



MINUTES

BOARD OF TRUSTEES HUI

Name: Maangere Bridge School Board Hui

Date: Thursday 5 September 2024

Time: 6.30pm - 9pm

Location: Maangere Bridge School

Board Members: Nicola Owen (NO) (presiding member), Piki Diamond (PD) (online), Susana Guttenbeil (SG), Konrad Kurta (KK), Maxine Inu (MI) (staff rep), Bernice Mata'utia (BM) (principal).

Apologies: Simon Hughes

Attendees: Amanda Peart (secretary), Michelle Sigley (PTA), Abby Francis (PTA) Kirstin Blackburn (Education Services - joined online)

1. Meeting opening 6.30pm

1.1 Opening karakia

Acknowledgement of the passing of Kīngi Tūheitia and the coronation of Kuini Nga wai hono i te po.

1.2 Finance report and budget update 6.40pm

Bernice sent Items of Significance to the board, noted a new version (with hard copy) was tabled at the meeting and this is also in the shared drive.

There were five new items to note.

Board member queried whether the target to raise \$15,000 from the Fun Run was likely; Kirstin (Education Services) noted in 2022 the school raised \$16,000 and in 2023, \$13,000.

Board noted the fundraising platform takes a significant cut from Fun Run donations and are there alternatives.

Noted that hoodie income is zero in the budget - this needs to be rectified.

Principal noted that administration staff are following up on reimbursement for the costs of the BOT elections.

Actions

- KK to look at alternative options for future fundraising platforms- with MI support.
- Principal to find the hoodie income in the budget.
- Principal to follow up with office manager regarding reimbursement of BOT election costs.

Resolution:

Board notes the Items of Significance and related actions.

MOVED: NO
SECONDED: BM
Carried unanimously.

Resolution:

The Sept 2024 Monthly Finance Report and Budget be approved.

MOVED: NO
SECONDED: KK
Carried unanimously.

Term investments update

Kirstin noted \$150-200k could be invested in a term deposit - about 5% interest, e.g. for 3 months, which means money would be available for year end costs, payroll, etc

Principal favours the lower amount of \$150k. Noted next operational grant drops in October.

Resolution

Board approves the Principal's recommendation to place \$150k in a term deposit for three months.

MOVED: NO

SECONDED: BM

Unanimously carried.

Finance general update

Principal noted money moved from PTA account to school's 00 account to cover playground spend.

Noted they are a parent fundraising group, not a legal entity.

Noted that Kirstin left the meeting at 7.10pm and the Board thanks her for her work on the budget.

1.3 PTA item 7.10pm

- Michelle Sigley (chair) and Abby Francis attended from PTA
- Principal shared her presentation on the pool
- Swimming pool to be open for term 4 - caretaker is working on this.
- Objectives; Save the pool (school community input favoured this); meet H&S, make it inviting, notes pool is 50 years old.
- For 2024 - looking at budget and some grant applications.
- 2025 - more landscaping, some art, etc
- 2026 - grand opening
- Notes the need for a committee to save the pool, including PTA members.
- 2024 work underway with school caretaker. He is working to get the necessary chemical mix for pool, getting it ready for beginning of term 4 and hopefully also for term 1 2025
- Caretaker has cleaned changing rooms, carried out some repairs.
- Noted that intention is for pool cover to be funded by PTA
- Caretaker has done some Professional Devt around pool maintenance, etc
- Principal has also sourced info from NZSTA regarding H&S around using pool out of hours -e.g signage, conditions of hire, person responsible, person hiring signs an agreement.
- Noted the need to consider cost of maintenance during summer if hired out.
- Principal will also contact insurers for advice
- Intention for PTA to fund a thermal cover (allows for pool temp to be steady)
- Intention for a pool committee including staff, board, PTA, students
- Board to send comms around pool plan

- Michelle notes could be a working bee to help get changing rooms ready for summer e.g. paint walls, floor, new clearlight panels for roof
- Michelle notes could potentially fundraise for some of those items
- Michelle notes also new toilets would be useful in the next year or so.
- Michelle would like to know what the blue sky thinking, vision is (is it solar power etc)
- Could we talk to another school about pool work - challenges, etc
- Corporate naming rights? Sponsors? Grant applications.
- Noted from school input - donations, sponsorship, fundraising, talents/labour donated
- Noted working bee 21 September - can add pool items to work list.

Actions:

- Principal to contact school's insurers regarding pool and out of hours use.
- NO to draft pool comms to go out.

Resolution

Board resolves to communicate with the school community the plan for the school pool, including the date for the working bee on 21 Sept, the plans to open the pool for term 4, and the long term plan to establish a committee alongside the PTA to develop a plan for the future of the pool.

MOVED: NO

SECONDED: PD

Unanimously agreed.

- PTA noted that there will be a celebration on Friday 15 November for the school's 135th birthday, including cupcakes, bouncy castle.
- NO also suggests advertising the day for the anniversary, to encourage alumni to come along.
- PTA chair Michelle noted there is shortage of parent help for events, want to grow their community.
- Michelle noted it would be good to have a central record of who has been approached in the community (e.g. businesses) and noted would be good to see what other schools do - e.g. samosas

Resolution

Board resolves to work with the PTA around the school's 135 year celebration and to invite school alumni to attend.

MOVED: NO

SECONDED: MI

Unanimously agreed.

PTA members left 7.50pm.

Board thanks them for their attendance and contribution to the school.

1.4 Giving effect to Te Tiriti

Item to be moved to next meeting.

2. Management Reports 7.50pm

2.1 Principal's Report

- Principal noted her report outlined the highlights and learnings from Niue PD trip.
- Principal answered some queries that were noted over email on assessment, timing of comms around puberty talks; pool and contacting insurers; reporting framework
- Principal noted a non-Māori/non-Pacific hui is due to happen in term 4 and the Māori hui also needs to be rescheduled.
- Principal has completed her Professional Growth Cycle - David Ellery unable to attend tonight. This PGC report has been shared via email. All have read this.
- Went over actions from last minutes
 - School can decide what tree to donate.
 - Bernice notes going to NZPF in November, not second trip to Christchurch
 - Breakdown of Matariki fundraising was done and sent to whanau
- Noted query from Pasifika whaanau at fono this week about future of Samoan bilingual unit.
- NO noted it's on the list for 2025 to revisit this and it's in the Strategic Plan for term one in 2025.
- Board member noted community will need answer to this soon - principal noted this comms can come after the hui / fono. Need some agreed comms.
- Staff rep noted she also gets queries
- Noted high proportion of Pasifika teachers.
- Noted this should be an agenda item for a future meeting.
- NO noted staff wellbeing is an important discussion, notes the NZCER survey has been sent, a few recent resignations.
- H&S walk-through needed for term 3: SG to do this.
- NO noted some policies to review including concerns and complaints - Principal to check if school holds one.
- Noted that MBS policy requires a leave report in the Principal's report.

Actions

- Bernice to include data from hui/fono in next report (e.g. attendee numbers, issues being raised, etc)
- Put staff wellbeing as an agenda item for October meeting - board to receive raw data from the staff wellbeing survey
- NO to collate staff exit surveys.

- Principal to provide relevant staff demographics (e.g. gender, ethnicity, age) and provide a summary of staff retention.
- Principal to set a time for a H&S walk-through with SG
- Principal to find concerns and complaints register, bring to board regularly.
- Board members to carry out necessary policy reviews via School Docs.
- Principal to provide regular leave reports to the board - to start with once a term.
- NO to send link to research into cyber security for children

Resolution:

The September 2024 Monthly Principal's Report be approved.

MOVED: BM

SECONDED: NO

Carried unanimously.

3. Other business 8.35pm

3.1 School camp forms for approval

- RAMs have been sent.
- Some medical and permission forms still to be completed. Families are being followed up.
- Principal has set up a drive with the documents.
- All parent helpers have been police vetted.
- Principal notes some senior leaders including herself will be at camp.

Resolution

The board approves the school camp forms as provided by the principal, detailing the Health and Safety planning for the school camp.

MOVED: NO

SECONDED: KK

Carried unanimously.

3.2 Five-year Property Plan for approval

Resolution:

The board approves the Five year Property Agreement.

MOVED: NO

SECONDED: BM

Carried unanimously.

3.3 Auditorium booking process for noting

Our current policy and processes require the whole Board to approve 3rd party use of the Auditorium:

To be approved by email this requires unanimous approval which is often slow.

Noted that office manager pre-checks those applying for use.

The board needs to decide if they want to amend the policy, or put in place a streamlined process for approving hire.

Principal is supportive of delegation to her.

PD notes MOE guidelines to follow too.

Actions:

Continue to follow current process for auditorium hire for now, with NO to message the board with hireage requests to approve over email until we can amend the policy, with the intention of delegating the authority to the Principal, unless there are special circumstances.

NO to bring an amended auditorium hireage policy to the next meeting for approval.

3.4 Correspondence 9.03pm

https://drive.google.com/file/d/1eT93HZLqPo4J_kYOh5maUWyYk0ydKz8x/view?usp=drive_link

https://drive.google.com/file/d/1nZtShBs6U9gOPKrV3NeH74Na009QionW/view?usp=drive_link

https://drive.google.com/file/d/1GjdE3cKzziR2jExYsfHTpKIZA4IMzmo8/view?usp=drive_link

- Request for character reference from Lee Madsen - NO has done this outside her role as Presiding member
- Annie - Resignation as Learning Support/Teacher Aide and Retirement
- Amanda - Resignation as Secretary at the end of 2024
- Gaff licence update – road safety implications - need to monitor this on days where it is open after 3pm and note any issues, including anti-social behaviour.
- Also received resignation from Lauren Ke on 2 August.
- Note that Craig's position has been recruited.
- Lauren's position has been readvertised - long-listing has been done. Need a board rep for an interview, with aim of having the role filled for term 4.

Actions:

- Add an item on road safety in the October meeting, particularly in light of The Gaff licence being granted.
- NO to be board rep to fill Lauren's vacancy. NO to send her availability to Principal.

3.5 Leave request 9.15pm

- Principal requests leave 20th - 27th Nov to attend a family birthday in Samoa, discretionary leave under collective agreement. Waitangi Tofilau (DP) will deputise in her absence.

Resolution

Board approves the principal's leave request as per the form as leave without pay.

MOVED: KK

SECONDED: PD

Unanimously carried.

4. Minutes: 9.25pm

Resolution:

August Board minutes confirmed as presented.

MOVED: NO

SECONDED: BM

Carried unanimously.

Board went into committee at 9.30pm

Board came out of committee at 9.40pm

5. Meeting closure 9.40pm

5.1 Closing karakia

Maxx Inu

Whaia te iti kahurangi, ki te tuohu koe me he maunga teitei

