



MINUTES

BOARD OF TRUSTEES HUI

Name: Maangere Bridge School Board Hui

Date: Thursday 7 November 2024

Time: 6pm - 9pm

Location: Maangere Bridge School

Board Members: Nicola Owen (NO) (presiding member), Piki Diamond (PD) Konrad Kurta (KK) online from 8.10pm, Maxine Inu (MI) (staff rep), Bernice Mata'utia (BM) (principal).

Apologies: Susana Guttenbeil (SG), Simon Hughes (SH)

Attendees: Amanda Peart (secretary)

1. Meeting opening 6.15pm

1.1 Opening karakia

1.2 Interests register

No updates recorded.

1.3 Minutes 8.50pm

Resolution:

September Board minutes confirmed as presented.

MOVED: NO

SECONDED: PD

Carried.

Noting items agreed by email:

- RAMS form sign off for school camp
- Delegated authority for Principal to sign Audit letter
- Auditorium use by Nexus Logistics

Matters arising from the minutes

Swimming pool plan and planning hui in term 4 – Bernice to coordinate

135 year celebration plan – Bernice will share with the Board, PTA and school
KK to look at alternative options for future fundraising platforms- with MI support.
Principal to find the hoodie income in the budget.
Principal to follow up with office manager regarding reimbursement of BOT election costs.
Principal to contact school's insurers regarding pool and out of hours use.
NO to draft pool comms to go out.
Bernice to include data from hui/fono in next report (e.g. attendee numbers, issues being raised, etc)
Put staff wellbeing as an agenda item for October meeting - board to receive raw data from the staff wellbeing survey
NO to collate staff exit surveys.
Principal to provide relevant staff demographics (e.g. gender, ethnicity, age) and provide a summary of staff retention.
Principal to set a time for a H&S walk-through with SG
Principal to find concerns and complaints register, bring to board regularly.
Board members to carry out necessary policy reviews via School Docs.
Principal to provide regular leave reports to the board - to start with once a term.
NO to send link to research into cyber security for children.
Add an item on road safety in the October meeting, particularly in light of The Gaff licence being granted
NO to be board rep to fill Lauren's vacancy. NO to send her availability to Principal.

Action:

Principal to email board regarding her planned leave in November.

2. Giving effect to Te Tiriti o Waitangi 6.50pm

Principal and DP Haki Wilson presented

Board receives the presentation and notes their thanks to Haki and Bernice for their work and presentation.

Action:

Presiding member to look into process for co-opting a new board rep and bring this to the next board meeting.

3. Finance reports and updated budget 7.20pm

2.1 Finance report and budget update

Resolution:

The 2024 Monthly Finance Reports (August and September) to this agenda be approved.

MOVED: BM

SECONDED: NO

Carried

The items of significance be noted.

The 2025 draft budget be noted (opportunity for discussion and feedback with the intention of approving the budget at the December meeting).

Noted final budget at start of 2025.

Resolution:

Board approves the payment of the balance for the school camp.

MOVED: NO

SECONDED: PD

Carried

Resolution:

Board approves the payment to Oasis and to extend the Oasis contract for 50 days due to staff absences and shortages.

MOVED: BM

SECONDED: MI

Carried

4. Management reports 8.15pm

Principal's Report

- Board Meeting Dates for 2025 were tabled and agreed.
- Noted actions from H&S walk-through have been done, including roping off playground.
- It was noted demographics will come to next board meeting. Board member noted in-zone growth to be aware of, new developments etc

- Board member has looked into process for PTA to become a registered charity, noted that he didn't see any financial workload over and above what already existed.

Actions:

- KK and MI to bring item on PTA becoming a registered charity to next meeting.
- Principal to bring demographics item to next meeting.

Resolution:

The September 2024 Monthly Principal's Report be approved.

MOVED: BM

SECONDED: NO

Carried.

5. Other business 6.15pm

5.1 Auditorium booking process – recommendation to amend

Discussion over streamlining process. Noted that as long as the policy is followed, happy for delegation.

Two options discussed:

1. That the Board delegates authority to the Principal and the Presiding member to authorise auditorium hire. A register be provided to the Board at each meeting to track external hire. Any potentially controversial hire (e.g. political groups) to be referred to the whole Board before approval is granted.
2. That the Board delegates authority to the Principal to authorise auditorium hire. A register be provided to the Board at each meeting to track external hire. Any potentially controversial hire (e.g. political groups) to be referred to the whole Board before approval is granted.

Rationale: the current process that requires full Board sign off for hall hire is unwieldy and time consuming for Board members and often takes too long. However, it is important that the Board continues to have oversight of auditorium use. The process can be streamlined by enabling the Principal or the Principal and one named Board member to sign off hire.

NB Administration staff have updated the hire forms to make it clear that hirers are responsible for the grounds and playground as well as the buildings.

Resolution:

That the Board delegates authority to the Principal to authorise auditorium hire. A register is to be provided to the Board at each meeting to track external hire. Any potentially controversial hire (e.g. political groups) is to be referred to the whole Board before approval is granted.

MOVED: NO

SECONDED: PD

Carried

5.2 Recommendation to amend the approval settings in EOTC Event Planning and Approval policy

Current policy reads:

‘Initial approval

Initial proposals are submitted for approval according to the level of risk:

- For low-risk events, the organiser seeks approval from the principal.
- For medium- to high-risk events, the organiser seeks approval from the principal and board.
- For overnight events, the organiser seeks approval from the principal and board.

If approval is given, detailed planning can begin.’

NB this same level of approval is applied to final sign off for EOTC

Proposal to amend to read:

‘Initial approval

Initial proposals are submitted for approval according to the level of risk:

- For low-risk events, the organiser seeks approval from the principal.
- For medium-risk events, the organiser seeks approval from the principal and presiding member.
- For high-risk and overnight events, the organiser seeks approval from the principal and full board.

If approval is given, detailed planning can then begin.

Noted that exact event dates do not need to be known - if you know an event is coming up (e.g. zones) you can get pre-approval at any stage in advance.

Once pre-approval given, the RAMS form then also needs to be signed off by board, for high risk.

The presiding member should refer the EOTC planning to the full Board if they have any concerns over the risks involved.’

Action:

Principal to arrange to have the EOTC Event Planning and Approval policy changed on School

Docs.

Resolution:

To amend the EOTC Event Planning and Approval policy to the following:

Initial proposals are submitted for approval according to the level of risk:

- For low-risk events, the organiser seeks approval from the principal.
- For medium-risk events, the organiser seeks approval from the principal and presiding member.
- For high-risk and overnight events, the organiser seeks approval from the principal and full board.

If approval is given, detailed planning can begin.

MOVED: NO

SECONDED: PD

Carried

EOTC List tabled of medium-high events happening before the end of the year:

- **Name of Trip:** Graduation celebration (at school not trip)
Date of Trip: 12 December 2024
Low, Medium or High Risk: Medium, at school on the big field, school pool, Mangere mountain
Purpose of the Trip: Graduation celebration
Estimated number of students and adults: 58 students and 4/5 adults
- **Name of Trip:** Kea end of year Top Town celebration (at school not trip)
Date of Trip: 16 December
Low, Medium or High Risk: Medium, at school on the big field
Purpose of the Trip: End of year celebration
Estimated number of students and adults: 154 students and 11 adults
- **Name of Trip:** Te Hiaroa End of Year Celebration
Date of Trip: Monday 16th December 2024
Low, Medium or High Risk: Medium - High Risk (will have RAMs done asap)
Purpose of the Trip: Celebrate our tamarikis achievements
Estimated number of students and adults: 51 students and 7 adults
- **Name of Trip:** Airport Site Visit
Date of Trip: Friday 22nd November 2024
Low, Medium or High Risk: Medium - High Risk - Waiting on RAMs
Purpose of the Trip: A special prize for the Auckland Airport for the naming competition of pavers
Estimated number of students and adults: 18 Total (includes adults and students)

- **Name of Trip:** Rainbows End Trip (need approval as it needs to be paid by tomorrow or the students miss out)
Date of Trip: Friday 29th November 2024
Low, Medium or High Risk: Medium - High Risk (Same Rams from last year)
Purpose of the Trip: Celebrate student leaders in the school
Estimated number of students and adults:
- **Name of Trip:** Athletics Zones
Date of Trip: Thursday 28th November 2024
Low, Medium or High Risk: Medium - High Risk (will have RAMs done asap)
Purpose of the Trip: Compete in the MOSA athletics zones
Estimated number of students and adults: 30 students 4 adults
- Sports Zones - Athletics
Details TBC

Resolution:

Board gives pre-approval for the listed trips, and notes RAMS will also be sent for approval.

MOVED: NO

SECONDED: PD

Carried

5.3 Amanda - Resignation as Secretary at the end of 2024 6.45pm

Resolution:

The Board authorises the Principal and Presiding Member to recruit a replacement Board secretary starting in 2025.

MOVED: NO

SECONDED: MI

Carried

5.4 Road safety 7.50pm

- This is an Item identified as important from the last meeting relating to The Gaff opening hours and licensing, changes to the road layout/cycle paths and the incident of a child on a bike hit by a car on the way to school.
- We are not currently achieving daily road patrols at each crossing each day, parking particularly at Domain Road does not follow road rules, children come to school on wheels without helmets and without permits.

- **Recommendation:** review policies 'Road patrol' and 'Getting to and from School safely' and consider what action management can take to support and improve road safety around school.
- Noted that staff would benefit from training around road safety and road patrols.
- Noted that whanau support for road patrols would be helpful, if they had the right knowledge and training.

Action:

Management to investigate review of policies 'Road patrol' and 'Getting to and from School safely' and consider what action management can take to support and improve road safety around school.

6. Correspondence

Correspondence received:

- Correspondence regarding Cycling safety improvements in Maangere West
Email regarding MBS Fun Run re dates (moving it out of Maori Language Week) and fundraising platform used.
- Noted agreement to move Fun Run out of Maori Language Week for 2025 and the Fun Run fundraising platform will be discussed further in the December meeting.

Actions:

Management to follow up on process for fun run donations, including deadlines for choosing a fundraising platform.

Board went into committee at 8pm

Board moved out of committee 8.15pm

Board went into committee at 8.40pm

Board went into committee at 8.50pm

7. Meeting closure 9pm

Closing karakia

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

