



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

Date of Meeting: 8 May 2023 Time: 6:00 pm

1] Administration

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

In Attendance: Michelle Ginders (Minute Recorder).

Welcome

Steve welcomed everyone to the meeting, especially Leon.

Apologies

Natalia Solomon

Conflict of Interest

None

Action Points of Previous Meeting – 13.03.23

1. The Fono was held on 22.03.23, which was good and well attended.
2. Ray is working on the Mazda Foundation grant and waiting for the property advisor's quotes.
3. Ray has completed the Lockdown procedures, and snack food has been added to the lockdown buckets.
4. The Board will do a walk-through of the school when daylight savings returns.

5. The flyer drop has been completed.
6. The security quotes are included in the pack.
7. The policies will be approved later in the meeting.
8. The map with the proposed security camera placements was included in the pack.

1] Strategic Aims

Ray briefly explained his report, and the following were discussed in more detail:

- 1.1 **Attendance** – Ray briefly explained that attendance for Term 1 is looking good for the school and across Auckland, according to the Every Day Matters report in the pack. The school is currently at 87.5% compared to 72% in 2022.
- 1.2 **Basic Fact Data** – Ray explained that the students are tested every five weeks, and the data shows positive movement across the school.
- 1.3 **Banqer** – Ray Informed the Board that this is going well. Some students have paid to have lunch with the Principal and sat at a VIP table at assembly using their earned banqer dollars.
- 1.4 **Property** – Ray informed the Board of the following:
 - Junior Upgrade
 - Stage 1- is now complete.
 - Stage 2 - laying the astroturf will be put on hold until the 5YA/10YPP building work is completed to allow heavy vehicles to cross the quad area.
 - Stage 3 – Construction of the new sandpit and shade cover is ready.

- Fencing
 - The boundary fence damaged in the storm has been repaired, and the insurance money will come through in the next few days.
 - The fence in the pool area will start soon, with the school paying half the cost.

- 1.5 **Rimu Attendance Award** – Ray informed the Board that this is going well in the Rimu Team, with the highest award of \$80 given to a student last term. He will now include the Kowhai Team.

- 1.6 **Physical Restraint Policy** – Ray informed the Board that this has been in place, and all incidents must be reported using the online reporting form. Fia will organise the online mandatory training modules for the staff.

- 1.7 **Policies** – The EOTC policies were briefly discussed; they will now go out to the staff and community for feedback. These will be approved at the meeting.

- 1.8 **Kahui Ako** – Ray informed the Board that Nick Coughlan, the new Lead Principal, has visited the school. Michelle Love agreed to take the role as no staff applied for the vacated With-in School Coach.

- 1.9 **Events** – The school is back to normal with school events, trips, and sports events during Term 1. Ray informed the Board that the school would be holding a community quiz night on 24 May 2023; Dave Muir is organising this. The Board briefly discussed entering a team.

- 1.10 **Board Assurances**
 - The following were assured:
 - Digital Technology and Online Safety
 - Computer Security and Cybersecurity

- Student Attendance
- Health Education
- Child Protection
- Abuse Recognition and Reporting
- Evacuation and Emergency Kits and Supplies
- Expenditure
- Risk Management

The Board thanked Ray for his detailed report.

2] Governance Information & Legal Compliance

2.1 **Physical Restraint** – the following was proposed by the Board.

Motion to accept and approve the Physical Restraint Policy.

Proposed: Max Guptill

Seconded: Liz Lombard

Result: All in Favour ~ motion carried.

3] Finance & Asset Management

3.1 **March / April Financial Reports** – Liz briefly explained the financial accounts to the Board. The school is tracking against the budget, but we must watch the spending in the coming months. The school has received insurance for the fence damage and break-in for the school-owned property. We are still awaiting the payment from the Ministry but expect this soon.

Ray explained that the school is running over budget in bank staffing but will be corrected in the coming months. The school is currently paying relievers out of teachers' salaries.

3.2 **Grant Applications** – The Board discussed the following grant applications for the new Sandpit and Shade Structure in the Junior Upgrade. The following motions were proposed:

To apply to The Trusts Community Foundation for financial assistance of \$10,000.00 (exclusive GST), partial cost towards the total amount of \$33,151.00 (exclusive GST). For the installation of a new sandpit with a shade structure.

Proposed: Liz Lombard

Seconded: Max Guptill

Result: All in Favour ~ motion carried.

To apply to Rano Community Trust for financial assistance of \$13,151.00 (exclusive GST), partial cost towards the total amount of \$33,151.00 (exclusive GST). For the installation of a new sandpit with a shade structure.

Proposed: Liz Lombard

Seconded: Max Guptill

Result: All in Favour ~ motion carried.

To apply to The Lion Foundation for financial assistance of \$10,000.00 (exclusive GST), partial cost towards the total amount of \$33,151.00 (exclusive GST). For the installation of a new sandpit with a shade structure.

Proposed: Liz Lombard

Seconded: Max Guptill

Result: All in Favour ~ motion carried.

Steve will sign the paperwork after the meeting, and Michelle will send it to GoFund.

4] Strategic Decision

4.1 **ERO Visit** – Ray informed the Board that ERO visited in the first week of Term 2. He outlined the process and requirements over the next three

years. Ray tabled a report from ERO (Board Assurances), which he will work on and present at the next meeting; these assurances must be completed before the next visit. Ray to email a copy of the report to Steve and Max. The Board discussed and see this as an opportunity to improve the school.

- 4.2 **SchoolDoc Board Checklist Term 2** – Ray will add this to the agenda for the next meeting for the Board to discuss in more detail.
- 4.3 **Principal's Work to Rule** – Ray to the Board that he is currently working to rule, as set out by the industrial strike action. His work hours are 8 am – 5 pm, and no weekend work.
- 4.4 **Security Cameras** – Ray explained that he tried to capture most of the school with the proposed new cameras. If approved, the new 5YA/10YPP will fund these, and the cameras will have lights, voice activation and zoom capability.
- 4.5 **Security Company** – The Board discussed the quotes presented, and due to continued issues with the current provider, the Board has decided to change to Matrix Security. The Board decided that only 5-bed downs are required (Monday to Friday) and for a one-year contract, which will then be reviewed. The following motion was proposed:

To change to Matrix Security Group Ltd for the school's security and monitoring requirements on a one-year contract, then reviewed. The current quote will be re-negotiated to allow for the changes discussed.

Proposed: Liz Lombard

Seconded: Michelle Love

Result: All in Favour ~ motion carried.

Ray will contact Global Security to give notice and follow up with Matrix Security on a new quote with the changes and what is required for the changeover.

Result: All in Favour ~ motion carried.

Financial Reports

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

Proposed: Liz Lombard

Seconded: Leon Mallard

Result: All in Favour ~ motion carried.

7] **Agenda Items for Next Meeting**

- Board Checklist.
- EOTC Policies to be approved.

8] **In Committee – Personnel**

Steve moved that:

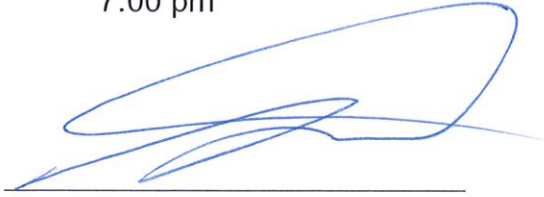
The meeting moved into committee, and pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public is excluded from the remainder of the meeting to give confidentiality to and to protect the privacy of individuals concerned as follows: "that the matters being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

Board moved out of In-committee.

9] Closure

Steve thanked everyone for attending.

7.00 pm

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

Signed: Board Chairman
Stephen Doran

Date 29/5/23

ACTION POINTS FROM THE MEETING OF

8th of May 2023

No.	ITEM	WHO	WHEN
1.	Ray is awaiting quotes from Property Advisor and will work on the application.	Ray	
2.	Michelle G to send the Grant paperwork to GoFund.	Michelle G	
3.	Ray is to email a copy of the ERO Board Checklist to Steve, Max and Michelle G	Ray	
4.	Ray to call Matrix for a new quote on Tuesday	Ray	
5.	Ray to inform Global Security that the school will be terminating their contract.	Ray	
6.	Michelle G to check with Natalia if she is attending the NZSTA Conference.	Michelle G	
7.	Michelle G to complete the nomination form for the NZSTA National Body for Max.	Michelle G	