# Maangere Bridge School Board Meeting Minutes

**Date**: Monday 11 May 2026
**Start time**: 5:37pm
**Location**: Māngere Bridge School

1. **Karakia**: Led by Justis Kamu.
    - **Present**: Justis Kamu (Presiding Member), Aileen Jack (Staff Representative), Nicola Owen (Board Representative), Susana Guttenbeil (Board Representative), Mark Sapsford (Board Representative / Finance Committee).
    - **Apologies**: Fetaia'ioaiga Bernice Mata'utia (Tumuaki / Principal).
    - **"What's on Top?" Check-in**: Board members participated in an opening roundtable discussion to share personal and professional context before commencing formal board business. The conversation focused generally on:
        - **Personal and family wellbeing**: Members shared brief, routine updates regarding family health, milestones, and upcoming personal commitments.
        - **Education sector**: The group discussed recent national curriculum updates, media coverage relevant to the education sector, and upcoming professional events.
        - **School climate**: Brief acknowledgments were made regarding current school operational pressures and staffing updates.

### 2. Confirmation of Previous Minutes & Matters Arising (5:50pm)

The Board discussed the health and safety logistics of the walking school bus, noting that it currently needs an assigned staff member to remain viable. The Board reviewed potential resolutions to support this initiative.

- **Motion:** That the minutes of the previous Board meeting be confirmed as a true and correct record.
- **Moved:** Mark Sapsford **|** **Seconded:** Aileen Jack **|** Carried

### 3. Finance Committee Update (6:02pm)

**Presented by Mark Sapsford on behalf of the Finance Committee:**

- Cyclical Maintenance Budget: $15,000 has been formally budgeted for the essential maintenance and upgrade of the school pool.
- Property Refurbishments: Rooms 1–7 were successfully refurbished using this cyclical budget. The remaining balance sits at $7,000. A comprehensive update will be provided at the next board meeting.
- **Motion 1**: *[Withdrawn / Removed]*
- **Motion 2**: *That the Board approves a budget allocation of $15,619.50 to cover the outstanding costs for the Playground Project.*
    - **Moved**: Mark Sapsford | **Seconded**: Aileen Jack | Carried
- **Motion 3**: That the Board adopts the draft Finance Subcommittee Terms of Reference as presented.
    - **Moved**: Susana Guttenbeil | **Seconded**: Justis Kamu | Carried

- **Motion 4**: That the Finance Subcommittee update be formally received and the structural recommendations therein be adopted.
  - **Moved:** Aileen Jack **|** **Seconded:** Justis Kamu **|** Carried

**Principal's Report (6:15pm)**

The Principal's report was taken as read. Key updates noted by the Board included:

- Health & Safety: General classroom maintenance environment standards.
- Samoan Immersion Unit: Final preparations for the official launch of the Māngere Bridge Samoan Unit (*Tumau le Fa'avae*) on Thursday 4 June at 12:00 PM.
- Personnel: A structural proposal for a staff long-service policy.

  **Action Item:** Board requests clarification to understand exactly where the current funding toward the property work for Rooms 17 & 18 is being allocated from.

- **Motion:** *That the Principal's Report be formally received and accepted as read.*
  - **Moved:** Aileen Jack **|** **Seconded:** Mark Sapsford **|** Carried

**4. Strategic Discussion (6:26pm)**

**Staff Sustainability and Wellbeing Systems**

The Board conducted a thorough review of current workload reduction supports and structural pressures facing the teaching team.

Aileen Jack led a discussion regarding specific stress factors for teachers, noting that behavioural challenges have surfaced as a key issue, particularly during Term 2. It was noted that there is currently no evidence indicating staff turnover is directly linked to workplace stress.

The Board requested further financial clarity regarding the operational budgets allocated to the school's specialised units.

**Action Item:** A clear budget breakdown for each unit is to be formally presented to them at the next board meeting.

**Action Item**: A request was made that Te Hiaroa receive a specific budget line explicitly dedicated to the sustainability and induction of staff.

- **Motion:** *That the Board commissions the Tumuaki and Staff Representative to jointly conduct a 'Systems Stress Test Report' on our staff wellbeing supports. The Board requests they look specifically at all MBS staff - induction, physical environment standards, and workload reduction, focusing on zero-cost and structural solutions. A summary of recommendations is to be presented at our June Board meeting.*

**Action Item:** A stress test report to be provided by Feta Bernice and Aileen at the June Board meeting.

  - **Moved:** Mark Sapsford **|** **Seconded:** Susana Guttenbeil **|** Carried

**5. Swimming Pool Update (6:56pm)**

The Board reviewed a block of seven key strategic motions required to advance essential repairs for the school pool:

- **Motion 1**: To approve the specified works (including pro-climb tree removal and lining the pool) alongside the projected development timeline.
- **Motion 2**: That a grant application for $5,000 be submitted to the Māngere Market Trust to pay towards the cost of essential pool repairs.
- **Motion 3**: That an application for $20,000 be made through Aktive towards the cost of essential pool repairs.
- **Motion 4**: That a grant application for $5,000 be submitted to OfficeMax towards the cost of essential pool repairs.
- **Motion 5**: To approve the creation of an official public Givealittle page to raise community funding towards the pool project.
- **Motion 6**: That the Board formally requests $10,000 from the PTA towards the cost of the 2026 pool renovation work, and explicitly acknowledges and thanks the individual members of the PTA who have generously provided their time, expertise, and skills to support the swimming pool committee.
- **Motion 7**: That the Pool Committee contacts local business Ray White to explore commercial sponsorship opportunities.
- **Omnibus Motion**: *That the Board passes and adopts all seven motions regarding the swimming pool project concurrently.*
  - **Moved**: Aileen Jack | **Seconded**: Justis Kamu | Carried

### 6. In-Committee Session (7:00pm)

- **Motion:** *That the public be excluded from the following parts of the proceedings of this meeting to protect the privacy of natural persons.*
  - **Moved:** Justis Kamu **|** **Seconded:** Mark Sapsford **|** Carried

The Board moved into an in-committee session at 7:00 PM and successfully moved out of the in-committee session at 7:48 PM.

### Meeting Closure (7:54pm)

- **Closing Karakia:** Led by Justis Kamu.
- **End Time:** 7:54pm

| Action | Owner | Due |
|---|---|---|
| FBM to send amendments to SchoolDocs regarding the EOTC Policy. | FBM | May 26 |
| Request to revisit walking school bus and bike train as a way to avoid congestion at drop off and pickups | FBM/NO | June 26 |
| Prepare PTA MOU update | SG | Ongoing |
| AI Policy work to continue (Board and staff collaboration) | FBM + Board | Ongoing |
| Car park clarification draft to be sent to Board | AJ | Closed |
| RAMS link to be resent to Board for visibility | JK | June 26 |
| Health Curriculum consultation schedule to be reviewed | FBM | Next meeting |
| Terms of Reference for Finance Committee to be drafted | JK | Next meeting |