

**Mangere Bridge School**  
**Vision**

**'Aroha Ako Angitu'**

**'Together we care, we learn we succeed!'**

**MBS Board Hui/Meeting**

**Thurs 1<sup>st</sup> June 2023**

**6.30 – 8.30 pm**

**Venue: School**

**AGENDA**

<b>Time</b>	<b>Item</b>	<b>Action/Responsibility</b>
6.30 pm	Karakia	HP
	Apologies	PD
	Present	BM, NO, SH, HP, FL (from 7pm)
6.35 pm	Conflict of Interests	None noted
6.40 pm	Minutes of previous meeting and actions update	<p>Keys update: HP asked for return but the key not able to be returned due to the fact it opened both gates - this would be issue for centre to access.</p> <p>Hui for Māori whānau: invite has been sent, hui is on 8 June.</p> <p>Donation from Catherine Prasad:</p> <ul style="list-style-type: none"><li>• BM notes that donor liked gardening</li><li>• Leadership team aware of gift - another korero planned.</li><li>• BM has emailed lawyer to pass on thanks.</li><li>• HP would like to work together on an idea, consider proposal.</li></ul> <p><b>Action:</b> SLT to report back to the next BOT meeting with proposal for Catherine Prasad donation.</p> <p>Qiane Matata-Sipu presentation:</p> <ul style="list-style-type: none"><li>• NO asked the outcome of Qiane's presentation.</li><li>• BM noted that it has been shared with staff.</li></ul>

		<ul style="list-style-type: none"> <li>● Noted that Qiane was happy to get specifics for budget - HP noted need to know if it was short/long term plan, etc.</li> <li>● SH noted a project team would be useful for this work (e.g. BM, Jordan, whānau parents, to move ideas forward and investigate funding options.</li> <li>● HP and BM noted need to link into school as a whole and beautify other spaces that need it too.</li> <li>● NO noted strength of Te Hiaroa of parents coming together, forming a plan.</li> </ul> <p><b>Action:</b> BM to send email to Qiane with more formal action plan, and approval of what aspects can be approved (e.g. basketball).</p> <p><b>Action:</b> BM to talk to Jordan about budget needs and what can be used to support it, and report back to next BOT meeting.</p> <p>Restraint training:</p> <ul style="list-style-type: none"> <li>● BM following up with getting time to get staff trained, and what Ministry provides.</li> <li>● None have had training yet. Timeframe is to be trained by Feb 2024 - including online course.</li> <li>● SH noted need to put this in calendar.</li> <li>● Need list of non-teachers getting involved in restraints - need permission in writing.</li> </ul> <p><b>Action:</b> BM to schedule restraint training for term 3 or 4.</p> <p><b>Previous minutes:</b></p>
--	--	--

		<p>Motion to move the minutes: SH          Seconded: FL          All agree.</p>
6.50pm	<a href="#">Term 2 Checklist</a>	<ul style="list-style-type: none"> <li>• Annual Report - we are still waiting for audit report.</li> <li>• BM noted auditors to let us know ready by week beginning 5 June.</li> <li>• Re consulting with community on Te Tiriti. HP noted desire for joint PD on giving effect to Te Tiriti</li> <li>• NO noted kahui ako training was valuable focused on fact this is compulsory, and need for authenticity in dealing with Māori whānau</li> <li>• SH noted need to build understanding of reporting data</li> </ul> <p><b>Action:</b> BOT members to do reading (linked on Term 2 checklist) before next meeting.</p> <p><b>Action:</b> SH to talk to NZSTA Chris France</p> <p><b>Action:</b> To add agenda item on how to identify, connect with communities - come with ideas to next meeting.</p> <ul style="list-style-type: none"> <li>• BM noted restraint policy has been reviewed.</li> <li>• Growth Cycle: Is PD plan in place for 2023? BM understanding of plan, is support at moment for principals (eg mentors).</li> <li>• HP noted need for more deliberate performance framework with BM - a list of things we agree on together that she wants to achieve as a leader; a PD programme, the support we give you - done and measured annually.</li> <li>• SH noted he and BM have signed a primary principal's performance agreement (PPPA)</li> </ul> <ul style="list-style-type: none"> <li>• <b>Action:</b> Do appraisal and the review/performance agreement with BM in June/July (based on</li> </ul>

		<p>primary principal's performance agreement).</p> <ul style="list-style-type: none"> <li>BM noted David Ellery from Education Group doing appraisal, 13 June, BOT can meet with him. SH to meet with him.</li> </ul> <p><b>Action:</b> BOT members interested in meeting with David Ellery from Education Group to let SH know.</p> <p><b>Action:</b> SH to email copy of the PPPA to BOT members.</p> <p><b>Finance and property:</b> Covered in last Finance Meeting. Mid-year review to be done in July.</p> <p><b>Action:</b> BM to talk to Kirsten about whether it's possible to do finance review in July.</p> <p>Student achievement review:</p> <ul style="list-style-type: none"> <li>BM has booked this in - to present it to staff first. Waitangi will present to staff, then to BOT on 29 June).</li> </ul> <p>Learning development opps:</p> <ul style="list-style-type: none"> <li>SH prioritising webinar on role of PM; would like all BOT members to enrol in an online course in next month run by NZSTA. Notes community engagement course would be useful.</li> </ul> <p><b>Action:</b> All BOT members to enrol in an online course in the next month and to note with other members which course people have enrolled in.</p> <p>Task completion term 1:</p> <ul style="list-style-type: none"> <li>BOT: SH to put together action list of things to catch up on.</li> </ul>
--	--	---

		<ul style="list-style-type: none"> <li>Principal: BM to go through checklist.</li> </ul> <p>Vacancies: to be updated later in this meeting.</p> <p>NZST mailing list: All BOT confirmed on mailing list for NZSTA</p>
7.00 pm	<p>Policies (Board and assurances)</p> <p><a href="#">Review Schedule</a></p> <ul style="list-style-type: none"> <li>EOTC Planning and Review</li> <li>EOTC Risk Management</li> <li>EOTC Coordinator</li> <li>EOTC External Providers</li> </ul>	<ul style="list-style-type: none"> <li>SH noted seven policies to review, on EOTC</li> <li>NO noted parents/whānau also have the opportunity to review policies - this is also via School Docs.</li> <li>HP noted it would be good to be aware of parents input too, to know of any concerns.</li> <li>BM to tighten up process for this (see action).</li> <li>BM noted that staff need to read policy, to put it in the staff meeting agendas.</li> </ul> <p><b>Action:</b> BOT members to read all seven policies, add comments and questions in via School Docs by 21 June - these will go to BM or Candace.</p> <p><b>Action:</b> BM to bring to next BOT meeting: process around how feedback from parents into School Docs is captured and what we do with it.</p>
7.20 pm	<b>Sub Committee and Reports</b>	
7.05 pm	Health and Safety Report	<ul style="list-style-type: none"> <li>BM put together term 2 H&amp;S Board Assurances.</li> <li>SH noted need to reinstate H&amp;S Committee - used to have one with BM, FL, Rebecca, support from Candace, and sometimes caretaker.</li> <li>NO offered to join H&amp;S Committee.</li> </ul>

		<ul style="list-style-type: none"> <li>● BM noted a two-day stand down for student; student to return Tuesday 6 June.</li> <li>● BM noted Colin Tucker has reviewed property, found guttering is in bad shape.</li> <li>● BM noted Alex from CNL, to look at fencing, next week (in order to have separate entrance from White Heron Learning).</li> <li>● On Thursday 8 June, community consultation with Māori whānau - Sean Cooper to support hui. Email has been sent, and a draft statement.</li> <li>● BM noted need for BOT to formally deliver a statement that we're delivering health and RSE.</li> <li>● BM continuing to follow up room that was flooded and getting carpet removed - Colin involved.</li> </ul> <p><b>Action:</b> BM to ask Colin for a timeframe on room repair.</p> <p><b>Motion:</b> To formally appoint NO to H&amp; Committee.  Moved: SH  Seconded: HP  All agree.</p> <p><b>Action:</b> BM to arrange a suitable recurring time for Health and Safety sub-committee, with committee members, and Theo Adams, caretaker.</p>
7.15 pm	Finance Report	<ul style="list-style-type: none"> <li>● SH noted this committee met 1 June - with BM, HP and SH.</li> <li>● No new items of significance, or items to follow up.</li> <li>● Surplus of \$85k but predicted deficit of \$90k by end of year.</li> <li>● Ben to review capital purchases and assess whether purchase needed.</li> <li>● See sub- committee minutes for full minutes.</li> </ul>

		<p><b>Motion:</b> To accept the Finance Report  Moved: SH  Seconded: FL  All agree</p>
7.25 pm	Principals' Report	<ul style="list-style-type: none"> <li>● BM noted highlights -  - Strategic Annual Plan, and how we are tracking it (which Chris France had queried) - BM structured into coloured columns, traffic light system, as it helps SLT to look at what we said we'd do and what we've done.</li> <li>● NO suggests change to colours used (green should be 'completed/good) and to ensure BM doesn't need to duplicate work.</li> <li>● NO noted need not to know all actions in detail, but more about how we are meeting measurements, targets - with data.</li> <li>● HP noted need to have meeting on strategic planning, separate to general BOT meeting.</li> <li>● SH suggested tabling some time in 29 June meeting (ie half the meeting?)</li> <li>● BM gave brief update on room 14.</li> <li>● SH noted need to ensure incidents are being reported accurately, noting a significant decrease in incidents.</li> <li>● BM noted gates locked during daytime.</li> <li>● SH raised behaviour management plan and need to review this.</li> </ul> <p><b>Action:</b> BM to find out a bit more from SLT on behaviours being seen/reported, whether it is being reflected accurately in reporting.</p> <p><b>Motion:</b> To accept the Principal's Report.</p>

		Moved: SH Seconded: FL All agree.
7.35 pm	Correspondence (In/Out/Tabled)	<ul style="list-style-type: none"> <li>• SH has received a staff resignation, has passed on to BM.</li> <li>• BM noted church group wish to hire hall - they need to send written proposal to BOT, and would require Ministry approval.</li> </ul>
7.45 pm	In-Committee	Nothing for committee.
7.50 pm	Strategic Planning - Upcoming Changes - New regulations Mid-2023	<ul style="list-style-type: none"> <li>• To move this item to next meeting.</li> <li>• SH noted would be good to have session with Chris France.</li> <li>• BM noted no charter needed, but a strategic plan instead.</li> <li>• BM suggests meeting for a 3-hour meeting around strategic planning.</li> </ul> <p><b>Action:</b> To organise a meeting with Chris France, NZSTA that suits within next two months.</p>
8.15 pm	<a href="#">Board Work Plan</a>	To be moved to future meeting.



8.20 pm

General Business

- Casual vacancy update (7th July)
- Conference
- Risk Register

Casual vacancy:

- SH noted opportunity to vote closed on 26 May; had three responses asking for election - this didn't meet threshold for this to happen.
- BOT have six weeks to make decision around casual vacancy (by 7 July).
- SH asks for BOT members to think about ideas for potential candidates.
- BM to work through process on NZSTA website.

Conference: 20-23 July, in Rotorua.

- SH noted early bird registration closes on 15 June.
- SH noted it's a great opportunity, especially for new members, and for whānaungatanga between BOT members.
- BM noted value of event, e.g. for workshops and networking, esp for new members; she noted she will attend,
- HP doesn't think he needs to go again, due to being to previous one.
- SH notes anyone who wants to go, can go. Would like to book in next week, ask Candace to assist with accommodation.
- FL due to be in Christchurch that week; may not be able to attend - or simply do one day.

**Action:** Board members to let SH know asap if they wish to attend conference and for how long.

Risk register:

- SH notes need for having one of these (high level, strategic, governance risks - not H&S like broken windows. E.g. declining roll. etc.

		<ul style="list-style-type: none"> <li>• SH flagged need for one - not for discussion tonight.</li> <li>• FL notes it's a good idea.</li> <li>• SH noted separation between contingency/BCU/operational risks (but these operational risks/planning can be included on high level risk register).</li> <li>• NO noted agreement on need for one and Ministry has guidelines.</li> <li>• NO noted cyber-security, reputation risk, EOTC.</li> <li>• BM notes risk/need for succession planning, e.g. for Te Hiaroa, for when SLT are all off-site, when no relievers available.</li> <li>• NO noted need for processes around things like the Favona fire on 31 May, and NZIE meetings on and forms back for child supervision - keen for feedback on that process.</li> </ul> <p><b>Action:</b> NO and SH to discuss and look into risk register templates, with Amanda assistance.</p>
8.30 pm	Next Meeting	29 June
8.35 pm	Closing Karakia	BM

**Actions summary:**

**Minutes section actions:**

- SLT to report back to the next BOT meeting with proposal for use of Catherine Prasad donation.
- BM to send email to Qiane with more formal action plan, and approval of what aspects can be approved (e.g. basketball).
- BM to schedule restraint training for term 3 or 4.

**Term 2 checklist section actions:**

- BOT members to do reading (linked on Term 2 checklist) before next meeting.
- SH to talk to NZSTA Chris France
- To add agenda item on how to identify, connect with communities - come with ideas to next meeting.
- BOT members interested in meeting with David Ellery from Education Group to let SH know.
- SH to email copy of the Primary Principals' Performance Agreement to BOT members.

- BM to talk to Kirsten about whether it's possible to do finance review in July.
- All BOT members to enrol in an online course in the next month and to note with other members which course people have enrolled in.

#### **Policies section actions:**

- BOT members to read all seven policies, add comments and questions in via School Docs by 21 June - these will go to BM or Candace.
- BM to bring to next BOT meeting: process around how feedback from parents into School Docs is captured and what we do with it

#### **Health and Safety section actions:**

- BM to ask Colin for a timeframe on room repair.
- BM to arrange a suitable recurring time for Health and Safety sub-committee, with committee members, and Theo Adams, caretaker.

#### **Principal's Report section actions:**

- BM to find out a bit more from SLT on behaviours being seen/reported, whether it is being reflected accurately in reporting.

#### **Strategic planning section actions:**

- To organise a meeting with Chris France, NZSTA that suits within next two months.

#### **General business section actions**

- Board members to let SH know asap if they wish to attend conference, and for how long.
- NO and SH to discuss and look into risk register templates, with Amanda assistance.

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

