none"> <li>● BM notes pride in tamariki, two shows went well, teachers worked hard.</li> <li>● BM notes about staffing entitlement - went to NZSTA workshop, making sure BOT is aware of plan, what is planned for 2024.</li> <li>● Entitlement is 26 (no change).</li> <li>● BM notes also have unit allocations, to seek more advice from NZSTA.</li> <li>● She notes working through appointments.</li> <li>● BM is looking at 2024 structure, conversations about JDs.</li> <li>● NZSTA advise that responsibility will match unit, and title</li> </ul>

		<ul style="list-style-type: none"> <li>● BM notes there will be two DPs; one SENCO - will be advertising DP role</li> <li>● NZSTA advise transparency over how many units, what are permanent, what are fixed.</li> <li>● Current plan: Piwaiwaka team years 1-3; Kereru team years 4-6</li> <li>● BM notes she is to talk to fixed term staff.</li> <li>● BM notes vacancy to be advertised for teacher resignation</li> <li>● BM notes about Te Hiaroa - vacancy filled, parents happy about that..</li> <li>● BM notes interview panel for the Te Hiaroa role needs to be filled (notes 3 applicants; 3 interviews).</li> <li>● BM has discussed with SLT about appointing a kaiarahi - principal has delegation.</li> <li>● BM has also sought advice from SLT about conflicts - DM won't be on panel; Waitangi also knows applicants; Jan will be on panel. So far, BM and Jan. notes need for mana whenua on panel and a BOT member.</li> <li>● BM wishes to consult with Te Hiaroa whānau</li> <li>● HP notes needs to be mindful of employment law</li> <li>● BM notes potential bias from those who know applicants (e.g. mana whenua) and notes a mana whenua advisor needed.</li> <li>● NO suggests flying the candidate based out of Auckland to Auckland for the interview - NO also notes need to represent MBS well, what we're doing to give effect to TTOW, what is TH about, etc - notes they also need to 'choose us'.</li> <li>● NO suggests contacting Te Ahiwaru for advice, or potential rep</li> <li>● PD suggests board member of Te Ahiwaru board (e.g. Jenny Lee-Morgan).</li> <li>● BM wants her wish to have herself, a DP, Maori parent or rep and a BOT member, notes her wish for HP to be on panel.</li> <li>● PD notes the need for fluent speaker of te reo for panel.</li> <li>● BM notes she will be asking them to do a presentation - e.g. a vision, strategic,</li> <li>● PD notes she will assist with tikanga for interview (and be on the panel if needed).</li> <li>● NO notes importance of tikanga, to have mana whenua drive the tikanga of the interview.</li> <li>● HP notes he's unsure if he's the right person for this panel - to seek advice first.</li> </ul>
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		<p><b>Action:</b>  BM to contact Te Ahiwaru to seek advice about tikanga/panel representative for Te Hiaroa job interview process.</p>
	<b>General Agenda</b>	
7.25 pm	Policy Reviews and Board Assurances <u>Review Schedule</u>	



7.35 pm

Strategic Discussion

**Notes this item was moved to 7.10pm**

**Need to think about what our plan for the next 2 years will look like.**

- BM updates on meeting with Chris France from NZSTA, around requirements for consultation with community - and making sure this is done.
- Will be sending something out to the community to find out how much they know about our strategic plan.
- BM has written a survey, got Chris France feedback on it, shared with BOT, it includes questions about what is important to your child.
- BM also notes need to give effect to TTOW
- HP notes it can be quite straightforward - what is school doing well, what can it be doing better, what does success look like for your child etc.
- DM notes timing for survey and fono is key for engagement
- BM notes wish to get community voice - hui is online on 25 October.
- NO notes need for clearer objective for the planning (needs more process / plan around Strategic Plan, to make sure consultation is meaningful).NO notes need to do more planning / timeline: here is what required, here is what our plan is, and what our consultation plan is. Think it is being rushed right now.
- SH notes need for stocktake of plan, and get feedback from community to see what parts of plan they still resonate with, etc
- BM notes need to publish their Strategic Plan by January 2024, after consultation.
- PD needs: scope, objectives, etc - means you're on the same page when you communicate with your community.
- PD notes need to set strategy for school clearly, and measures to stay on track.
- HP notes need for separate strategic discussion meeting and the whole BOT involved.
- HP notes need for sequential planning for the year.
- NO notes need for members to read/prep for strategic plan meeting, so it is as productive as possible.
- PD notes putting TTOW at centre is big strategic point
- SH suggests 2 November meeting dedicated to strategic planning; do reading first.

		<ul style="list-style-type: none"><li>● PD notes need to map out a timeline - backwards from Feb/jan when it needs to be published.</li><li>● BM notes need to also align some of plan to draft budget.</li><li>● BM would like to send survey out prior to the next meeting. She also notes next Wednesday 25 October online hui is capturing community voice; aligning with Strategic Plan.</li><li>● BM notes survey will be on Google form.</li><li>● NO queries how the survey data will help us strategic plan</li><li>● PD suggests sending current strategic plan out and ask - what have we achieved well, what needs to be improved, what are your priorities? (make it simple for parents, but give them the knowledge).</li><li>● NO doesn't support survey going as is, as won't generate information we need to do the strategic planning job.</li><li>● NO also doesn't think we have clarity around fono - what we are asking them.</li><li>● BM confident will get valuable feedback and data is important</li><li>● NO agrees data important, is querying whether we will get data we need from these methods/questions.</li><li>● BM notes that people will be told at fono that a survey will be coming out.</li><li>● PD notes need for whānau to think strategically - we don't want their operational feedback. Needs to be very clear on the purpose. (both giving voice but context of feeding into strategic plan).</li><li>● BM says it's about getting the voice of whānau - what are the aspirations for your child? It reflects our community.</li><li>● HP supports having open-ended questions about 'what are we doing well' 'what can we be doing better'</li><li>● PD will help 'plan the plan' for the strategic plan.</li><li>● SH, BM, PD will work on that - link in Chris France</li></ul> <p>NOTE: DM left meeting 7.30pm.</p>
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		<p><b>Actions:</b></p> <p>BM to send email to BOT about what is planned for community fono agenda / what questions will be asked / what are our objectives for that meeting.</p> <p>Separate strategic planning meeting needed - before next BOT meeting. To organise via email.</p> <p><b>Te Whakangārahu Ngātahi - Toolkit. Copy saved in Board folder (<a href="#">here</a>).</b></p> <p>Item not covered tonight.</p> <p><b>Te Hiaroa - Update and planning around vacancies and recruitment.</b></p> <p>See principal's report and item above.</p> <ul style="list-style-type: none"><li>● It is at this point that SH tables correspondence from Te Hiaroa whanau: SH notes he and BM received letter from group of Te Hiaroa parents, about their feelings about how unit is going, detailing the recent hui on Zoom, organised by whanau.</li><li>● Parents want face-to-face discussion with SH and BM to engage constructively on issues - families discouraged; lack of whānau engagement in Te Hiaroa; how Te Hiaroa is being managed, turnover of staff, etc.</li><li>● SH notes feedback that of 14 whānau in hui, 11 have considered withdrawing tamariki.</li><li>● Letter states whānau wish to host hui, wish to hold it within the next 2 weeks.</li><li>● BM notes her disappointment in the zoom hui and letter process - would have liked to sit and talk first.</li><li>● NO notes they have asked for this discussion; need to recognise that this indicates how poor the atmosphere / morale / wairua is there.</li><li>● NO notes they used only communication method they could to reach whānau - urges the need to do the face to face meeting.</li><li>● HP notes that it is hard to hear; can think of it as an opportunity. Notes it's on the wider school to try and solve this.</li><li>● PD notes she was at hui; to ensure it was done respectfully, follow processes. She notes there is a lot of anger. She notes that she suggested a letter and the need to be solution focused.</li></ul>
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		<ul style="list-style-type: none"> <li>● She notes they want to help solve the problems, to be whānau-led.</li> <li>● PD notes school not doing enough; school and board doesn't understand what it is to have a te reo unit. The unit is vulnerable as we don't have the knowledge to keep unit sustainable, stable.</li> <li>● PD notes potential we have here - all whānau want is a hui to see how they can help.</li> <li>● SH notes this is a whole board thing - an opportunity to learn.</li> <li>● SH notes this is an olive branch.</li> <li>● SH notes need for hui, need to work out how that is run.</li> <li>● BM notes her wish to go on journey with them; she wants the same thing as them.</li> <li>● BM notes need for Samoan bilingual unit to be put on hold.</li> <li>● PD notes need to hear about "seed" and journey of Te Hiaroa.</li> <li>● PD notes wish from whānau to see BM more in the unit - learning through being with the whānau - to learn the story and share it together.</li> <li>● PD notes that the whānau in Te Hiaora is very solution-focused</li> <li>● BM notes she needs to be in the unit more. - NO and PD suggests to join karakia.</li> </ul> <p><b>Bilingual Unit Proposal – discuss Bernice proposal</b> For future agenda. See item above re introduction to Ministry of Education rep/contact, Elizabeth Keresoma.</p> <p><b>We may need a separate meeting dedicated to Strategy Discussions?</b> See item above.</p>
8.00 pm	Conference Feedback	<p>Bernice to feedback learnings from the digital tech conference.</p> <p>Item not covered tonight. Needs to be moved to future agenda.</p>
8.10 pm	10 Year Property Plan	<p>Update on progress and cyclic maintenance.</p> <p>Item not covered tonight. Needs to be moved to future agenda.</p>
8.15 pm	Correspondence (In/Out/Tabled)	<p>Letter from Te Hiaroa parents tabled (see item above).</p>

8.20 pm	In-committee	
9.30pm	Close / next meeting	NO

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

