

Mangere Bridge School

Vision

'Aroha Ako Angitu'

'Together we care, we learn we succeed!'

MBS Board Hui/Meeting

Thurs 29th June 2023

6.30 – 8.30 pm

Venue: School

MINUTES

Time	Item	Summary
6.30 pm	Karakia	FL
	Present / Apologies Conflict of Interests	Present: BM, PD, HP, FL, NO, WT, David Ellery (Education Group) Apologies: SH FL left meeting at 8pm
6.40 pm	Principal Appraisal	David Ellery will provide a summary of the recently completed Principal Appraisal:
6.45 pm	In-committee	Note minutes for this item are recorded on a separate document, due to it being in-committee. <ul style="list-style-type: none">- HP noted the positive and encouraging report, thanks DE for his presentation and work on behalf of BOT.- HP noted congratulations from the Board to BM on the positive process and report.
7.00 pm		Waitangi will present the mid-year student data with some time set aside for questions WT noted the following: <ul style="list-style-type: none">- Data based on PaCT tool years 1-6- Excludes students who have been at school less than 20 weeks- Te Hiaroa students will only show in maths data for June (not writing and reading). Maths summary:

		<ul style="list-style-type: none">● 334 students in total on roll (301 included in data).● Tracking where we should be● Of the three areas, maths is our area of highest achievement● Comparing end of 2022 with mid-year 2023, the biggest shifts have been in additive thinking, multiplicative thinking, which have been taught in terms 1 and 2 2023● WT noted the need for support for students moving into Kereru, filling knowledge gaps.● Achievement high amongst Māori students in maths in years 5 and 6.● Pacific students at the same level of other ethnicities at years 5 and 6. <p>Writing summary:</p> <ul style="list-style-type: none">● Writing and reading are our areas of least consistent PLD with teachers changing year level and PD in-class support● Of our three areas, writing is the area with slowest progress and lowest achievement and it has the least amount of progress between end of 2022 and mid-2023● We are trialling BSLA in years 0-4 (rooms 1, 3, 9 10) in Term 3.● WT will be training facilitator● Will be support from planning to delivery of the programme, hope to show data from trial end of 2023.● Achievement comparing Māori to non-Māori (mainstream classes): Equal at years 4 and 6, Māori slightly below at years 3 and 5.● Achievement comparing Pacific and non-Pacific (mainstream classes): Pacific students achieving well <p>Reading summary:</p> <ul style="list-style-type: none">● Reading is closely aligned with writing achievement and is area of second slowest progress and lowest achievement.● WT noted lots of work to do and hopes that achievement in reading will feed into achievement in writing.● Comparison between end of 2022 and mid-2023, and comparison between Māori and non-Māori and Pacific and non-Pacific students is similar to writing data.
--	--	---

		<ul style="list-style-type: none"> ● WT noted parents feedback mostly focussed on how they can help their children at home. <p>Impacts (positive and negative) on data from:</p> <ul style="list-style-type: none"> ● Days away due to flooding ● New entrants coming to school late (e.g. 6 years old) ● Staff changes ● Staff illnesses/absences ● Attendance ● Teaching programme changes ● PD/training for staff ● Teachers with TESOL training supporting students (e.g.bilingual) <ul style="list-style-type: none"> - WT noted PacT doesn't highlight some of the great shifts that are happening. - Want to grow this, support effective teaching approaches. - PD queries whether Te Hiaora stats can be shared - this may be on future agenda. - WT shared strategies for each team to shift whānau learning. <ul style="list-style-type: none"> - WT noted staff reflections on data, including: <ul style="list-style-type: none"> ● workshops at team level made it easier ● years 3-4 lower than expected school-wide, writing biggest concern. ● Impact from student attendance. ● noted there is often progress that cannot be recorded before end of year report. <p>BOT thanked WT for the presentation.</p>
7.55 pm	Correspondence (In/Out/Tabled)	See separate document for in-committee minutes for this item.
8.00 pm	Casual vacancy for a parent representative	<p>NOTE: NO left meeting for this item.</p> <p>Simon makes a motion that Nicola Owen is selected to fill our casual vacancy.</p>

		<p>I feel Nicola has skills and experiences that would compliment our current membership. Nicola has previous experience within both management and governance. She has served on the Boards of Coalition of Community Law Centres, Auckland Playcentres Association and The Royal New Zealand Foundation of the Blind. Nicola also has experience in disability advocacy.</p> <p>HP moves the above motion in SH's absence. All agreed.</p> <p>FL left the meeting at this point (8pm)</p>
8.05 pm	Update on byelection for staff rep on BOT	BOT byelection for staff rep is in motion - with the byelection to be held in late July 2023.
8.10 pm	Strategic Discussion	<p>NOTE: HP suggests moving this item to the next meeting agenda, though briefly noted some of SH's points:</p> <ul style="list-style-type: none"> ● Strategic Planning for 2024 ● Sub Committees: <ul style="list-style-type: none"> - SH suggests review of membership, more focus on H&S Committee ● Relationships with mana whenua <ul style="list-style-type: none"> - SH suggests we as a BOT need to build our own relationship with mana whenua and our strategy needs to reflect local iwi education strategy. - PD noted need to approach this strategically, not operationally (a partnership, with someone potentially co-opted onto BOT for this purpose). - NO asks if BOT can approach Te Ahiwaru about governance level relationship ● Board membership

		<p>Action: PD to contact Steph Tawha to start the conversation about mana whenua relationships.</p> <p>Action: Include the Strategic Discussion item in next agenda</p>
8.15 pm	Minutes of previous meeting and actions update	<p>Run through action points from last hui</p> <p>SLT to report back to the next BOT meeting with proposal for use of Catherine Prasad donation. - BM updated BOT, noted SLT has decided that it should be spent on gardens, with her interest in gardening.</p> <p>Updated action: BM to put the proposal for Catherine Prasad donation in writing for approval at next meeting - including an idea for a plaque, and plans for any opening event (e.g. invites for family)</p> <p>BM to send email to Qiane with more formal action plan, and approval of what aspects can be approved (e.g. basketball). - BM updated BOT that she has emailed Qiane, has not had response as yet</p> <p>Updated action: BM to follow up with Qiane to ensure she received email and about working together on plans</p> <p>BM to schedule restraint training for term 3 or 4. - BM updated BOT that this is scheduled for term 3.</p> <p>BOT members to do reading (linked on Term 2 checklist) before next meeting. - NO noted it would be useful to have reading as a list, or as attachments rather than embedded links.</p> <p>SH to talk to NZSTA Chris France</p> <p>Updated action: SH to update on discussion with Chris France at next meeting.</p>

		<p>To add agenda item on how to identify, connect with communities - come with ideas to next meeting</p> <p>Updated action: Include agenda item on how to identify and connect with communities in next meeting; BOT members to come with ideas.</p> <p>BOT members interested in meeting with David Ellery from Education Group to let SH know. - Done, and process complete.</p> <p>SH to email copy of the Primary Principals' Performance Agreement to BOT members: - Done</p> <p>BM to talk to Kirsten about whether it's possible to do finance review in July. To carry over as an updated action.</p> <p>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. - HP has enrolled in one, NO noted she is going to conference, and will cover many topics there.</p> <p>Updated action: Those who haven't enrolled in an NZSTA online course to do so and share which course they have enrolled in.</p> <p>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 has done, NO has done this</p> <p>Updated action: BOT members to read EOTC policies and feedback via School Docs by next meeting</p>
--	--	---

		<p>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> <p>Updated action: Action carried over to next meeting.</p> <p>BM to ask Colin for a timeframe on room repair. See H&S report minutes below.</p> <p>BM to arrange a suitable recurring time for Health and Safety sub-committee, with committee members, and Theo Adams, caretaker. See H&S report minutes below.</p> <p>BM to find out a bit more from SLT on behaviours being seen/reported, whether it is being reflected accurately in reporting. See Principal's report minutes below</p> <p>To organise a meeting with Chris France, NZSTA that suits within next two months.</p> <p>Updated action: SH to update on discussion with Chris France at next meeting</p> <p>Board members to let SH know asap if they wish to attend conference, and for how long. - Complete</p> <p>NO and SH to discuss and look into risk register templates, with Amanda assistance. Done - see agenda item below.</p>
7.55 pm	Term 2 Policy Reviews and Board Assurances <u>Review Schedule</u>	<ul style="list-style-type: none"> ● Reviewed assurances last meeting. ● Only changed those noted in H&S meetings.

8.30 pm	Risk Register	<ul style="list-style-type: none"> - NO has started a risk register: including these categories: risk description (eg reputation risk), controls in place (eg. H&S Committee, monitoring mitigation), likelihood, consequences, person responsible, and it then creates a residual risk rating. - NO notes that this is a living document. - NO suggests that H&S committee owns the risk register and updates on it at BOT meeting. <p>Action: BOT members to think about possible risks we should be thinking about to populate the risk register.</p>
	Sub Committee and Reports	

8.33 pm	Health and Safety Report	<ul style="list-style-type: none"> ● Discussed more BOT reps on H&S committee. ● NO noted need for another parent rep. She is happy to stay on it. ● HP notes that in principle can swap onto H&S from finance. <p>Resolution: HP to be appointed to H&S Committee.</p> <p>Moved: NO</p> <p>Seconded: BM</p> <p>All agreed.</p> <ul style="list-style-type: none"> ● Room repair: BM update that document for room repair has been sent to Ministry by Colin - BM waiting for timeframe from Colin - she notes it is hoped to done in holidays or term 3. ● Survey on H&S curriculum open until next week (ie week beginning 3 July) ● BM notes the info will be collated by start of term 3 and a draft statement for approval ready by August meeting at latest. ● As per action of last meeting, BM has arranged for a time for the next H&S meeting, to be on 2 August, 2.15pm. ● NO moves H&S Committee stops reporting on covid. All agree. ● NO notes there were outstanding items on board assurances and noted that school staff meeting needs to hear about abuse reporting (e.g. in staff meeting) in term 3. <p>H&S report adopted, moved: NO</p> <p>Seconded BM</p>
8.34 pm	Finance Report	<ul style="list-style-type: none"> ● HP noted query around capital purchase spike (purchase of approx \$10,000) that BM is to check on.

		<ul style="list-style-type: none"> • Noted issue of concern is that relievers budget already spent - need to work on what we can. • BM noted aim to not split classes if possible, and BM and the DPs may do more teaching in classrooms <p>Finance report adopted, moved: HP Seconded: PD</p>
8.40 pm	Principals Report	<ul style="list-style-type: none"> • HP noted new code of conduct for boards, to be signed at next meeting. <p>Action: The code of conduct for boards to be read and signed by all at next meeting.</p> <ul style="list-style-type: none"> • HP noted urgency of resource room dampness (due to the possibility of mould). • HP asked about bike tracks - BM to follow up on repairs, and funding options, PD suggested working bee/whanaungatanga day • PD queried aim of meeting with Māori whānau /how we track these - NO pointed out the areas in report where you can see tracking/progress • NO noted that she would prefer list of readings or attached readings - not embedded links • NO and BM noted AOV figures a concern • BM updated on behaviour - read lots of PB4L incidence forms: wants to do reminder of values for years 4-6. She noted that WT looks after this (The MBS Way) <p>Action: PB4L to go to next agenda</p> <ul style="list-style-type: none"> • BM notes items of interest: <ul style="list-style-type: none"> - BM reported on a great support staff week - support staff noted their thanks • BM sought feedback from BOT on whether the comments on her report - is it better to respond in person at meeting, or deal with it present. <ul style="list-style-type: none"> - PD noted can put 'to discuss' on comment if needed. - HP noted encouraged not to spend hours doing replies that can be brought to meeting.

		<ul style="list-style-type: none"> - PD - answer it on document, but don't resolve it - PD noted 'exception reporting' - everything is going well, EXCEPT. this... - PD noted need not to keep BOT in operations, but to concentrate on strategy <p>Action: BOT members to consider format of Principal's Report, and amount of detail and give their feedback by next meeting.</p>
8.30 pm	Closing karakia	BM

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

