



MINUTES

BOARD OF TRUSTEES HUI

Name: Māngere Bridge School Board Hui

Date: Thursday 4 April 2024

Time: 7pm to 9pm (NZDT)

Location: Māngere Bridge School

Board Members: Nicola Owen (NO) (presiding member), Simon Hughes (SH), Piki Diamond (PD) Fale Lea'aetalafo'ou (FL), Bernice Mata'utia (BM) (principal), Maxine Inu (staff rep),

Attendees: Amanda Peart (secretary), Carmel Riordan (Ministry of Education), Kirstn Blackburn (Education Services)

1. General business

1.1 Opening karakia

1.2 Minutes 9.50pm

Principal noted Cecily from Hearts and Minds would like to come and share about the programme at the next meeting she will email about the detail of this presentation.

Resolution:

March Board minutes confirmed as presented.

MOVED: NO

SECONDED: SH

Carried.

1.3 In-committee minutes 9.55pm

Resolution:

March Board in-committee minutes confirmed as presented.

MOVED: SH

SECONDED: PD

1.5 Correspondence 7.05pm

Correspondence received included

- An invitation to a public information meeting on The Gaff (new restaurant seeking liquor licence)
- Resignation letter from school librarian

Board noted importance of sticking to policy around gifts for departing staff.

It was noted that a board member will attend the public information meeting about The Gaff.

Resolution:

Presiding member to write to both departing staff members to thank them and offer them the opportunity to have an exit interview.

MOVED: NO

SECONDED: PD

Carried.

1.6 Budget 7.10pm

- Budget discussion with representative from the Ministry of Education.
- Noted that board need to sign off a budget and are seeking Ministry guidance on the deficit the school can afford to carry without it becoming a financial risk.
- Ministry rep tabled a summary of budgets from 2020-23.
- Noted special reason staffing spent some of budget, due to growth in local area - 5.1 FTTE received until January 2025.
- Noted importance of not overusing these FTTE.
- Current deficit \$61,584 forecast - plus \$20k for drains.
- We have 334 students currently - have aim fo get 341
- Education Services rep noted school in better financial health now than it was when she began working with them.
- It was noted that with the resignation of librarian, there is potential to remove this salary from the budget and reduce deficit.
- BM also noted need to seek funding grants.
- Ministry rep will talk to the MOE network team for clarification over housing in area.

- Education Services rep noted she is happier with budget, and noted need for tight control of spending, and ensuring relievers paid out of out of teacher salary
- SH queries whether Ministry rep can assist during the year - she can - and will liaise with Education Services rep.

Resolution:

Board approves the draft Budget with the following actions:

- Ministry of Education advisor to talk to Ministry network team about the future of housing in the area and whether the school is likely to keep the teaching allocations, and report back to management.
- Management to check if the SLT can be funded from teachers' salary
- Management to add the cost of the drainage CCTV to the budget
- Management to ensure relievers come out of teachers' salary
- Management to report back to the May board meeting a proposal for reducing the budget using money saved from librarian salary.

MOVED: NO

SECONDED: PD

Carried

Noted that attendees from the Ministry of Education and Education Services left the meeting at this point.

1.7 Parent representatives on Board 7.50pm

It is noted that eight nominations have been received, and voting papers have been sent out.

The official election date is 30 April, and allowing five working days for votes to come in by post.

2. Management Reports 8pm

2.1 Finance report.

It was noted that Education Services rep will help to train staff to streamline the financial reporting process.

Noted that three Board members will attend the NZSTA conference in June.

Action:

Management to look at expenditure on the BOT budget line.

Principal to ask admin staff to look at flights for conference

Principal to follow up to ensure invoices are reconciled and follow up to ensure finance reports

received in time.

Resolution:

The April 2024 Monthly Finance Report to this agenda be approved.

MOVED: BM

SECONDED: NO

Carried

2.3 Principal's Report

- Principal noted need for a date in term 2 for a board member H&S walk around school.
- Noted that fence is done - gate to come, hopefully by end of the term.
- It was noted that the large bin was left out, and not picked up - was a H&S issue. Principal noted it was due for pick up Friday 6 April.
- It was noted that there was community chatter about fire alarm - out of date contact list.
- Principal noted security company have updated contact numbers now - principal and caretaker.
- Smoke alarm was replaced on the night. BM noted need for check of all alarms.

Action:

Principal to ensure fire service have the correct key to access the school.

- Board member noted wish to receive calendar invites for community events the board should be attending.
- Board member noted a desire for feedback from community hui provided (short written report with board papers) - eg feedback and attendance
- Board expressed desire for more info around trends for PB4L and attendance stats (e.g. interventions, outcomes).
- Noted that there will be a presentation on PB4L at the May board meeting.
- Board member noted need for detail around restraints - did it follow procedure, done by authorised staff member, etc. It was also noted that Board must authorise any non-teaching staff to be able to carry out restraints.

- Principal noted all staff have done module

Actions:

- Principal to send calendar invites to relevant community events to board members
- Reports to include outcome of community hui or fono - including number of attendees and particular issues raised.
- Reports to include commentary on trends on PB4L and attendance
- Names of non-teaching staff that need to be authorised to be able to use restraint, to be sent to the board.

Resolution:

The April 2024 Monthly Principal's Report be approved.

MOVED: BM

SECONDED: NO

Carried

2.4 10 Year Property Plan 8.30pm

- Principal and Presiding Member met with Ministry and property management team.
- Noted that there is lots on the plan, with many urgent items.
- Noted spend on drains that is needed.
- Noted need for arborists to be Tupuna Maunga Authority approved
- Noted that Watershed are to send report for sign off.

2.5 Recruitment update

In Committee 9pm

3 Other competent business

3.1 Hall hire policy and procedure 9.20pm

Move to next meeting for full item.

SH to send email to Board with some information on these policies and procedures prior to next meeting.

3.2 Delegations and policies 9.25pm

Noted Board does not have delegations

Resolution:

Management to work with staff to search School Docs to extract each of the delegations within the policies so that we can build them into a schedule. To be done for June board meeting.

MOVED: NO

SECONDED: SH

Carried

3.3 ERO visit 9.30pm

It is noted that ERO has confirmed they will be working with Maangere Bridge School in term 2 of 2024. Chris France advises that we begin working through this Board Assurances document

<https://ero.govt.nz/how-ero-reviews/how-ero-reviews-schoolskura-english-medium/Te-Ara-Huarau/The-Board-Assurance-Statement-and-Self-Audit-Checklists>

We might also want to look at Poutama Reo

<https://ero.govt.nz/our-structure/te-tahu-whare-evaluation-and-review-maori/tools-and-resources/poutama-reo-supporting-schools-to-reach-their-te-reo-maori-goals>

Action:

SH to work with NO on the board assurances document.

3.4 Privacy Impact Assessment – review and approve 9.35pm

Noted that management has completed the actions from last meeting.

The full agenda item will be moved to the May meeting agenda.

3.5 Term 1 Board assurances 9.40pm

Principal's completed Term 1 Assurances as per School Docs schedule

reviews need to be done by 12 April

3.6 Swimming pool consultation 9.45pm

This is ready and will be sent to the community to be done early this month.

4. Meeting closure 10.05pm

Board farewelled board member Fale Lea'aetalafou and thanked him for his service on the board from 2019.

4.1 Closing karakia

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

