

Mangere Bridge School
Vision
'Aroha Ako Angitu'
'Together we care, we learn we succeed!'

MBS Board Hui/Meeting
Mon 20 Nov 2023
6.30 – 8.30 pm
Venue: School
AGENDA / MINUTES

Time	Item	Summary
6.30 pm	Karakia	HP
	Present / Apologies	Present: BM, HP, PD, NO, DM Apologies: SH, FL
6.35pm	Conflicts of Interests	Review new interests register - No new interests noted Action: All members to review new interests register, update as needed Motion to approve xx Moved: HP Seconded: NO All agree.
6.40 pm	Minutes of previous meeting and actions update	Run through action points from last hui: <ul style="list-style-type: none"> ● BM to forward amended budget to whole board - done ● HP and NO will work together to do Privacy Impact Assessment for CCTV - NO notes she ● Privacy impact assessment - NO has been working on this, notes that her and HP will work to finalise this.

		<ul style="list-style-type: none"> • 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 - done • Separate strategic planning meeting needed - before next BOT meeting. To organise via email - dates have been organised. • BM to contact Te Ahiwaru to seek advice about tikanga/panel representative for Te Hiaroa job interview process - BM noted she spoke with mana whenua, not specifically Te Ahiwaru, regarding tikanga, as well as Ministry of Education rep about process of appointing an applicant for a Māori unit. • See Te Hiaroa agenda item below for full discussion on Kaiarahi vacancy. <p>Motion to approve minutes of 19 October 2023</p> <p>Moved: HP Seconded: BM All agree.</p>
	Sub Committee and Reports	
6.50 pm	Health and Safety Report	<ul style="list-style-type: none"> • Fencing quotes have been done - awaiting one further quote. • Discussion on the state of toilets: BM and DM to look at education around use. • Working bee suggested; noted it's hard to do pre-Xmas; agree on concept to have a group assist caretaker with clearing gardens, move things from storage - Saturday morning suggested as a possible time, tamariki may be able to help planting. See item in H&S Minutes.

		<ul style="list-style-type: none"> Noted that H&S minutes has list of items for urgency on 10 Year Property Plan. <p>Motion to approve Health & Safety Report Moved: NO Seconded: HP All agree.</p>
7.00 pm	Finance Report/ Draft Budget 2024	<ul style="list-style-type: none"> BM met with Kirstin to look at budget; notes large deficit; some reductions made (approx \$20k); going through it again. Noted that spend on relievers is something to be mindful of, and this is currently being paid for from teachers' salary budget. Committee membership confirmed (finance: PD, SH, BM, DM; H&S: DM, BM, NO, FL, HP). Suggested we review committees; reduce workload on BM for those committees. <p>Actions</p> <ul style="list-style-type: none"> BM to send draft budget to BOT members prior to next hui - to send by 7 Dec BM to contact Finance Committee members to arrange a meeting before 7 Dec. Include an item on the next agenda to review committees and consider a proposal to appoint sub-committee chairs. <p>Noted that nothing to move, as there was no Finance Committee report.</p>
7.15 pm	Principal's Report	<p>End of Year Gift Vouchers for Staff?</p> <ul style="list-style-type: none"> BM put proposal in last year, BOT need to approve - BM noted that staff have worked very hard. DM notes staff very appreciative of it last year.

Staff will each receive a \$50 voucher.

Motion to approve purchase of staff gift vouchers.

Moved: HP

Seconded: NO

All agree

- PD suggests ensuring including things that have happened in the report including: 25 October Zoom hui; Te Hiaroa whānau hui on 2 Nov.
- Noted that it was interesting that only Te Hiaroa parents came to 25th online hui - HP notes historically poor attendance at formal meetings; need to put them in with other events.
- Noted that BOT give their congratulations to those involved in the Wearable Arts show - staff and whānau.
- BM noted that she will be doing a further appraisal with David Ellery.
- Noted a successful wānanga hosted by school, with mana whenua part of pōwhiri, keynote speaker Prof Russell Bishop.
- Noted \$15k funding provided by the Ministry of Education to support attendance and engagement of those with chronic absences, after an MBS proposal was submitted. It was also noted that Te Papapa School whānau / community are working on attendance, with some success.

Action:

		<ul style="list-style-type: none"> - Discuss different ways of consultation and engagement at strategic hui - e.g. through other events. - BM to action gift vouchers with Kirstin - BOT approved. <p>Motion to approve Principal's Report Moved: BM Seconded: PD All agree.</p>
	General Agenda	
7.25 pm	Policy Reviews and Board Assurances <u>Review Schedule</u>	Action: BOT members to do necessary policy reviews.
7.35 pm	Strategic Discussion	Preparation for later meeting this week <ul style="list-style-type: none"> ● Noted that the meeting scheduled for Thursday 23 November will be postponed due to many unable to attend, and reminder that there is a meeting on Tuesday 5 December.
7pm	Te Hiaroa	Kaiarahi Team Leader Role Re advertisement and Backward Planning <ul style="list-style-type: none"> ● Noted that emails have been received from some MBS whānau as to why one candidate was unsuccessful; HP suggests a polite response back, without disclosing employment matters. ● It is also noted that whānau in Te Hiaroa are upset, disappointed role not filled. ● Noted whānau need to know there is a plan, hard work being done to ensure the right person for the role. ● BM notes it is key to find the right person in terms of sustainability, consistency. ● It was noted that it was a challenge to fill the interview panel, due to some conflicts of interest.

		<ul style="list-style-type: none">● Two of the interview panel are unable to be part of the next one, and another senior leader will be added.● PD noted recruitment specialist in Māori and Pacific roles can provide advice - she is in touch with BM.● It is noted that the position description will be reviewed, ensured it is suitable for position.● Noted that the leadership role not yet being filled remains a risk for the Te Hiaroa unit.● Noted strategically, that knowledge of te reo, Te Marautanga,, etc is needed across the school at SLT level (ie to support kaiako in their learning, so tauira Māori can succeed as Māori, support tumuaki).● Noted that DP vacancy is an opportunity in this area to do things differently● Noted that BOT are involved in DP recruitment.● BM notes that she has NZSTA advice about DP role and advertising it; suggests they provide more external strategic advice in this area● HP suggests facilitation for strategic meeting too● BOT notes need to prioritise those areas at highest risk (e.g. Te Hiaroa)● BM noted that the date on the ad has been amended● PD says it's a school-wide aim to improve on how school gives effect to Te Tiriti● Noted that there is also a need for a reo-speaking release/relief teacher for Te Hiaroa. p● PD noted everyone has different tikanga, which highlights importance of relationship with Te Ahiwaru and mana whenua.● PD notes that Te Ahiwaru is the key relationship for school, in terms of mana whenua, tikanga as they are set up to support kura and education; notes MBS also has relationship with Te Puea Mara.
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		<ul style="list-style-type: none"> • NO noted need to demonstrate to applicants our relationship with mana whenua, Te Tiriti commitment to applicants. <p>Actions</p> <ul style="list-style-type: none"> - BM to talk to Janelle at Mana Mahi regarding Te Hiaroa leadership role - get feedback on job advertisement. - BM to provide feedback to BOT on recruitment into release teachers to cover CRT, including this for Te Hiaroa. - BM to invite Chris France to the next BOT hui and strategic meetings, to provide advice on strategic planning, roles, etc - BM to provide updates to the board on the appointment of leadership roles, and Job Descriptions - including a plan / solutions to add Māori leadership to the school.
8.00 pm	Community consultation	<p>Survey</p> <ul style="list-style-type: none"> • Noted that survey looks good, suitable to send. <p>Action: Survey to be sent by Friday 24 November, with closing date for responses of Monday 4 December.</p>
8.10 pm	10 Year Property Plan	<p>Update on progress and cyclic maintenance</p> <ul style="list-style-type: none"> • Noted that this is a large list; HP notes there is a list in the H&S minutes that has some items noted as urgent.
8.15 pm	Correspondence (In/Out/Tabled)	<p>Resignation Italia.</p> <ul style="list-style-type: none"> • This resignation is noted by the board.

		<p>Action: SH or HP to write to the leaving teachers to wish them well, thank them for their work at MBS.</p>
8.20 pm	In-committee	
8.20 pm	Next meetings	<p>Board Hui Dates and times for 2024</p> <p>Action: BM to request Candace to send dates for 2024 meetings.</p>
8.25 pm	Reminders	<ul style="list-style-type: none"> ● Farewell for staff - Jordan, Italia and Stephie - Friday 15th December 9.30 am To have a representative from the Board and Te Hiaroa. ● End of Year Staff Function Friday 15th December 3pm - BOT members invited and several have confirmed they will attend ● Noted that another leaving staff member is doing something separate on Wednesday 13 Dec. ● HP notes need for BOT to approve gift spend. ● It was also noted that Otilie Morrison going on maternity leave <p>Action: BM to email to BOT confirming amount spent on gifts for leaving staff.</p>
8.30 pm	Close / next meeting	<ul style="list-style-type: none"> ● Strategic hui on 5 December ● Board hui for 14 December. <p>Karakia: PD</p>

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

KOTAHITANGA



We work together as one, together we succeed.

Kotahitanga

MANAAKITANGA



We show respect, aroha and care for each other, everyone feels safe and welcome.

Manaaakitanga

KAITIAKITANGA



We are guardians, protectors, kaitiaki of our environment, our language, our culture and everything that makes us special. Now and for the future.

Kaitiakitanga

RANGATIRATANGA



We are confident, self determined learners and leaders. We will reach our fullest potential.

Rangatiratanga