

Bailey Road Primary and Intermediate School  
**MINUTES OF THE BOARD OF TRUSTEES MEETING**



**Date of Meeting:** 19 February 2018

**Time:** 6.00 pm

1] **Administration**

**Present:** Max Guptill (in the chair), Steve Doran, Maua Kamuhemu, Kerry Bell, Michelle Smith (Staff Trustee) and Jody Hayes (Principal)

Michelle Ginders (Minute Recorder)

**Welcome**

Jody Hayes warmly welcomed everyone to the first meeting of the year.

**Election of Office Holder for 2018**

Max Guptill stepped down as Chairman and handed the meeting over to Jody for the election to vote for a new Chairperson.

Jody then called for nominations for Chairperson for the Board of Trustees for 2018.

Max Guptill was nominated by Maua Kamuhemu, seconded by Steve Doran. Jody asked Max if he accepts this nomination and he accepted.

No other nominations were given and Max Guptill was duly elected as the Chairman.

Jody handed over the meeting to Max

Max welcomed everyone to the meeting and asked everyone to say a goal they have for this year.

**Apologies**

None

**Conflict of Interest**

None

**Action Points of Previous Meeting**

1. Jody has made the changes to the Strategic Plan.
2. Jody has met with Norma and are currently sourcing a cheaper prize for reaching PB4L Green level.

3. Jody has put on the agenda, for the March Board meeting, for a discussion on future senior camps.
4. Jody has made the changes to the Discretionary Leave Policy.
5. Jody has made the changes to the draft budget.
6. Jody has included the quote for re-keying the school has been included in the pack.
7. Jody has included some of the capital purchases in the Budget for this year.
8. Jody has spoken with the Council and has included her report in the pack, regarding Cotswald Lane verge. Kerry will now make a complaint as a resident of the street as there is now more cars parking on the verge.

Meeting handed back to Jody to go through the Principal's Report, Jody explained to the Board how she will present her report from now on.

## 1] **Strategic Aims**

### 2018 School Charter & Annual Plan

Jody tabled an extra page of her report. The Board discussed and were very pleased with the report. The following motion was proposed:

To accept the 2018 - 2020 School Charter presented to the Board.

**Proposed:** Max Guptill

**Result:** All in Favour ~ motion carried.

### Analysis of Variance Report

Jody tabled her report at the meeting. She then went on to explain what this report is and how she came to her findings. As this is a public report it needs to be displayed on the school website

The Board discussed and the following motion was proposed:

To accept the Analysis and Variance Report presented to the Board.

**Proposed:** Max Guptill

**Result:** All in Favour ~ motion carried.

## 2] **Key Point Indicators**

### Reporting

Jody explained that current reporting process to the Board and would like the whole school to go to mid year and end of year reporting, with no junior anniversary reporting. The Board discussed and are happy to go with the mid year and end of year reporting from now on.

## 3] **Curriculum Discussions**

### Rimu Camp

A discussion for future Rimu Camps as been put on the agenda for the next meeting.

### Special Writing Programme

Jody explained to the Board what this programme is and costs involved. This programme involves a collection of students writing and artwork produced by them, the teachers and Toitoti. The staff and students will become the editors. The staff will be given professional development, which will be free as we will be Tiotio's trial school. By the end we will have a journal on Enviro friendly paper produced by the students and staff, which the school will be able to sell to the community.

## 4] **Governance Information**

### Proposed Enrolment Zone

Jody tabled the the approved Enrolment Zone, starting 30<sup>th</sup> April 2018. Jody will be meeting with Niall to discuss what needs to be done and will report back to the Board.

### BOT Hours for Audit

Michelle will send the monthly form, in the last pack of the month, which is to be completed and returned at to the meeting.

## 5] **Finance & Property**

The Board discussed the following:

### Alarm Code Pads

Jody explained to the Board that the staff has raised concerns regarding the size of the pads and that they find the screens hard to read. The Board discussed and would like Jody to get quotes on replacing them.

The Board would like Jody to remind staff that when they are on-site to ring and let Ironman Security know that they are on site and to let them know when they are leaving.

### 2018 Draft Budget

Jody has included the fixed assets requested at the last meeting in the budget. The Board discussed and overall they were happy with the budget with minor changes that Jody has noted. The following motion was proposed:

To accept the 2018 Budget presented to the Board with the minor changes requested.

**Proposed:** Jody Hayes

**Seconded:** Steve Doran

**Result:** All in Favour ~ motion carried.

### Teacher Reimbursement

The Board would like teachers to purchase classroom resources by cost rather than convenience in the future.

### Stationery Purchases

The new process put in place this year is much tighter and is working better.

### Credit Card for Deputy Principal

The Board discussed and the following motion was proposed:

To apply for a school credit card for Fia Salesa, with a credit limit of \$1,500.00

**Proposed:** Max Guptill

**Result:** All in Favour ~ motion carried.

### 10 Year Plan

The Board discussed some ideas that they have for the next 10 Year property plan. Jody would like the Board to bring additional ideas to future meetings. Decisions on what the Board would like in this 10YA will need to be discussed and decided on in the coming months.

6] **Staff Management**

None

7] **Asset Management**

Re-Keying of the School

The Board discussed the quote for the cost to rekey the school and the repairs to current locks and all agreed that the cost is very reasonable. The following motion was proposed:

To accept the quotes from Manukau Lock & Alarm of to rekey the school and carry out the repairs to current locks.

**Proposed:** Steve Doran

**Seconded:** Kerry Bell

**Result:** All in Favour ~ motion carried.

Class Furniture

Jody explained to the Board that a class lot of furniture was needed in the correct size, due to the extra class in the Kowhai Team.

Shade Sail

The Board discussed the quotes for the shade sail and would like Jody to arrange for them to visit again to discuss other options and present again to the Board.

8] **Health & Safety**

Health & Safety Audit

The Board discussed and all agreed that this needs to be done as responsible employers. Jody explained that this cost has not been included in the budget. The following motion was proposed:

To accept the quote from Graham Brown to prepare for a full site, Health & Safety Inspection.

**Proposed:** Jody Hayes

**Seconded:** Kerry Bell

**Result:** All in Favour ~ motion carried.

Jody will be meeting with Graham Brown next week on Thursday to discuss.

The Board would like Jody to organise the following to be done:

- Health & safety equipment that needs to be worn by staff members, these need to be a written document and the staff member must agree and be wearing them at all times.
- Health & Safety Labels to be put on vests worn by staff members.

Kerry will send though the course details to Jody, for the one day Health & Safety Course for Dave Muir to attend, when available. The Board would like this information to be passed onto the MaCoL as well.

9] **Legal Compliance**

None

10] **Strategic Decisions**

None

11] **P.T.A**

Jody, Fia and Max will be attending the first meeting on Thursday. At this meeting the office holders, (Chairman, Treasurer & Secretary), will be elected and discuss fundraising ideas. Fia will be the staff representative this year and she has been on many fundraising committees.

They are to be provided by the school, a Money Book, Receipt Book, Banking Details, Stationery and a Photocopying Code.

Kerry has requested that her name be removed from the email list for the PTA.

12] **General Business**

**NZSTA AGM Remits**

Max asked the Board to bring any ideas or remits they would like considered, to please bring along to the next meeting.

13] **Motions**

**Minutes of the previous meeting**

The minutes of the meeting held on 11 December 2017 were read and accepted as a true reflection of that meeting.

**Proposed:** Maua Kamuhemu                      **Seconded:** Kerry Bell

**Result:** All in Favour ~ motion carried.

### Correspondence

Motion proposed to accept all incoming and outgoing correspondence.

Proposed: Kerry Bell

Seconded: Maua Kamuhemu

Result: All in Favour ~ motion carried.

### Financial Reports

Motion proposed that the accounts be paid for November 2017.

Proposed: Steve Doran

Seconded: Kerry Bell

Result: All in Favour ~ motion carried.

Steve went through the accounts last Friday.

### 15] Agenda Items for Next Meeting

None

### 16] In Committee – Personnel

None

### 16] Closure

Meeting Closed: 7.30 pm

  
Signed: Board Chairman  
Max Guptill

Date 19/3/18

### ACTION POINTS

1. Jody to include in the next agenda a discussion on future senior camps.
2. BOT Audit Hours to be completed and returned at each meeting.
3. Jody to get a quote for Alarm Code Pads.
4. Jody to arrange for a school credit card for Fia.
5. Jody to arrange for the school to be rekeyed.
6. Kerry to send through Health & Safety course details when available.