



# MINUTES

## BOARD OF TRUSTEES HUI

**Name:** Māngere Bridge School Board Hui

**Date:** Thursday 8 February 2024

**Time:** 7pm to 9:30 pm (NZDT)

**Location:** Māngere Bridge School

**Board Members:** Nicola Owen (NO) (presiding member), Simon Hughes (SH), Piki Diamond (PD) Hamish Peart (HP), Bernice Mata'utia (BM) (principal)

**Attendees:** Amanda Peart, Dale Munro, Chris France

**Apologies:** Fale Lea'aetalafo'o

### 1. General business

#### 1.1 Opening karakia 7pm

#### 1.2 Presentation by Chris France of NZSTA 7.05pm

Chris France of NZSTA presented on governance, management and policies, including the legislative framework.

Board noted its thanks to Chris France for his presentation.

#### 1.4 Presentation by Dale Munro on achievement data 8.10pm

Dale Munro, former Māngere Bridge School Deputy Principal, presented on student achievement data for 2023, and how many students are “at or above” the expected level of achievement for their age, including breakdown of year groups, Māori and Pasifika students, and students in bi-lingual education.

It was noted that across reading, writing and maths, the levels of “at or above” are lower than the school would like to see.

The Board shares the staff concern with the figures, and notes their wish to engage with the tumuaki over a strategy to lift achievement.

Board noted its thanks to Dale for her work on the data and presentation.

### **1.5 Correspondence** 8.35pm

- Message to Te Hiaroa parents re interview panel
- Exit interview from Whaea Steph.

This correspondence was shared to the Board prior to the meeting.

### **1.6 Confirm minutes of previous meeting** 8.40pm

#### **Resolution:**

December Board minutes confirmed as presented.

MOVED: NO

SECONDED: SH

CARRIED

### **1.7 Recruitment update** 8.45pm

A verbal update was provided on the recruitment of a Deputy Principal.

#### **Resolution:**

The Board approves the recommendation from the interview panel that the preferred candidate be invited to the school for an informal day of meeting people to inform a final decision.

MOVED:NO

SECONDED: PD

CARRIED.

### **1.8 Confirming Board positions and sub-committees** 8.50pm

#### **Confirming Presiding Member**

Acting presiding member HP nominated NO as Presiding Member.  
No other members standing; NO notes she is happy to be in the role.  
NO confirmed as Presiding Member.

CARRIED.

#### **Subcommittees**

This item was moved to a future meeting.

## 1.9 Parent representative on Board 8.55pm

### Resolution:

The Board agrees to fill the casual parent representative vacancy by election and that the Board appoints Kathleen Phelps as Returning Officer with support from Candace Nicholson. Noted that there is the potential to also co-opt an additional parent rep in future.

MOVED: NO

SECONDED: PD

CARRIED

## 2. Management Reports 8.55pm

### 2.1 Finance Report February 2024

Noted that Chris France talk re governance vs operational roles was very relevant.

Board notes that actual available funds as of December 2023 were \$17k, compared to \$44k in December 2022. Tumuaki notes that budget was based on conservative estimate of school roll.

Noted that budget remains at deficit, and the risk of running a deficit long-term. Board notes their concern at the size of deficit need for reducing expenditure and seeking to increase income lines where possible, with decisions to be made by tumuaki.

Board noted the need for a better way to record items of significance (including whether they are former, or current).

Board noted the need for improved process around spending/delegation.

Board notes not approving budget as it stands - see action point below.

### Action:

Tumuaki to seek expert advice and send amended budget to Board prior to next meeting, including narrative on key changes.

### Resolution:

Approve monthly financial report with recommendations around improving monitoring of month-to-month Items of Significance.

MOVED: PD

SECONDED: NO

CARRIED

## 2.2 Health & Safety Report February 2024

Items to note include:

- Resource room remedial work to be started with Ministry funding.
- Fencing to be completed, sharing costs with White Heron daycare.
- Caretaker to get quotes for necessary swimming pool upgrades and present this to next Board hui, before the topic goes out to the community for feedback.

### Resolution:

The February 2024 Monthly Health and Safety Report to this agenda be approved.

MOVED:NO

SECONDED::HP

CARRIED

## 2.3 Principal's Report

Board notes the need for a discussion needed around is needed in the Principal's Report, including clarity on measures and reporting on those - e.g. achievement, attendance and strategies in place for these.

### Resolution:

The February 2024 Monthly Principal's Report be approved.

MOVED: NO

SECONDED: PD:

CARRIED

## 2.4 Delegations and policies 9.40pm

The Board has been operating without a clear delegations schedule in place – this needs to be resolved. Until a delegations schedule can be written and approved, we must work within the delegations set within our School Docs policies. We are aware that there are some inconsistencies within these policies and so we need to decide how to address these.

NZSTA recommends moving away from School Docs for Governance Policies and using their sample policies instead (these lead to a clearer governance/management divide without inconsistencies and fewer grey areas: <https://www.nzstaresourcecentre.org.nz/helpforboards?ald=ka00o000000pObEAAU>)

### Resolution:

The Board agree to follow NZSTA policies

MOVED: NO

SECONDED: HP

CARRIED

### 3. Any other competent business 9.50pm

#### 3.1 Use of CCTV

Board notes that the privacy impact assessment for the use of CCTV will be on the agenda for the next board meeting.

### 4. Meeting closure 9.55pm

#### 4.1 Closing karakia

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

