

# Minutes

## BOARD OF TRUSTEES HUI

**Name:** Māngere Bridge School Board Hui

**Date:** Thursday 8 May

**Time:** 6pm

**Location:** Māngere Bridge School

**Board Members:** Nicola Owen (NO) (presiding member), Simon Hughes (SH), Piki Diamond (PD)  
Bernice Mata'utia (BM) (principal)

Apologies Susana Guttenbiel (SG), Maxx Inu (staff rep)

Item	Kaupapa	Time
1.	<b>General Business</b>	
1.1	<b>Opening Karakia</b>  <b>SENCO report to go first (see item 3.1.3. and report emailed by Bernice)</b>	
1.2	<b>Correspondence</b> Lyrentia, Karina, Maxx resignations  Actions: Nicola to write to staff who are leaving  Board rep for permanent teacher shortlisting and interviews after 19 May: Simon (available 19, 20, 21 and 23 May ideally after 3pm)	
1.3	<b>Confirm minutes of previous minutes</b> <a href="https://docs.google.com/document/d/1Z-J7VNLIC_I1i58XcC1YPj_f9MmXoOprMu3kLeV-tx4/edit?usp=drive_link">https://docs.google.com/document/d/1Z-J7VNLIC_I1i58XcC1YPj_f9MmXoOprMu3kLeV-tx4/edit?usp=drive_link</a> In committee minutes In committee in committee minutes Remits passed by email: <ul style="list-style-type: none"> <li>• Leave for staff members</li> <li>• Request for change for official name of school</li> <li>• Budget finalisation</li> </ul> Moved: Piki Seconded: Nicola Approved  Matters arising: Nicola to continue to follow up with Ngati Tahinga re: meeting with 3 marae	
2	<b>Management Reports</b>	

2.1	<p><b>Finances</b></p> <p><b>2.1.1 Monthly financial reports</b>  The Board approves the monthly financial reports for the months of February and March 2025  Moved: Simon  Seconded: Nicola  Approve</p> <p>Question from SH for cost of relievers: reason for going over budget was cover for sick leave - applied for reimbursement and have received over \$12k so far and keep applying to cover the cost.</p> <p><b>2.1.2 Budget requests</b>  <b>Resolution:</b> <i>The Principal would like approval from the Board to approve the following budget to use an external source to assist with grant applications for a new playground.</i></p> <p><i>7 hours - 1st Application</i>  <i>6 hours - Next 2 Applications</i>  <i>5 hours - Next 2 Applications</i>  <i>4 hours - Any further applications</i>  <i>Total amount \$1,805.00 (Plus GST) - No other additional costs</i></p> <p><b>Context:</b> The senior students and parents have shared about having a new playground to cater for our students as the old playground has been removed. In previous years the students have participated in school projects as part of student inquiry learning. However, our aim is to ensure a new playground is put in place within a shorter time frame to cater and meet the needs for our students to have this opportunity earlier than at a later stage. We also understand that the process will look different to our first new playground build in 2022 as our Community will be focussing on the Swimming Refurbishment. The process will involve the Principal and leadership team.</p> <p><b>Other information:</b> The school aims to fully fund the playground through grants, funding applications (superfluous) and PTA fundraising support.</p> <p>Moved: Bernice  Seconded: Nicola  Approved  Action: Bernice to follow up with Playground fundraising</p> <p>Security - Bernice plans to change security companies and will follow up at next meeting re: potential to add video monitoring if budget implications.</p>	
2.2	<p><b>Health &amp; Safety reports</b></p> <p>2.2.1 Board around school  2.2.2 Any other Health and Safety issues to address  Health and safety report received  Moved: Bernice  Seconded: Piki  Approved</p>	

	<p>Action: Bernice to check in with Bo re: potential for AT to help fix bike track</p> <p>Bernice to check if there are any H&amp;S concerns re: gas bottle storage and report back to Board/or take immediate remedial action is needed.</p>	
<b>2.3</b>	<p><b>Principal's reports</b></p> <p>2.3.1 Items for noting</p> <p>The Board received the Principal's report</p> <p>2.3.2 Board assurances</p> <p>The board notes receipt of these assurances:</p> <p>Moved: Nicola</p> <p>Seconded: Simon</p> <p>Approved</p> <p>Instruction to the Principal: Bernice to check if Elaina requires Board authorisation to use restraint and if so bring appropriate request for authorisation to the Board before any restraint is undertaken. Bernice to also check if Elaina has undertaken any restraint without Board authorisation and if so to notify the Board immediately so we can seek advice.</p> <p>Moved: Nicola</p> <p>Seconded: Piki</p> <p>Approved</p> <p>2.3.3 School Camp</p> <p>Year 6 Camp RAMS EOTC</p> <p><i>Resolution: The Principal would like approval from the Board for pre-approval of the Year 6 Camp RAMS as per EOTC Policy.</i></p> <p>Context: The school will provide an opportunity for all Year 6 students to attend a Year 6 Camp held in Term 4. All EOTC Overnight requires full board approval according to our EOTC policy.</p> <p>Moved: Bernice</p> <p>Seconded: Nicola</p> <p>Approved</p> <p>In committee discussion about flexible working</p> <p>Nothing to report back to the Board</p> <p>2.3.5 Bilingual unit see attached documents: Presentation Samoan Bilingual Unit and Annual Implementation Plan Samoan Bilingual unit</p> <p>Draft remit:</p> <p>The Board approves the proposal and annual implementation plan for the Samoan Bilingual Unit and authorises the Principal to progress the plan as specified and report back regularly to the Board.</p> <p>Moved:</p> <p>Seconded:</p> <p>Board is not ready to approve the plan at present. Questions for Bernice:</p> <ol style="list-style-type: none"> <li>1. What does the Ministry fund? Minimum numbers of students</li> </ol>	

	<p>to make the unit viable with 1 or 2 classrooms so that the top up needed from the rest of the school is manageable within budget.</p> <p>2. Write up risk management plan including e.g. if we decide to go ahead with 2 classes does there need to be a cut off point if there aren't enough enrolments? Mitigation of impact on rest of school (Te Hiaroa and mainstream).</p> <p>Bernice present these for next Board meeting.</p> <p>2.3.6 Pool committee updates: Nicola</p> <p>Board discussion:</p> <p>Agree to hold Community consultation - re: big picture - blank paper exercise at Matariki markets and survey.</p> <p>Committee can put forward recommendations but Board has final sign off - no delegated authority to spend money outside of existing budget.</p> <p>Action: Bernice to check with Haki if using Matariki Markets for the consultation is ok.</p> <p>SKIDS: Action: Bernice to check lease arrangement with Skids and report back to next Board meeting.</p>	
<b>3</b>	<b>Governance reports</b>	
<b>3.1</b>	<p><b>Policy reviews</b></p> <p>Leave policy</p> <p>Context: Boards are now expected to log and monitor Principal leave in a different way. This means that we are required to maintain a record of Principal leave which may be examined by the Ministry. The rationale is a mixture of ensuring that Principals are taking leave that is due to them and also ensuring that leave taken is properly accounted for so it doesn't build up and lead to liability if unrecorded. Our current policy requires Board approval for all leave taken by the Principal which is largely unworkable. Therefore we propose this approach:</p> <ol style="list-style-type: none"> <li>1. Each term the Principal provides a running record to the Board of all leave taken including annual leave in term breaks, sick leave and any other types of leave allowed for within the collective agreement.</li> <li>2. The Presiding member has the delegated authority to sign off Principal's sick leave and bereavement leave on behalf of the Board in line with the collective agreement. The Presiding member may refer leave requests back to the Board if required.</li> <li>3. Other types of leave (parental leave, study leave, special leave) will continue to require full Board sign off.</li> <li>4. The Principal will be responsible for taking annual leave during school breaks and the Board will ensure from the running record that leave is being taken to ensure the Principal gets a break when possible.</li> <li>5. The Principal will provide information to the Presiding member on who is providing cover for the role when the Principal is absent.</li> </ol>	

	<p>Resolution: Amend the current leave policy to reflect the above. Moved: Nicola Seconded: Piki Approve</p> <p>Action: Bernice to create leave record Bernice to update School docs to reflect the changes</p> <p><b>3.1.2 Update on Mana Whenua reps (Nicola)</b></p> <p><b>3.1.3 SENCO report</b></p> <p><b>3.1.4 Complaints register</b> Board notes receipt of the complaints register</p>	
<b>3.2</b>	<p><b>School Board Elections</b></p> <p><b>3.2.1 Replacing Staff rep</b> (Nicola will check required process with NZSBA – not sure if we need to run elections just now and then also in September).</p> <p>Resolution: Board resolves to elect a new staff rep. Moved: Piki Seconded Simon</p> <p><b>3.2.2 Elect returning officer</b> The Board resolves to elect Candace Nicholson as Returning Officer for the staff rep by election and September Board elections Moved: Nicola Seconded: Piki Approved</p>	
<b>4</b>	<b>Any other incompetent business</b>	
<b>4.1</b>	<p><b>4.1.1 Bernice presentation on Springboard trust leadership training</b></p> <p><b>4.1.2 Acknowledging Bernice's new title: Fetaia'ioaiga Bernice Mata'utia</b></p>	
<b>5</b>	<b>Meeting closure</b>	
<b>5.1</b>	<b>Closing karakia</b>	

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

