

# **Mangere Bridge School – Board of Trustees**

## **Minutes of Meeting – Monday 9 February 2026**

**Time:** 5:33pm

**Location:** Tumuaki's Office

**Presiding Member:** Justis Kamu

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### **1. Karakia**

The meeting opened with a karakia led by Justis at 5:33pm.

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### **2. What's on Top**

Board members shared current highlights and reflections, including:

- Positive uptake in the Samoan Bilingual Unit
  - Children enjoying the school pool
  - Staff understanding the needs of new students
  - Interest in full-immersion language learning
  - Encouragement for senior students in their final year to maximise opportunities
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### **3. Attendance**

**Present:** Bernice, Mark, Justis, Susana, Aileen, Sarah, Nicola

**Apologies:** None

**Conflicts of Interest:** None declared

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### **4. Confirmation of Minutes & Matters Arising**

The Board reviewed the December 2025 minutes. Amendments were required regarding a staff employment item and the inclusion of a 3R payment in the public minutes.

**Motion:** *That the 3R payment be removed from the public minutes.*

**Moved:** Eileen **Seconded:** Nicola – *Carried*

Further matters discussed:

- Nicola to adjust policy wording relating to EOTC sign-off.
  - Clarification required regarding who was on the Pohutukawa Festival EOTC committee.
  - Justis to update and resend policy wording.
  - Board induction workshops noted (including governance workshop 11 March; suspensions workshop 10 March).
  - PTA MOU remains in progress (Susana).
  - AI Policy development continues — ongoing work between staff and Board.
  - Car park clarification draft to be brought by Eileen next meeting.
  - No RAMS since the previous meeting due to Board pause on EOTC approvals.
  - All motions passed online to be documented formally at the next board meeting.
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## **5. Appointment of Presiding Member**

Following NZSTA guidance, nominations for Presiding Member for 2026 were called.

Sarah nominated Justis; Mark seconded. With no further nominations, Justis Kamu was appointed Presiding Member for 2026.

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## **6. Code of Conduct and School Values**

The Board undertook a reflective exercise on the Code of Conduct for State School Boards and the school values. Members split into groups to discuss how these values guide behaviour and governance conduct at Board level. A group representative from each cluster reported back.

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## **7. Draft Budget 2026**

Kirsten and Candace joined the meeting at 6:43pm to present updates.

Key changes included:

- New funding for the Samoan Bilingual Unit (17 students generating approx. \$19,000).
- Inclusion of 0.6 FTE to support Samoan Unit teaching staffing.
- Adjustments to librarian and admin hours.
- Additional security motion sensors.
- Updated playground capital spend reflecting grants received last year.
- Projected deficit of approx. \$56k; however, 2025 closed with a healthy surplus due to grant income.
- Cyclical maintenance obligations noted.

**Motion:** *To adopt the 2026 Draft Budget.*

**Moved:** Bernice **Seconded:** Mark – *Carried*

Other financial motions:

**Motion:** *To approve the November 2025 financials.*

**Moved:** Eileen **Seconded:** Mark – *Carried*

**Motion:** *To approve the December 2025 financials.*

**Moved:** Mark **Seconded:** Bernice – *Carried*

A Finance Committee was formally established.

**Members:** Candace, Bernice, Mark, and Justis.

The Board also discussed Fun Run fundraising, Board conference attendance, and the need for future planning to achieve surplus by 2027.

## 8. School Tour

The Principal led a walkthrough of key areas of the school.

## 9. Principal's Report

Key items:

- Attendance processes noted (roll marked before 9:15am and again after lunch at 12:40pm).
- Discussion on lifting attendance trends with support from social worker, counsellor, and Sylvia Park Kahui Ako.
- Staff request for two weeks' leave moved to public-excluded session (content excluded here).

- Appointment of suitable staffing cover plan noted.
  - Health & Safety/Board Assurances to remain a standing item, pending updates on curriculum consultation cycle.
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## 10. Governance Review – Rainbow’s End Incident

The Board considered the governance review report regarding the 26 November 2025 EOTC incident. Discussion focused on:

- Clarifying board-level approval processes
- Ensuring RAMS forms include transportation plans
- Clarifying volunteer and staff roles in reporting safety concerns

**Motion:** *To accept the report with amendments*

**Moved:** Eileen **Seconded:** Bernice – *Carried*

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## 11. Strategic Plan 2026–2028

The Board reviewed final edits including data points, goals, initiatives, and reflection of Tātaiako/TTT principles.

**Motion:** *To adopt the Mangere Bridge School Strategic Plan 2026–2028.*

**Moved:** Eileen **Seconded:** Justis – *Carried*

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## 12. Delegations – Staff Recruitment

The Board confirmed recruitment delegations for senior leadership and teaching staff.

**Motion:** *To adopt the staff recruitment delegations as presented.*

**Moved:** Sarah **Seconded:** Justis – *Carried*

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## 13. In-Committee

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## 14. Closing Karakia

The meeting closed at 8:47pm.

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### Actions Arising

Action	Owner	Due
Update EOTC policy wording and circulate revised version	Justis	Next meeting
Prepare PTA MOU update	Susana	Next meeting
AI Policy work to continue (Board and staff collaboration)	Bernice + Board	Ongoing
Car park clarification draft to be sent to Board	Eileen	Next meeting
RAMS link to be resent to Board for visibility	Justis	Next meeting
Swimming pool refurbishment funding plan to be developed (Finance Committee + Pool Committee)	Nicola (Pool Committee), Finance Committee	Term 2
Strategic Plan and AIP updates to be uploaded to website	Bernice	ASAP
Health Curriculum consultation schedule to be reviewed	Bernice	Next meeting
Terms of Reference for Finance Committee to be drafted	Justis	Next meeting

