

Mangere Bridge School
Vision

'Aroha Ako Angitu'
'Together we care, we learn we succeed!'

MBS Board Hui/Meeting

Thurs 4th May 2023

6.30 – 8.30 pm

Venue: School

AGENDA

Time	Item	Action/Responsibility
6.30 pm	Karakia	Simon Hughes
	Apologies	Piki, Nicola
	Present	Simon Hughes, Hamish Peart, Bernice Mata'utia Qiane Matata-Sipu, Fale Lea'aetalafo'ou (from 7.10pm)
6.35 pm	Conflict of Interests	Noted that Board Secretary Amanda Peart is Hamish Peart's (BOT member) sister.
	Board Secretary	
6.40 pm	Qiane presentation	<p>Summary:</p> <p>Background:</p> <ul style="list-style-type: none">• Qiane Matata-Sipu is a new parent in Te Hiaroa• Been part of school in various capacities for a very long time• She has a multi-media production company, founded social enterprise Nuku, is an author, NZ Aotearoa Histories curriculum lead, Te Akitai and Waiohua. Te Hiaroa.• is part of Te Ahiwaru Trust, worked with kahui ako on how to support, share mana whenua stories.• From a family of teachers, grew up Wallace Rd and lived on Ihumatao papa kainga for 10 years. <p>Presentation</p> <ul style="list-style-type: none">• Shared an update on Te Hiaora, including positive working bees, community days, Makaurau Marae donated plants.

		<ul style="list-style-type: none"> ● There is desire for te reo to be used inside and outside the classroom, by students, parents and whānau. ● There is a desire to make the space more desirable and welcoming, including art (pou - with vinyl print on wood, paintings on ground), basketball space. ● Work should have Māori design values - and encouraging te reo (e.g.vinyl cuts of words/kupu) <p>Budget</p> <ul style="list-style-type: none"> ● Basketball hoop \$3249 ● Vinyl mahi toi \$1000 (Te Hiaroa money) ● Painting on road between \$18k-\$30k (quoted for paint that lasts 10 years) ● In-kind support: mixed plants, garden boxes, swings. <p>Notes:</p> <ul style="list-style-type: none"> ● All board members thanked Qiane for her presentation. ● Noted need to make space more inviting and welcoming. ● Queried position of space and whether Te Hiaroa should be moved. ● Simon noted desire to raise BOT awareness of Te Hiaroa, and noted BOT support for Te Hiaroa. ● Simon noted BOT has been having conversations recently about Te Hiaroa and wanting it to be part of the school ● Bernice notes she has increased understanding of Te Hiaroa and that whānau is driving a lot of it. ● Notes budget is a consideration but that it aligns with strategic goals. ● Noted need to be very intentional with next steps - e.g. funding and grants and fundraising
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6.55 pm	Minutes of previous meeting	<p>7.40pm</p> <p>Simon noted the need for fuller board for some agenda items tonight, and suggested a further meeting in late May.</p> <p>Suggestion for 25 May meeting (and no meeting in June).</p> <p>Suggestion to also move July meeting out of the school holidays.</p> <p>Action: Simon to email about dates</p> <p>7.45pm</p> <p>Board secretary role confirmed as Amanda Peart.</p> <p>Hamish acknowledges Amanda is his family member and declares that.</p> <p>Action: Simon to seek guidance from NZSTA about contractor agreement.</p> <p>7.50pm</p> <p>Motion to accept minutes– Simon Seconded - Bernice</p>
6.55pm	Term 2 Checklist	<ul style="list-style-type: none"> • Bernice noted the need for a policy based on new rules and guidelines around physical restraints by 7 May (based on new rules that came in on 7 February). • Bernice also notes the need for training for staff. • Fale notes need to check whether relievers are also trained.
7.00 pm	<p>Policies (Board and assurances)</p> <p>Review Schedule</p>	<p>Term 2 policies to be looked at over next few weeks. Suggestion to cover four in the next meeting. three in the meeting following.</p> <p>Action: Bring initial thoughts to next meeting</p>
7.05 pm	Sub Committee and Reports	

7.05 pm	<p>Health and Safety Report</p> <ul style="list-style-type: none"> • Draft Statement Health and RSE Document to be approved 	<ul style="list-style-type: none"> • Bernice notes need for approval by end 2022, but term 1 2023 - needs it ASAP this term. • • Board needs to be part of hui for Māori whānau - Amanda to send calendar invites. • Hamish noted involvement of Te Hiaroa would be valuable. Bernice noted 6pm likely time, with one hour duration. • Looking at doing event in week 7 (8 June) • Fale notes need to provide food. <p>Action: Bernice to send notice / letter out week beginning 8 May.</p> <p>Action: Bernice to speak to Min of Ed</p>
7.15 pm	Finance Report	<ul style="list-style-type: none"> • Hamish noted it is looking pretty good financially with a surplus of \$90,000 • Spent 23% of payroll by end March. • Kirsten (financial advisor) had no concerns. • Noted that spend on learning is under budget, and want to encourage staff to use that budget. • Simon noted colour coding useful for separating our TH and Maori-medium funding • Simon noted plan to 'plod on' before a stock-take middle of year • Bernice to continue monitoring staff relievers • Re-forecast meeting August (based on June figures.) <p>NOTE: Refer to finance sub-committee minutes for full minutes.</p>

7.25 pm	Principals' Report	<p>Summary of points:</p> <ul style="list-style-type: none"> ● Student's return at half days has been positive according to staff and a lot of work being done to bring the class together. ● Survey to go out soon to BOT and all staff for appraisal of Bernice - deadline for 23 May. ● Kaiāwhina shortlisted, interviews to come ● Childcare has key to Domain Rd gates - is Health and Safety risk, need to reclaim key. ● Noted by BOT as key H&S risk. ● Bernice also noted need for further fencing. <p>Action: Hamish to ask for key return direct from centre.</p> <p>Note: Full principal's report to be discussed at next meeting (report to be updated as needed)</p> <ul style="list-style-type: none"> ● Hamish and others noted the value of discussion / response prior to meeting. ● Simon notes need to also make sure things go to meeting for discussion rather than just over email.
7.35 pm	Correspondence (In/Out/Tabled)	<ul style="list-style-type: none"> ● Bernice notes receipt of an email to Bernice from lawyer to inform school that, Catherine Prasad has left \$20k to MBS in her will. She was a relieving teacher, who passed away at the beginning 2022. ● Bernice notes need for clarity over who decides on how the money is spent. ● Hamish notes benefit of working together on decision - perhaps BOT consider a proposal.

		Action: Bernice to find out more about family to thank them, get some ideas about how she'd like the money spent.
7.45 pm	In-Committee	No issues taken to committee
7.50 pm	Hall Hire	<ul style="list-style-type: none"> • Simon noted interesting information from Piki - every new hire contract has to be signed off by Ministry • Fale noted this board put together casual contract in their last term. • Fale noted timeframe is key to determine what is casual and what is above that maximum (anything above max for casual goes to Ministry) • S noted need for clarity over BOT role in approving hire. • Fale notes only if it's more than casual. • Casual hires approved by Bernice, anything, other agreement types go to BOT
7.55 pm	Strategic Planning - Upcoming Changes - New regulations Mid-2023	<ul style="list-style-type: none"> • Hamish noted PD said BOTs spend too much time on minutiae and need to focus on strategic direction, values, goals • Simon says value in strategic planning workshops with Chris (PD)
8.15 pm	Board Work Plan	<ul style="list-style-type: none"> • Simon noted need for people to go to NZSTA website and look at BOT work plans - good guides about BOT meetings, when things are key to go on agenda. • Simon notes should adopt a BWT, and then a solid one in place for 2024 - and it becomes part of our processes. • Hamish notes new legal requirements for boards - also on NZSTA plan
8.20 pm	General Business <ul style="list-style-type: none"> • Casual vacancy update 	<ul style="list-style-type: none"> • Simson noted two people have asked for election - keeping it running until 26th • Also noted that co-opting could have gone to community

		<p>will explain who Nicola is, why she was co-opted, etc</p> <ul style="list-style-type: none"> • Kathleen checked if BOT members away they still get paid - BOT confirmed yes. • Fale notes Te Hiaroa going well, new staff bringing good energy • Bernice notes staff going well in new term
8.30 pm	Next Meeting	25 May
8.35 pm	Closing Karakia	Fale

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

