

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



Date of Meeting: 17 February 2020

Time: 6.00 pm

1] Administration

Present: Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson), Kerry Bell, Leon Mallard, Natalia Solomon, Liz Lombard, Michelle Love (Staff Trustee) and Ray Kelly (Principal)

Fia Salesa and Anna Voyce (Deputy Principals)

Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the first meeting of the year and hoped everyone has had a good break.

Steve Doran stepped down as Chairman and handed the meeting over to Ray.

Ray also welcomed everyone to the meeting.

Election of Office Holder for 2020

Ray then called for nominations for Chairperson for the Board of Trustees for 2020.

Stephen (Steve) Doran was nominated by Kerry Bell, seconded by Michelle Love. Ray asked Steve if he accepts this nomination and he accepted.

No other nominations were given and Stephen Doran was duly elected as the Chairman.

Ray congratulated Steve and handed the meeting over to him.

### Apologies

None

### Conflict of Interest

None

### Action Points of Previous Meeting

1. Michelle organised the term deposits with the bank.
2. Ray will present the final draft budget to the Board later in the meeting.
3. Ray will be seeing who would be interested in the Te Reo classes this week.
4. Ray finalising the new contract for Before/After School Care.
5. Steve and Liz has looked over the prospective from Nellie Shaw and will discuss later in the meeting.
6. Ray has included a discussion on the financial accounting service in the agenda for the first meeting.

### 3] Strategic Aims from Principal's Report

Ray briefly explained his new layout of his report which has taken on the recommendations from ERO. The Board liked the new layout and they briefly discussed the following:

- Absentees Reporting – The data is concerning and Ray will be introducing strategies and rewards on improving this area. He will keep the Board up to date with these changes.
- Swimming Pool – The pool painting has been completed but the current dosing machine and testing kit need to be replaced urgently. Talo will be checking the pool daily, supervised by Fia Salesa and checked weekly

or if they are concerned at the pool shop. The Board discussed and would like Talo to get training and would like a stocktake of the current equipment and chemicals. The Board would also like Ray to look into salt water conversion and a new vacuum system. Leon raised a concern of paint splatters on special needs ladder and have asked Ray to look into.

- Sports Coordinator – Ray informed the Board that he has appointed Cassandra Keepa as the new Sport Co-ordinator / Teacher aide. He informed that she has knowledge in this area and has settled in well.
- Communications – Ray has simplified the way the school communicates with the community and hopes this will be a more effective system. There are a few minor issues to sort out but overall going good at the moment.
- Staffing – Ray informed that the staff have come back energised, less stressed and have started the year well. Each week Ray puts out his Principals Soap Box to the staff and Board. Last week he touch on speaking about others in an common area or through emails. The Board discussed and enjoy his Soap Box, Kerry has not been receiving this and has asked that her email be check in the system.
- Cleaning / Security – Ray has informed the Board that there has been a few issues with both the current providers and he will be getting quotes from new companies other the next few weeks. The current cleaners rate is quite low compared to other providers, as you can see in the quote which was included in the pack as an comparsion. There has also been issues with the beddown checks and Ray is awaiting their reply on these matters.
- Wellbeing Survey – Ray informed the Board that he is awaiting the updated documents from NZSTA.
- Health & Safety – Ray informed the Board that school has two families that are in isolation due to the Coronavirus. One family was requested by the school and the other self isolated on arrival back from China.
- Property - Ray explained to the Board what the current building works that will be happening to the new Deputy Principal's office, Learning Support Office and the upgrade to Room 7 and 15. This will be funded by the additional property grant given by the Ministry. Ray is also currently looking into Room 13 upgrade.

- New Entrant Class – Ray informed the Board that due to enrolments the school may need to open a new class at the beginning of Term 2.
- Intermediate Classes – Ray also informed the Board that the number in the these classes are nearly at the maximum advisable numbers and the school may need to introduce a combined Year 6/7/8 class.
- Upcoming Events – Ray will inform the Board of upcoming events, results of sporting events, newsletters and facebook post more regularly.

#### 4] Governance Information & Legal Compliance

##### Uniform Policy

The Board discussed the Uniform Policy and the following will be looked into further and Ray will present this policy again at the next meeting.

- Remove the word **colours** from socks.
- Remove the last line on the policy.
- Change the wording in the hats section, to state **that the emblem is not required on the hats.**
- Fia will arrange for a survey on which hat the senior students and the community would prefer.

##### NZSTA Strategic Plan

Ray tabled this correspondence from the NZSTA and the Board had no questions.

##### Education Review Office (ERO) Draft Report

Ray gave a brief overview of the report to the Board, he has discussed this report with the senior management team on Friday. The Board would like Steve and Ray to discuss with the ERO team the following which if possible have these removed:

- 1.2 The school is **unable** to show .... - The school was able to show this and present the evidence.

- The report stated the school has had **3 Principals** since the last review – the Board thinks that this implies something and questioned if this sentence is necessary.

Overall the Board was happy with the report and the school has already started working on some of the things highlighted in their report before their visited. Ray has also started to implemented some of their suggestions. There will be one more meeting with them before the final report comes out. Ray feels that school will continue with 3 year reviews.

### NZSTA Conference

The Board discussed the 2020 conference. All Board members will be attending and Kerry will look into the accommodation and get back to Ray. Ray will contact the COL schools to see if they would like joint accommodation and transport.

## 5] Finance & Asset Management

### Reports

Liz briefly explained the financial reports to the Board, reminding that these report are only drafts as accountants are currently working on the end of year audited accounts. There are still expenditure that are not in the accounts for December. There will be no accounts until March of this year. The school is currently still under using in Staff Banking and cash flow is still positive.

### Draft Budget

Ray explained that there are a few minor changes to be made and he will send to Liz for approval before Steve will send an email to approve the budget.

### Accounting Provider

Ray informed the Board that Nellie Shaw, who has been the main consultant from EdTech Financial Services for the school, has left and will be starting her own company. The Board discussed and would like Ray to get tenders from other providers in this industries.

### Child's Time Lease

Ray informed the Board that the 2020 lease amount will be increased by \$500 this year and he will meet with Jo Parsons to let her know.

### Wormald Fire Panel Upgrade

Ray has included this in the budget and will arrange for this upgrade to be done.

## 6] Strategic Decisions

### Charter, Annual and Strategic Plan

Ray briefly explained the report to the Board. The Board discussed and were happy with the report and the following motion was proposed:

To accept the final draft of the Charter, Annual and Strategic Plan.

**Proposed:** Michelle Love                      **Seconded:** Liz Lombard

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

### Te Reo Classes

Ray informed the Board that Whaea Maria will start classes for staff soon with a small koha given by each attendee. Eventually these will be extended to the community. The Board discussed and would like Maria to have access to a mentor if possible. Ray is still looking into the online programme and another tutor for the classes.

### School Docs

Ray informed the Board that he has purchased School Docs and the policies are currently in the process of being transferred to the new system.

### Solar Power

Ray to arrange visits with other school for the Board members who would like to attend.

### Air Conditioners / Heat Pumps throughout the School

Ray is currently obtaining the cost to put these units throughout the school over the next three year. Steve Waters is also looking into using MOE funding for this and will send through the information to Ray. Ray hopes that the extra electrical cost will be greatly reduced if the school installs solar panels. He will also ask his old school to show the difference in electrical cost when the school had their solar panels up and running.

### NZSTA Elections

No nomination from the Board.

### Staff Using Pool after Hours

Ray informed the Board that a staff member has asked to use the pool after hours. The Board discussed and due to the health and safety requirements has declined this request.

7] P.T.A

None

8] General Business

Pasefika Teacher Aide Funding

Ray informed the Board that the school is applying for the 10 hours weekly funding available for schools that target these students. He will employ a new teacher aide which the school will need to fund the additional 5 hours. The Board discussed are are happy to do this.

9] Motions

Minutes of the previous meetings

The minutes of the meeting held on 9 December 2019 were read and accepted as a true reflection of that meeting.

**Proposed:** Kerry Bell

**Seconded:** Liz Lombard

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

Correspondence

Motion proposed to accept all incoming and outgoing correspondence.

**Proposed:** Max Guptill

**Seconded:** Michelle Love

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

Financial Reports

Motion proposed to accept the financial accounts and the accounts be paid for December 2019.

**Proposed:** Kerry Bell

**Seconded:** Michelle Love

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



10] Agenda Items for Next Meeting

None

11] In Committee – Personnel

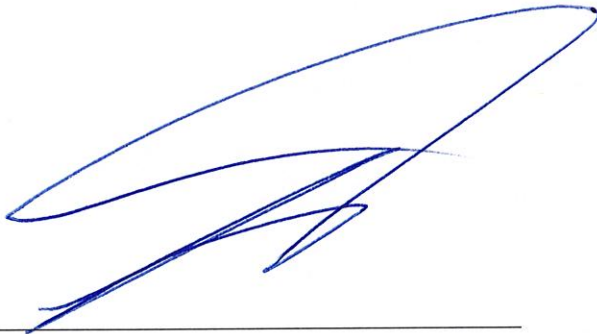
Stephen moved that:

The meeting moved into committee and that pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public be excluded from the remainder of the meeting to give confidentiality to and to protect the privacy of individuals concerned as follows: “that the matters being discussed are of a personal and private nature.”

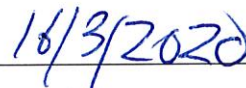
Board moved out of committee.

12] Closure

8.55 pm



Signed: Board Chairman  
Stephen Doran



Date

## ACTION POINTS FROM THE MEETING OF

Monday 17 February 2020

No.	ITEM	WHO
1.	Stocktake of pool equipment.	Ray
2.	Paint on special needs ladder.	Ray
3.	Check Kerry Bell's email address is correct.	Michelle
4.	Quotes for Cleaning Companies.	Ray
5.	Changing the Cotswald Lane padlock. Kerry to send information on code padlock.	Ray/Kerry/ Michelle
6.	Ray to make changes to Uniform Policy. Ray/Fia to organise student and community survey on style of hat.	Ray/Fia
7.	Ray/Steve to ask for the changes to the Draft ERO Report.	Ray/Steve
8.	Ray to get quotes from different accounting firms.	Ray
9.	Ray to make adjustments to the draft budget then send to the Board.	Ray
10	Steve to send motion if final draft budget is accepted.	Steve
11.	Ray to make the change to the Strategic Plan.	Ray
12.	Ray / Steve / Max to visit school with solar power. Ray to get electrical pricing difference when using solar power.	Ray/Steve/ Max
13.	Ray to meet with Child's Time to inform of lease increase.	Ray
14.	Ray to get numbers from other COL schools if they would like us to book the accommodation for conference.	Ray
15	Ray to accept the quote from Wormald and organise for the work to be done.	Ray
16	In-Committee – Ray to contact parent in regards to recent police vet.	Ray
17	In-Committee – Steve/Ray to send requires to MOE Triage Committee.	Steve/Ray