

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



Date of Meeting: 17 September 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)

Stuart Main (Specialist Liability Adjuster - MCL Global)

Michelle Ginders (Minute Recorder)

Welcome

Max Guptill warmly welcomed everyone to the meeting especially Stuart Main and thanked him for all his hard work.

Jody welcomed everyone to the meeting and explained why Stuart Main was attending this meeting.

Apologies

None

Conflict of Interest

Steve Doran – Child’s Time Lease (Child attends Centre)

Action Points of Previous Meeting

1. Michelle has looked and there is not a sports shield or cup.

2. Jody has sent a formal letter to the parents of the Year 6 & 7 students in regards to their plans for 2019.
3. Jody has organise the 2019 out of zone Ballot.
4. Jody arranged for Stuart Main to attend this meeting.
5. Jody has arranged the BOT/Staff Christmas Dinner.
6. Michelle has looked at the finance queries.
7. Jody & Steve have looked at the Childs Time lease amount for 2019.
8. Quotes for photocopiers are included in the pack.
9. Michelle has organised for the 2018 Elite Athletes' name to be put on the board.

1] Strategic Aims

Pool Insurance Claim

Stuart Main briefly explained to the Board what he has been working on since he started and where he is currently is on the on going pool surface claim. He outlined the different options available for the school and the pros and cons for each of these options. He also informed the Borad that the broker working for the insurance company is difficult to work with, not very transparent and the claim is not progressing as he would of hoped. Stuart informed what the current offer is which was not accepted. He believes going to Fair Go is not a good idea and could go against the school.

The Board discussed the different options and what they would like to come out with. The following motion was proposed:

For Stuart Main to act on the schools' behalf with the appropiate parties, to negoiate an agreement figure between \$15,000 and \$25,000.

Proposed: Max Guptill

Result: All in Favour ~ motion carried.

Stuart Main will now go back to them with the schools' wishes and try to finalise a settlement. He is happy to attend another meeting to keep the Board informed.

Max thanked Stuart for attending the meeting, Stuart Main left the meeting at 6.55pm.

Maungakiekie Kahui Ako

Jody and Max explained to the Board the process currently happening to appoint a Lead Principal and Across School Mentors. Jody wanted the Board to discuss whether they wanted to have more input and information on the decisions made at these meetings.

The Board discussed and are happy with the current process, with the committee making decisions. They would like the decisions made for the next year to be included in the budget and feedback from the combined BOT meetings to be discussed at these meetings.

2] Key Point Indicators

Photocopiers

The Board discussed the quotes included in the pack on purchasing or leasing photocopiers. The Board would like new quotes from each of the companies that show the following:

- 5 new machines
- A combination of new / refurbished machines (5 Machines)
- Cost to buy and lease (all new and combination)
- Warranties
- What is covered under the lease agreement

The Board will compare these at the next meeting and a decision will be made.

3] Governance Information

None

5] Finance & Property

Server

Jody explained to the Board that the server needs to be upgraded and the quote was included in the pack. The Board discussed and are happy for this to be purchased as it was included in this year's budget that had previously been approved.

Fitness Trial

Steve informed the Board what three stations have been ordered, which was slightly over budget, he suggests a budget of \$6,000 for the next two years. The board discussed and are happy with the purchased stations and would like Jody to include in the budgets, the amount suggested.

Lease Land

Steve explained that it is extremely difficult to value this type of land and that the school should factor in their relationship with the tenant, gain we receive from them and the value to the school. The Board discussed and the following motion was proposed:

To set the rent on the land leased by Child's Time at \$15,500 + GST for 2019.

Proposed: Jody Hayes

Seconded: Kerry Bell

Steve Doran abstained due to conflict of interest

Result: All in Favour ~ motion carried.

Jody to inform Child's Time.

Security

The Board discussed that currently there has been a number of call outs involving alarms not being reset. The Board have requested that Jody speak to the staff and for Michelle to resend security list to the alarm company.

6] Staff Management

None

7] Asset Management

None

8] Health & Safety

None

9] Legal Compliance

None

10] Strategic Decisions

None

11] P.T.A

None

12] General Business

None

13] Motions

Minutes of the previous meetings

The minutes of the meeting held on 13 August 2018 were read and accepted as a true reflection of that meeting.

Proposed: Steve Doran

Seconded: Michelle Smith

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 to accept the financial accounts and the accounts be paid for August 2018.

Proposed: Steve Doran

Seconded: Kerry Bell

Result: All in Favour ~ motion carried.

15] Agenda Items for Next Meeting

None

16] In Committee – Personnel

Max 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.

16] Closure

Meeting Closed: 8.30 pm



Signed: Board Chairman

Max Guptill

Date

30/11/18

ACTION POINTS

1. Jody to arrange for new photocopier quotes.
2. Jody to purchase new server.
3. Jody to inform Child's Time of the new lease amount.
4. Jody to speak to staff in regards to alarm setting and Michelle to send security list to Ironman again.