



# MINUTES

## BOARD OF TRUSTEES HUI

**Name:** Māngere Bridge School Board Hui

**Date:** Thursday 7 March 2024

**Time:** 7pm to 9.45pm (NZDT)

**Location:** Māngere Bridge School

**Board Members:** Nicola Owen (NO) (presiding member), Simon Hughes (SH), Piki Diamond (PD) Hamish Peart (HP), Fale Lea'aetalafo'ou (FL), Bernice Mata'utia (BM) (principal)

**Attendees:** Amanda Peart (secretary)

### 1. General business

#### 1.1 Opening karakia 7.10pm

#### 1.2 Correspondence 7.15pm

##### **Correspondence regarding liquor licence application:**

Licensing application: email correspondence from Trevor of CAAH, correspondence sent to school community, two emails received, letter of opposition sent to licensing committee, acknowledgement received from Council.

Board noted that several people wrote to the school regarding the licensing application.

##### **Action:**

NO to respond to the people that wrote to the school.

##### **Correspondence received regarding a staff resignation.**

Principal noted that parents in the affected classroom have been notified; the rest of the school

will be notified on Friday 8 March.

### **1.3 Confirm minutes of previous meeting 7.20pm**

#### **Resolution:**

February Board hui minutes confirmed as presented.

MOVED: NO

SECONDED: PD

CARRIED

Noting decisions made by email:

Staff rep: Two remits by email - approve Kathleen as staff

It was noted that staff rep for Board has been selected, by staff vote.

#### **Actions:**

To arrange a meeting between presiding member and staff rep, and for induction on processes.

#### **Resolutions:**

February 21 Strategic Planning and hui minutes confirmed as presented.

MOVED: NO

SECONDED: PD

CARRIED

February 21 in-committee minutes confirmed as presented.

MOVED: SH

SECONDED: NO

CARRIED

#### **Matters arising:**

### **1.4 In-Committee 7.25pm**

### **1.5 Confirming sub-committees 8pm**

#### **Subcommittees**

Board considered whether they wanted to continue with both subcommittees.

It was noted that Health and Safety could include an agreement that a board member walk through school each month for instance.

The board also noted many financial items are operational and not governance, and that the board as a whole needs to have overview of finance.

The board also noted the importance of reporting finance and H&S in a 'board friendly' way.

**RESOLUTION:**

Disband the sub-committees, that the Finance and H&S reports come direct to the board, and a board member undertakes a Health and Safety check at the school each term.

MOVED: NO  
SECONDED:HP  
CARRIED

**1.6 Parent representatives on Board 8.05pm**

There are now two parent vacancies on the Board, due to the resignation of Fale Lea'aetalafou.

**Resolution:**

The Board agrees to fill the additional parent representative vacancy by election and that the Board appoints Kathleen Phelps as Returning Officer with support from Candace Nicholson. Noted that there is the potential to also co-opt an additional parent rep in future.

Principal noted that the timeline for elections has been sent in the newsletter.

It is noted also that there was an approval given over email by board member HP, which can be found in the appropriate board folder.

MOVED: NO  
SECONDED:SH  
CARRIED

**2. Management Reports 8.10pm****2.1.1 Finance Report**

Finance Committee attended by BM, SH, accountant and was focused on budget.

**Resolution:**

The March 2024 Monthly Finance Report to this agenda be approved.

MOVED: PD  
SECONDED:FL  
Carried

**2.1.2 Budget**

Noted that draft budget was not received by board prior to the meeting.

Deficit has been reduced from \$156k to 73k.

Noted that principal has investigated cutting expenditure, and increasing income. She also noted the importance of budget reflecting strategic plan.

Board notes concern that we do not have a budget at a level that the BOT can approve.

Board asks BM to seek more advice about options, and make some decisions about how to get the deficit down.

Noted items that bring value to our tamariki are important for budget.

Suggestion for interim solution so teachers can spend on resource, etc

Suggestion for options with commentary.

**Action:** BM to seek advice from Ministry

**Action:**

Draft budget for 2024 to be sent to board by principal, with options and commentary, by 21 March.

## **2.2 Health & Safety Report**

Noted that caretaker Wayne to check in with Ministry - resource room not complete, staff room has small leak.

Noted that fence work to begin Monday 11 March - Wednesday 13 March; comms to go out to White Heron.

Board assurance review schedule - reminder to refer to those in term 1.

Te Hiaroa cover/ramp - Ministry advised unable to do work that is desired; school to get advice over this from access advisor.

Noted that urinals also to be fixed.

Noted that action was taken this week to make a small fix to the swimming pool, to have it ready for swimming sports and able to be used this term.

Noted that the spend on this work was discussed over email, which means that all board members need to agree, and all board members did not agree, due to budget concerns and previous agreement to take the issue of the swimming pool and its future, out to school community which is still to happen.

Noted importance of due dates on actions in minutes, e.g. for pool consultation.

Noted that caretaker is confident that pool is now safe to use.

Noted there are additional quotes, including a pool cover and products and maintenance.

Caretaker has gone to quote: Cover \$4k; product and maintenance \$10k.

Noted that Board can go to community with a budget / options / proposal for pool

Noted importance of link between PTA and Board - BM going to next PTA meeting.

Recommended that Board go to community, rather than PTA fundraise for this..

**Actions:**

BM to send information to PD and SH about how/when pool is used during the year.

PD and SH to draft information to go to community to get \$10k to get pool going - to send draft to board over email for feedback. Information to be ready for swimming sports on Friday 15 March.

**Resolution:**

The March 2024 Monthly Health and Safety Report to this agenda be approved.

MOVED: NO

SECONDED: HP

CARRIED

## **2.3 Principal's Report**

**Resolution:**

The March 2024 Monthly Principal's Report be approved.

PD noted need for more links between data and outcomes, how it is meeting strategic goals.

Noted that DP Waitangi Tofilau to present to future meeting on PB4L.

MOVED: BM

SECONDED:HP

CARRIED

### **2.3.1 Items for approval 9.15pm**

#### **Year 6 Camp (attached paper)**

Noted by principal that there is community desire for this. She noted that she has sent documents to

Board, including RAMs (H&S plans)

Board member noted the importance of having qualified instructors to supervise high risk activities.

There is a need for comms to parents, and fundraising. The camp is for year 6 only, approximately 56 students.

Noted importance of comms including reassurance to whānau around the location at a Christian Youth Camp, and it being inclusive of all religions, and non-religious students.

E.g wording such as, "It's a Christian Youth Camp, but it's a camp for everybody. Come and have a chat if you want to know more." ‘

BM notes there will be a parent information meeting with year 6 parents.

**Resolution:**

Board approves Year 6 students attending Camp Waipa, noting at present there is no anticipation of using school funds to pay for the camp. Principal to come back to the board if there are any budget implications.

MOVED:NO  
SECONDED:SH  
CARRIED

**Hearts and Minds programme**

BM noted it can be a standalone programme; presented booklets; proposal is the board going to approve and support Rise Up Trust. Helps MBS engage with whanau; links with our strategic goals and values.

Queries over value; what HAM are offering; what need are they meeting.

BM noted need to support whanau, notes number of high needs students coming into MBS.

NO : What is prob we're trying to solve, potential solutions, what's in our Strategic goals?

**Action:**

BM to come back to board with more specific proposal, with some commentary around needs being met.

BM noted SP being published on the website.

NO noted need for word version of SP on website for accessibility, and PDF.

**2.4 10 year maintenance plan: report from Bernice 9.30pm**

Carried over item to next meeting as have been unable to meet with Ministry of Education.

**Action:**

BM to continue to follow up Ministry.

### **3. Any other competent business** 9.30pm

NO notes the Annual Implementation Plan (AIP) needs to be approved by board and published by end of the month.

**Action:**

Bernice to send AIP to board by 22 March; and schedule a Zoom hui for Wednesday 27 March to discuss and approve.

#### **3.1 Use of CCTV - Privacy Impact Assessment** 9.40pm

HP notes high level needs: Identification of process, risks, and what we've done about them.

There are three key points for the principal to undertake:

1. Principal to ensure cameras are turned off in school hours 8.30am - 3.30pm to be completed by end of term 1.
2. Principal and board to finalise and communicate the PIA to the community by the end of term 1.
3. Principal to delegate the responsibility to delete the data that is older than 7 weeks (this needs to be done on a weekly basis).

Noted to refer to the draft PIA for actions and information.

Also noted it may be necessary to amend the school's CCTV policy for consistency.

**Action:**

Board to read PIA and approve at next meeting.

### **4. Meeting closure** 9.45pm

Principal and Board note their thanks to parent rep Hamish Peart for his service to the board with a speech and gift.

#### **4.1 Closing karakia** 9.50pm

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

**KOTAHITANGA**



*We work together as one, together we succeed.*

**MANAAKITANGA**



*We show respect, aroha and care for each other, everyone feels safe and welcome.*

**KAITIAKITANGA**



*We are guardians, protectors, kaitiaki of our environment, our language, our culture and everything that makes us special. Now and for the future.*

**RANGATIRATANGA**



*We are confident, self determined learners and leaders. We will reach our fullest potential.*