

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



Date of Meeting: 15 March 2021

Time: 6:00 pm

1] Administration

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

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the second meeting of the year.

Apologies

Leon Mallard

Conflict of Interest

None

The following is to be recorded on the register for the 2021 year:

- Steve Doran – anything to do with his child of a disciplinary matter, who attends the school.
- Max Guptill – Maungarei Community Christian Trust.
- Natalia Solomon - anything to do with her children of a disciplinary matter, who attends the school.
- Leon Mallard - anything to do with his child of a disciplinary matter, who attends the school.

## Action Points of Previous Meeting – 22.02.21

1. Fia still getting the costings for a sports uniform.
2. Ray will send the professional video to the Board tomorrow.
3. Michelle has written the appendix for the funding contractors for Go Fund applications, Steve has signed and sent it to Go Fund.
4. Ray has made the changes to the uniform policy.
5. Ray has included the Annual Plan in the pack for this month.
6. Michelle has registered the Board for the conference and has confirmed the accommodation details for both Bailey Road School and One Tree Hill College. I Will check with One Tree Hill College in regards to the vans.

## 2] Strategic Aims from Principal's Report

Ray briefly explained his report to the Board and the following was discussed in more detail:

- 2.1 **Swimming Pool** – Ray explained to the Board that the pool is in constant use, even on chillier days. The pool repairs are still on schedule for the April school holidays.
- 2.2 **Shade Structure** – Ray informed the Board construction has started, six weeks ahead of schedule. No date as yet for the installation of the turf and fencing.
- 2.3 **Healthy School Lunches** – Ray informed the Board that lunches are getting better and no further issues with staffing.
- 2.4 **Go Fund Grant Applications** – Ray informed the Board that the funding applications are progressing, additional information/documentation has just been requested.

Please refer to the attached two letters of resolution to apply for funding from The Lion Foundation for \$30,000.00 and Rano Community Trust Ltd for \$30,000.00.

Please refer to Appendix 1, which are the motions sent via email, to apply for the funding.

- 2.5 **Attendance** – Ray informed the Board that attendance varies daily, Anna follows up with the families daily and is working hard to get these numbers down.
- 2.6 **Property** – Ray informed the Board that Room 7 still needs the safety palings completed. Steve Waters is seeing if there are any available funding left to complete the windows in Room 13 or the school will need to fund this.
- 2.7 **Covid19 Lockdowns** – Ray informed the Board that things have settled since the second lockdown of the year. He has surveyed the Year 5/6 students on how they felt during and after the lastest lockdown and will survey every two weeks.
- 2.8 **Room 19 - Boys only Class** – Ray informed the Board that both Max and Leon will be working in this class from this week. The school has introduced, that whenever an adult walks into the class the students will stand to show respect. The Board discussed and asked if students are taken aside for disciplinary matters so that the students do not lose their mana and Ray said that this is currently happening. Ray has asked Kerry to arrange a meeting with the Principal of Kelston Boys High.
- 2.9 **Rimu Camp** – Ray informed the Board that the deposit has been paid to Kauaeranga Valley Christian Camp and included in the pack was the timeline of events and fundraising options for the camp. The Board expressed their delight with this location. Ray hopes that the fundraising will help reduce the overall cost to families.

The Board thanked Ray for his detailed report.

### 3] Governance Information & Legal Compliance

3.1 **Policy Reviews** – Ray made changes and suggestions on the policies presented to the Board. The Board briefly discussed each policy and the following decisions and approvals were made.

- Stand-down, suspension and Exclusion Procedure – change gross misconduct to Major Behaviour and attached the links tabled at the meeting. Board members will attend exclusion meetings but the policy does not need to stipulate how many. The following motion was proposed:

To accept the policy with the word change and links included.

**Proposed:** Michelle Love                      **Seconded:** Kerry Bell

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

- Finance – change the formatting and include the links and represent to the Board.
- Home Learning – Under Teachers (point 6), to include the suggestion by Ray & include during a lockdown in the wording. The following motion was proposed:

To accept the policy with the changes made by Ray and including the word lockdown in the policy.

**Proposed:** Michelle Love                      **Seconded:** Kerry Bell

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

- Playground Supervision – include the suggestion made by Ray. The following motion was proposed:

To accept the policy with the changes made by Ray, to include the wording change and include the links.

**Proposed:** Michelle Love

**Seconded:** Liz Lombard

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

- Behaviour Management – include the link. The following motion was proposed:

To accept the policy with the links attached.

**Proposed:** Michelle Love

**Seconded:** Liz Lombard

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

- School Values and Behaviour Expectations - include suggestion by Ray and change that students will receive HEART tokens now. Also attached the links tabled at the meeting. The following motion was proposed:

To accept the policy with the changes and links, tabled at the meeting included.

**Proposed:** Kerry Bell

**Seconded:** Michelle Love

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

- 3.2 **Appoint a Delegate for the NZSTA AGM** – The board discussed and the following motion was proposed:

To appoint Max Guptill as the delegate to represent the Board at the NZSTA AGM meeting at the Conference.

**Proposed:** Kerry Bell

**Seconded:** Michelle Love

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

Max briefly explained the new NZSTA School Governance booklet to the Board.

- 3.3 **Power Supply** – Ray briefly explained to the Board that he had been informed by the tenant of the property next door. That more than 20 years ago, a friend of the owner, who worked for Vector, had hooked the property's power supply to the school's. Vector has said this is a Mercury issue. However, Mercury came in today and said they could not see any issue and has referred the school back to Vector. Ray will contact Vector again and will keep the Board informed.

#### 4] Finance & Asset Management

- 4.1 **Draft 2021 Budget** – Liz briefly explained the draft Annual Audited Accounts to the Board and explained they look good but explained that the bank accounts shows the large amounts, which are for the upcoming 5YA expenditure. The Board briefly discussed and the following motion was proposed:

To accept the 2020 Draft Annual Audited Accounts presented to the Board at this meeting.

**Proposed:** Liz Lombard                      **Seconded:** Max Guptill

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

- 4.2 **Finance Reports** – Liz briefly explained the finance reports. The Board briefly discussed and the following motion was proposed:

To accept the January – February 2021 Financial Reports and pay the bills.

**Proposed:** Liz Lombard                      **Seconded:** Kerry Bell

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

#### 5] Strategic Decisions

- 5.1 **Analysis of Variance** – Ray briefly explained the report to the Board. Data as expected with Y7-8 & Y4-5 showing drops which have been an

issue previously. Ray is confident that the teachers recording of the data results are correct from 2020, as there has been a lot of work and moderation done in this area.

Covid19 has had an impact on the results and is sure the Ministry will be expecting these results across the country. He also explained that professional development with DMIC has not started to show in the results and expects this year to see improvement. The Board briefly discussed the report and the following motion was proposed:

To accept the Analysis of Variance presented to the Board.

**Proposed:** Max Guptill                      **Seconded:** Liz Lombard

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

The Board thanked Ray for his detailed strategic plan for the school.

- 5.2 **Annual Plan** – Ray briefly explained each area of the report to the Board and how best to use the data from Student Tracking going forward. The Board briefly discussed and were happy with the report, except the HEART Values needed to be changed. The following motion was proposed:

To accept the Annual Plan with the changes discussed, presented to the Board.

**Proposed:** Kerry Bell                      **Seconded:** Natalia Solomon

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

## 6] General Business

- 6.1 **SchoolDocs** – Ray informed the Board what documents SchoolDocs had requested from the school. He will now include any future requests from them in the Board Packs.

7] Motions

Minutes of the previous meetings

The minutes of the meeting held on 22 February 2021 were read and accepted as a true reflection of that meeting.

**Proposed:** Liz Lombard                      **Seconded:** Kerry Bell

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

Correspondence

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

**Proposed:** Liz Lombard                      **Seconded:** Kerry Bell

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

Financial Reports

A motion was proposed to accept the financial accounts for January – February 2021 and the accounts be paid for February 2021.

**Proposed:** Liz Lombard                      **Seconded:** Kerry Bell

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

8] Agenda Items for Next Meeting

None

9] 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 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."

Board moved out of In-committee.

10] Closure

7.55 pm



Signed: Board Chairman  
Stephen Doran

Date

12/4/21

## ACTION POINTS FROM THE MEETING OF

Monday 15 March 2021

No.	ITEM	WHO	WHEN
1.	Fia to get costings for a sports uniform	Fia	
2.	Ray to send promotional video to the Board	Ray	
3.	Ray to make the changes to Annual Plan – HEART Values	Ray	
4.	Kerry to arrange a meeting for Ray with the Principal of Kelston Boys	Kerry	
5.	Ray to include the links to the policies & procedures, tabled at the meeting. <ul style="list-style-type: none"> <li>• Stand-down, suspension and Exclusion Procedure</li> <li>• Playground Supervision</li> <li>• Behaviour Management</li> <li>• School Values and behaviour Expectations</li> </ul>	Ray	
6.	Ray to make the following changes to these policies: <ul style="list-style-type: none"> <li>• Stand-down, suspension and Exclusion Procedure – change gross misconduct to Major Behaviour</li> <li>• Finance – change the formatting and include links and represent to the Board</li> <li>• Home Learning – Under Teachers (point 6), include the suggestion by Ray &amp; include during a lockdown in the wording.</li> <li>• Playground Supervision – include suggestion by Ray.</li> <li>• School Values and behaviour Expectations - include suggestion by Ray and change that students will receive HEART tokens now.</li> </ul>	Ray	
7.	Ray to contact Vector in regards to the power issue.	Ray	

8.	Michelle to make the changes to the BOT Minutes as requested by Max.	Michelle	
9.	Michelle to remove the word ZOOM from the IC Minutes.	Michelle	

Appendix 1

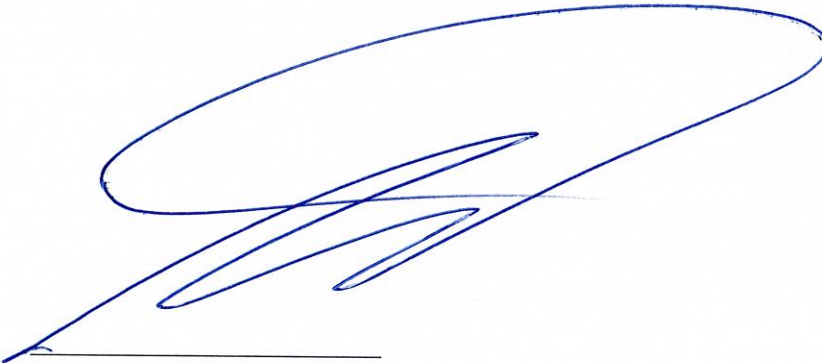
Go Fund Grant Application

The following motion was proposed, via email, to apply for grant funding from The Lion Foundation:

To apply for grant funding from The Lion Foundation for \$30,000.00 to assist with the cost of the Outdoor Court Area Upgrade.

Proposed: Steve Doran

Result:



Signed: Board Chairman  
Stephen Doran

Date

12/4/21

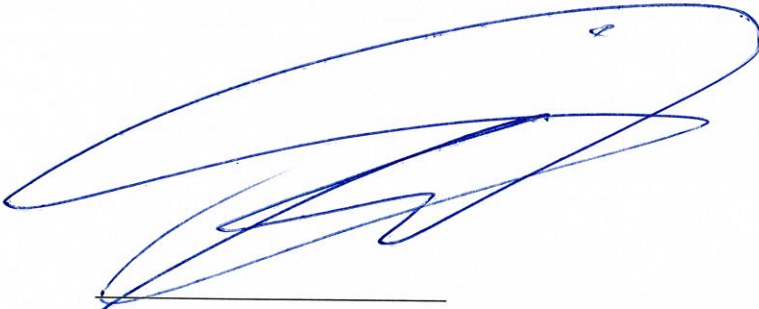
Go Fund Grant Application

The following motion was proposed, via email, to apply for grant funding from Rano Community Trust Ltd:

To apply for grant funding from Rano Community Trust Ltd for \$30,000.00 to assist with the cost of the Outdoor Court Area Upgrade.

Proposed: Steve Doran

Result:

A large, stylized handwritten signature in blue ink, consisting of several overlapping loops and lines, positioned above a horizontal line.

Signed: Board Chairman  
Stephen Doran

Date 12/4/21

16<sup>th</sup> March 2021

The Lion Foundation  
Private Bag 106605  
Auckland City  
Auckland 1143

Dear Sir/Madam

**RESOLUTION FROM BAILEY ROAD SCHOOL BOARD OF TRUSTEES MEETING HELD 15 MARCH 2021**

Board Members Present: Steve Doran – Chairperson, Ray Kelly – Principal, Max Guptill – Deputy Chairperson, Kerry Bell, Natalia Solomon, Liz Lombard, Michelle Love – Staff Representative

Board Members Absent/Apologies: Leon Mallard

Bailey Road School Board of Trustees resolved to apply to the Lion Foundation for funding of \$30,000 partial costs towards the full amount of \$348,697 (exclusive GST) to upgrade our outdoor court area. Stage 1 - Installing a Shade Structure to cover the courts \$279,120. Stage 2 - upgrading the existing asphalt with a multi-purpose all-weather Synthetic Turf, Fencing around the courts and Security Cameras, at a total cost of \$69,577.

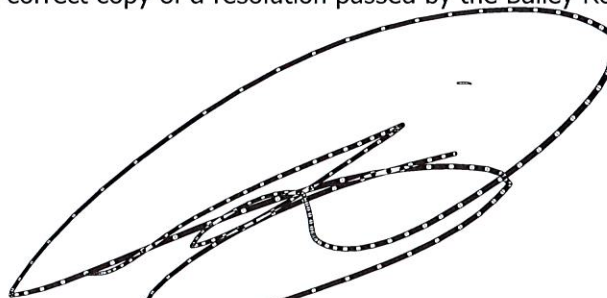
We certify that the above is a true and correct copy of a resolution passed by the Bailey Road School Board of Trustees.

Signed

Ray Kelly  
Principal



Steve Doran  
Board Chairperson



16<sup>th</sup> March 2021

Rano Community Trust Ltd  
PO Box 28122  
Remuera  
Auckland 1541

Dear Sir/Madam

**RESOLUTION FROM BAILEY ROAD SCHOOL BOARD OF TRUSTEES MEETING HELD 15 MARCH 2021**

Board Members Present: Steve Doran – Chairperson, Ray Kelly – Principal, Max Guptill – Deputy Chairperson, Kerry Bell, Natalia Solomon, Liz Lombard, Michelle Love – Staff Representative

Board Members Absent/Apologies: Leon Mallard

Bailey Road School Board of Trustees resolved to apply to the Rano Community Trust Ltd for funding of \$30,000 partial costs towards the full amount of \$348,697 (exclusive GST) to upgrade our outdoor court area. Stage 1 - Installing a Shade Structure to cover the courts \$279,120. Stage 2 - upgrading the existing asphalt with a multi-purpose all-weather Synthetic Turf, Fencing around the courts and Security Cameras, at a total cost of \$69,577.

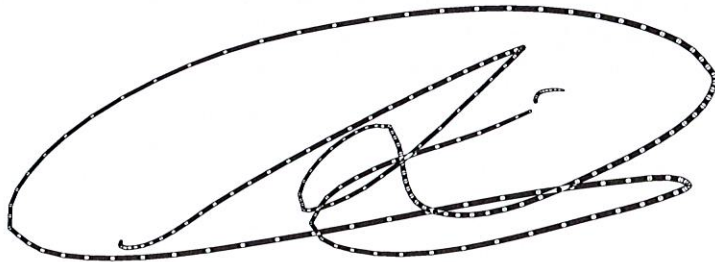
We certify that the above is a true and correct copy of a resolution passed by the Bailey Road School Board of Trustees.

Signed

Ray Kelly  
Principal



Steve Doran  
Board Chairperson





Michelle Ginders &lt;m.ginders@baileyroad.school.nz&gt;

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**URGENT - Motions for Grant Funding**

10 messages

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**Michelle Ginders** <m.ginders@baileyroad.school.nz>

Tue, Mar 23, 2021 at 12:57 PM

To: Stephen Doran &lt;steviedoran1@hotmail.com&gt;, Max Guptill &lt;max.guptill@mcct.org.nz&gt;, "K.J.THOMSON"

&lt;K.J.THOMSON@xtra.co.nz&gt;, leon mallard &lt;leonmallard@hotmail.com&gt;, Natalia Solomon &lt;nataliasolomon6816@gmail.com&gt;, Elizabeth Lombard &lt;lizjlombard@gmail.com&gt;, Ray Kelly &lt;r.kelly@baileyroad.school.nz&gt;, Michelle Love &lt;m.love@baileyroad.school.nz&gt;

Hi

Steve has asked me to send through the below two motions for the funding application, could you please read and reply **URGENTLY** your decision for both Motion 1 & 2 separately:

**Go Fund Grant Application - Motion 1**

The following motion was proposed, via email, to apply for grant funding from The Lion Foundation:

To apply for grant funding from The Lion Foundation for \$30,000.00 to assist with the cost of the Outdoor Court Area Upgrade.

**Proposed:** Steve Doran

**Go Fund Grant Application - Motion 2**

The following motion was proposed, via email, to apply for grant funding from Rano Community Trust Ltd:

To apply for grant funding from Rano Community Trust Ltd for \$30,000.00 to assist with the cost of the Outdoor Court Area Upgrade.

**Proposed:** Steve Doran

Once the motions have been passed or declined I will attach these to the 15th March 2021 BOT Minutes as an appendix.

Thank you

Kind Regards

**Michelle Ginders**

Finance Officer  
Board of Trustees Secretary



19 Bailey Road  
Mt Wellington  
Auckland 1060  
Ph 09 579 4619

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**Natalia Solomon** <nataliasolomon6816@gmail.com>

Tue, Mar 23, 2021 at 1:06 PM

To: Michelle Ginders <m.ginders@baileyroad.school.nz>

Cc: Elizabeth Lombard <lizjlombard@gmail.com>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, Max Guptill <max.guptill@mcct.org.nz>, Michelle Love <m.love@baileyroad.school.nz>, Ray Kelly <r.kelly@baileyroad.school.nz>, Stephen Doran <steviedoran1@hotmail.com>, leon mallard <leonmallard@hotmail.com>

Motion 1 yes

Motion 2 yes

[Quoted text hidden]

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**Michelle Love** <m.love@baileyroad.school.nz>

Tue, Mar 23, 2021 at 1:16 PM

To: Natalia Solomon <nataliasolomon6816@gmail.com>

Cc: Michelle Ginders <m.ginders@baileyroad.school.nz>, Elizabeth Lombard <lizjlombard@gmail.com>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, Max Guptill <max.guptill@mcct.org.nz>, Ray Kelly <r.kelly@baileyroad.school.nz>, Stephen Doran <steviedoran1@hotmail.com>, leon mallard <leonmallard@hotmail.com>

Motion 1 yes

Motion 2 yes

[Quoted text hidden]

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**Stephen Doran** <steviedoran1@hotmail.com>

Tue, Mar 23, 2021 at 1:18 PM

To: Michelle Love <m.love@baileyroad.school.nz>

Cc: Natalia Solomon <nataliasolomon6816@gmail.com>, Michelle Ginders <m.ginders@baileyroad.school.nz>, Elizabeth Lombard <lizjlombard@gmail.com>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, Max Guptill <max.guptill@mcct.org.nz>, Ray Kelly <r.kelly@baileyroad.school.nz>, leon mallard <leonmallard@hotmail.com>

Hi,

Motion 1 yes

Motion 2 yes

Steve

Sent from my iPhone

[Quoted text hidden]

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**Max Guptill** <max.guptill@mcct.org.nz>

Tue, Mar 23, 2021 at 1:23 PM

To: Stephen Doran <steviedoran1@hotmail.com>

Cc: Michelle Love <m.love@baileyroad.school.nz>, Natalia Solomon <nataliasolomon6816@gmail.com>, Michelle Ginders <m.ginders@baileyroad.school.nz>, Elizabeth Lombard <lizjlombard@gmail.com>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, Ray Kelly <r.kelly@baileyroad.school.nz>, leon mallard <leonmallard@hotmail.com>

Ae to both.

Nga mihi

Max

[Quoted text hidden]

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**K.J.THOMSON** <K.J.THOMSON@xtra.co.nz>

Tue, Mar 23, 2021 at 1:41 PM

To: Michelle Ginders <m.ginders@baileyroad.school.nz>, Stephen Doran <steviedoran1@hotmail.com>, Max Guptill <max.guptill@mcct.org.nz>, leon mallard <leonmallard@hotmail.com>, Natalia Solomon <nataliasolomon6816@gmail.com>, Elizabeth Lombard <lizjlombard@gmail.com>, Ray Kelly <r.kelly@baileyroad.school.nz>, Michelle Love <m.love@baileyroad.school.nz>

Yes to both

Kerry

Sent from my Galaxy

[Quoted text hidden]

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**leon mallard** <leonmallard@hotmail.com>

Wed, Mar 24, 2021 at 8:12 AM

To: Max Guptill <max.guptill@mcct.org.nz>, Stephen Doran <steviedoran1@hotmail.com>  
Cc: Michelle Love <m.love@baileyroad.school.nz>, Natalia Solomon <nataliasolomon6816@gmail.com>, Michelle Ginders <m.ginders@baileyroad.school.nz>, Elizabeth Lombard <lizjlombard@gmail.com>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, Ray Kelly <r.kelly@baileyroad.school.nz>

Mōrena, apologies was on shift.

Yes to MOTION 1 &amp; MOTION 2.

Ngā mihi.

Sent from my Samsung device

----- Original message -----

From: Max Guptill &lt;max.guptill@mcct.org.nz&gt;

Date: 23/03/21 13:23 (GMT+12:00)

To: Stephen Doran &lt;steviedoran1@hotmail.com&gt;

[Quoted text hidden]

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**Elizabeth Lombard** <lizjlombard@gmail.com>

Thu, Mar 25, 2021 at 10:07 PM

To: Michelle Ginders <m.ginders@baileyroad.school.nz>  
Cc: "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, Max Guptill <max.guptill@mcct.org.nz>, Michelle Love <m.love@baileyroad.school.nz>, Natalia Solomon <nataliasolomon6816@gmail.com>, Ray Kelly <r.kelly@baileyroad.school.nz>, Stephen Doran <steviedoran1@hotmail.com>, leon mallard <leonmallard@hotmail.com>

Hi

Yes to both

Regards

Liz

[Quoted text hidden]

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**Stephen Doran** <steviedoran1@hotmail.com>

Thu, Mar 25, 2021 at 10:08 PM

To: Elizabeth Lombard <lizjlombard@gmail.com>  
Cc: Michelle Ginders <m.ginders@baileyroad.school.nz>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, Max Guptill <max.guptill@mcct.org.nz>, Michelle Love <m.love@baileyroad.school.nz>, Natalia Solomon <nataliasolomon6816@gmail.com>, Ray Kelly <r.kelly@baileyroad.school.nz>, leon mallard <leonmallard@hotmail.com>

Great motion passed.  
Regards  
Steve

Sent from my iPhone

On 25/03/2021, at 22:07, Elizabeth Lombard <lizjlombard@gmail.com> wrote:

[Quoted text hidden]

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**Michelle Ginders** <m.ginders@baileyroad.school.nz>  
To: Stephen Doran <steviedoran1@hotmail.com>

Thu, Mar 25, 2021 at 10:10 PM

Thanks Steve, will add to minutes from the last meeting

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