

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



Date of Meeting: 16 October 2023

Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson), Maua Collins-Kamuhemu, Leon Mallard and Michelle Love (Staff Representative) and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the meeting and informed the Board of the apologies from the trustees.

Apologies

Liz Lombard

Absent

Natalia Solomon

Conflict of Interest

None

## Action Points of Previous Meeting – 11.09.23

1. Ray is still awaiting quotes from the Property Advisor and will work on the application. The Board walked around the school, looking at the completed property work and what was required.
2. Ray is looking into the additional cost associated with the Healthy School Lunch Programme and checking out other schools.
3. Ray and Michelle Love have been looking at options; Ray will include \$50,000.00 in the budget to cover the furniture cost.
4. Ray will keep the Board informed if the attendance initiatives are working.
5. Ray is continuing to look at additional professional development options for staff.

## 2] Strategic Aims

2.2 **Principal's Report** – The following has been amended in the Principal's Reports.

- **School Roll** – The school roll is at 422; the school estimated the roll to be at 411. There are a good number of new entrant students; however, we will have 60+ year eight students leaving at the end of the year. Ray informed the Board that the funding/staffing allocation should stay the same.
- **Stand-downs** – The stand-downs in Term Three were mainly for fighting and vaping, but the school is working hard in this area.
- **Data Results** – The results are promising, and Ray has faith in the programme that the school is working with.
- **Attendance** – The school has been rewarding students in Kowhai and Rimu for 100% attendance. Ray will report to the Board if this has made a difference. Anna is still ringing parents/caregivers of students who are away.
- **Whanau Events** – Term Four family events have been included in the pack.

- **Property** – The Board walked around the Junior School, and Ray explained the areas that have been completed and what projects will be started in 2024.
  - Sandpit Cover – to be installed next week.
  - The pohutukawa trees have been trimmed.
  - The roofs and guttering of rooms 4-6 have been completed.
  - Rooms 1-3 bi-fold doors are next, and our property manager has met with the builders.
- **Cyclical Maintenance** – The painting of the school is due in 2024, and the school has \$100,000.00 set aside for this.

### 3] Governance Information & Legal Compliance

3.1 **Policies** – The policies will be shared in the next pack. Ray will share the link to these policies, and the Board can leave any comments there.

**Personal Digital Devices** – The Board briefly discussed this policy, which would replace the current Cellphone Policy and the following motion was proposed:

To accept and adopt the new Personal Digital Device Policy.

**Proposed:** Ray Kelly

**Seconded:** Max Guptill

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

### 3.2 **Board Assurances**

- The following were assured:
  - Safety Checking
  - Principal's Professional Growth Cycle
  - Provisionally Certified Teachers
  - Teacher Registration, Certification, and Police Vetting
  - Police Vetting for Non-Teachers

- Appointment Procedure
- School Donations
- Length of School Year
- Evacuation and Emergency Kits and Supplies
- Expenditure
- Risk Management
- The following is not applicable:
  - International Learners
  - Monitoring and Auditing School Bus

#### 4] Finance & Asset Management

4.1 **Financial Reports** – Steve briefly discussed the reports; the school has a small deficit but is tracking as expected. Staff have been moved from teachers' salaries to bulk grant to lower the staff banking overspend. There has been an excellent return (interest) on the term deposits this year.

4.2 **Draft 2024 Budget** - Ray tabled the draft budget, which he is still working on. The budget includes the following:

- \$100,000.00 on the Junior Playground – but hopefully, this is covered by grants.
- \$50,000.00 for furniture.
- \$100,000.00 for cyclical maintenance (painting).
- 5-10% will be added to ledgers, and he will look at the overspends and adjust these ledgers as required.
- 5YA/10YPP will include heat pumps.

#### 5] Strategic Decision

5.1 **Primary Principals' Collective Agreement PD / Wellbeing Fund** – Ray informed the Board that the funding will be spread over this year and next, with the first instalment of \$6,900.00 being deposited. Ray has requested he use this on professional development.

5.2 **2024 Out-of-Zone Applications** – The school received three new entrant applications from the current ballot.

5.3 **2024 School Term Dates** – The Board discussed the dates tabled at the meeting, and the following motion was proposed:

The 2024 school year will commence on Tuesday, 30<sup>th</sup> January 2024 and finish on Friday, 13<sup>th</sup> December 2024, 192 Days / 384 Half Days.

**Proposed:** Maua Collins-Kamuhemu      **Seconded:** Max Guptill

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

5.4 **2024 BOT Meeting Dates** – Ray tabled the meeting dates at the meeting, and Max will check the dates. These dates will be approved at the next meeting with amendments if required.

## 6] General Business

None.

## 7] Motions

### Minutes of the previous meetings

The meeting minutes held on the 11<sup>th</sup> September 2023 were read and accepted as a true reflection of that meeting.

**Proposed:** Maua Collins-Kamuhemu      **Seconded:** Ray Kelly

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

**Abstained** – Leon Mallard

### Correspondence

A motion was proposed to accept all incoming and outgoing correspondence.

**Proposed:** Michelle Love

**Seconded:** Leon Mallard

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

### **Financial Reports**

A motion was proposed to accept and approve the financial accounts for September 2023 and the bills to be paid.

**Proposed:** Ray Kelly

**Seconded:** Leon Mallard

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

### **8] Agenda Items for Next Meeting**

- Policies
- BOT Meeting Dates

### **9] In Committee – Personnel**

Steve moved that:

The meeting moved into committee, and pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public is 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."

The Board moved out of In-committee.

### **10] Closure**

Steve thanked everyone for attending.

7:10 pm



Signed: Board Chairman  
Stephen (Steve) Doran

Date 13/11/23

**ACTION POINTS FROM THE MEETING OF**  
**11th of September 2023**

| No. | ITEM   | WHO     | WHEN |
|-----|--|---------|------|
| 1.  | Ray to share the link for SchoolDoc for the policies to be reviewed & add it to the agenda for approval at the next meeting. | Ray     |      |
| 2.  | Max to check the BOT Meeting dates for 2024, add to the agenda for next meeting.   | Max/Ray |      |