



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

Date of Meeting: 13 April 2022 Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (Chairperson) (in the chair), Max Guptill (Deputy Chairperson), Natalia Solomon, Liz Lombard, Fia Salesa (Deputy Principal/Acting Staff Representative) and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the meeting, especially Fia Salesa. He reminded Fia that she has speaking rights but no voting rights as the acting Staff Representative.

Apologies

Leon Mallard and Kerry Bell

Conflict of Interest

None

Action Points of Previous Meeting – 14.03.22

1. Bi-Lingual Class visits and the Hui & Fono's are all on hold due to Covid19 settings. Ray will inform the Board of the new dates when confirmed in 2022.

2. Ray continues to work with School Docs regarding the changes to the Behaviour Management Policy.
3. Policies will be reviewed at the meeting tonight and added to the agenda.
4. Ray has included the final costings of the maintenance and repairs plan from Graeme Brown for approval at the meeting.
5. Ray is waiting on two quotes for the Mazda Foundation Grant before submitting it.
6. Ray has sent the Annual Reports to the MOE, Michelle has sent them to the Auditors.
7. Ray and Fia have thanked the Camp donors.

1] Strategic Aims from Principal's Report

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

- 1.1 Reducing Roll – the amount of Year 6s leaving at the end of 2021 was less than at the end of 2020. The school is addressing this through the school beautification project (Junior School Upgrade, Repairs and maintenance) and leaflet drop. Ray explained that this could take a few years to see any results from this but informed the Board that the Ministry has no concerns at this stage.
- 1.2 Current Issues:
 - While Michelle Love and Ria Henty are on maternity leave the acting Team Leaders will be Libby Flashman (Rata), and Danielle Wilson (Karaka).
 - Covid Response Plan:
 - The school will continue to maintain our bubbles until the end of this term.
 - The school is continuing to do everything that is required and recommended to keep staff and students safe.

- This term has been the worst for Covid-19 cases for both staff and students.
 - The school will need to see what the winter season brings.
- 1.3 Health and Safety – The school will carry out a fire alarm drill this week, this is especially important for the new students to the school.
- 1.4 Property:
- The pool fence will be replaced at the beginning of term 2.
 - Ray informed the Board that he feels the Board should go ahead with the purchase of air conditioners using the 5YA funding and start budgeting for the replacement cost (which is approximately every ten years).
 - Norfolk pines (by Office) will be trimmed, at the request of the neighbour.
 - Jessop House roof will be painted in the next holidays.
 - The school has received a \$20,000.00 grant from The Trust Community Foundation for the Junior playground.
- 1.5 Policy reviews – Ray shared the policy reviews with our community and received no feedback.
- 1.6 Attendance – Students who have been long term absentees, due to Covid-19 hesitant, have been contacted and most have said they will return to school in Term 2. Ray will be meeting with ACES to discuss specific students at the beginning of Term 2.
- 1.7 Events – Part of the Kowhai Team attended Mountain to Sea programme at Goat Island today.
- 1.8 Ray informed the Board that there is a potential for more combined BOT meetings to discuss Kahui Ako issues.

The Board thanked Ray for his detailed report.

2] Data

2.1 **Data Report** – Ray briefly explained the report and explained that student names have been removed from the report. From here the results will be discussed at team meetings and used as part of the school's pastoral care. The senior leadership team will look at individual students and will meet with them. The Board briefly discussed and has asked Ray to resend the report (via email), filtered into classrooms.

3] Governance Information & Legal Compliance

3.1 **BOT Elections** – The Board will start to encourage parents who are interested in becoming a trustee to start attending meetings. To start advertising that there will be an election this year. The current Board member's profile will be included in the newsletters.

3.2 **Policy Reviews** – The Board were happy with the policies and the following motion was proposed:

To accept the policies being reviewed with no changes

Proposed: Liz Lombard

Seconded: Max Guptill

Result: All in Favour ~ motion carried

3.3 **NZSTA** – The annual NZSTA AGM is on the 30th of April, via ZOOM. The Board is required to appoint a delegate to represent them and how they wish to vote on the remits. The Board briefly discussed and the following motion was proposed:

To appoint Max Guptill as the delegate to represent the Bailey Road School Board of Trustees at the NZSTA AGM via ZOOM on the 30.04.22.

Proposed: Steve Doran

Result: All in Favour ~ motion carried

Max has resent the email from the NZSTA showing the name change and remits to the Board. Michelle Ginders will send a motion via email. The Board discussed the name change and has selected Option C – School Governance Aotearoa New Zealand. Please refer attached email motion.

Michelle Ginders to complete the form, Steve and Max to sign, and email to NZSTA.

4] Finance & Asset Management

- 4.1 **March Financial Reports** – Liz informed the Board that there has been some capital spending this month, spending is still low due to Covid-19 and the school is showing a small surplus.
- 4.2 **Employee Assistance Programme (EAP)** – Steve briefly explained what this programme is to the Board and how he thinks it would be of benefit to the staff. The cost will need to be funded by the Board but it would be free to the staff. Ray has requested a quote from the company, there is a monthly cost with a charge for each session. All sessions are confidential with only a usage report given to the school. Ray will send out the cost along with a motion via email for approval.
- 4.3 **School Councillor** – Ray informed the Board that he has met with a potential new councillor. Lily seems the right fit for the school, she is currently on a sabbatical from her role as an RTLB teacher within our cluster. Sessions should start at the beginning of the term.

5] Strategic Decisions

- 5.1 **School Docs** – The Board briefly discussed the recent update from School Docs on the Covid-19 policy and accepted the changes.
- 5.2 **Rimu Camp** – Ray informed the Board that the camp donors have been personally thanked. The 2024 Camp will be held at the same place, a

date is yet to be confirmed. The school will continue to hold fundraisers over the next two years to help with the costs.

5.3 **Basic Facts/Grammar** – The school is working hard to increase the students' knowledge in these curriculum areas. This is a school-wide focus, teachers are tracking the students' progress and Ray will present the data mid-year.

5.4 **Panmure District School Zoning** – Ray explained that they are now going into the consultation process and Barrack Road will be a shared zone. The Board briefly discussed but this will not affect the school.

6] General Business

- Steve will write and personally present a thank you letter on Thursday, to the students who planned and cooked the Board with dinner tonight.
- The neighbouring property (23 Bailey Road) will be doing the drainage on their property during the school holidays.

7] Motions

Minutes of the previous meetings

The minutes of the meeting held on 14 March 2021 were read and accepted as a true reflection of that meeting.

Proposed: Liz Lombard

Seconded: Ray Kelly

Result: All in Favour ~ motion carried.

Correspondence

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

Proposed: Max Guptill

Seconded: Liz Lombard

Result: All in Favour ~ motion carried.

Financial Reports

A motion was proposed to accept the financial accounts for March 2022 and the accounts to be paid.

Proposed: Liz Lombard

Seconded: Leon Mallard

Result: All in Favour ~ motion carried

8] Agenda Items for Next Meeting

None

9] In Committee – Personnel

Steve 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

7.20 pm

Signed: Board Chairman
Stephen Doran

Date 16/5/22

ACTION POINTS FROM THE MEETING OF

Monday 13 April 2022

No.	ITEM	WHO	WHEN
1.	Bi-Lingual Class visits and the Hui & Fono's are all on hold due to Covid19 settings. Ray will inform the Board of the new dates when confirmed in 2022.	Ray	Continues to work on
2.	Ray continues to work with School Docs regarding the changes to the Behaviour Management Policy.	Ray	Continues to work on
3.	Ray to work with Graeme Brown on the priority repairs and maintenance needed around the school.	Ray	In Progress
4.	Ray is to apply for the grant from the Mazda Foundation once he has received the two quotes.	Ray	
5.	Ray to resend (via email) the Data Report filtered into classrooms.	Ray	
6.	The Board to start promoting the upcoming elections and encourage parents who are interested to attend meetings.	Ray	

7.	Ray to send the cost and a motion for the Employee Assistance Programme to the Board via email.	Ray	
8.	Michelle to send a motion to the Board for the NZSTA AGM on the name change and remits. Michelle to send the completed form to NZSTA.	Michelle/ Steve/Max	Done
9.	Steve to write and present a thank you letter to the students who planned and cooked the BOT dinner.	Steve	

NZSTA AGM Delegate & Remits

External
Inbox



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

Tue, Apr 12,
11:24 AM

to Stephen, Max, K.J.THOMSON, leon, Natalia, Elizabeth, Ray

Hi All

At the meeting last night the attached documents (sent in an earlier email) were briefly discussed and the following was decided. There are 3 motions that require you to vote.

1. The Board were required to appoint a delegate to represent the Board at the NZSTA AGM on 30.04.22.

The following motion was proposed:

To appoint Max Guptill as the Bailey Road School Board Delegate for the NZSTA AGM on 30.04.22.

Proposed: Steve Doran

Could you please vote YES or NO

2. The Board had to choose a preferred name change for the Association:

- Option A - Aotearoa New Zealand Boards Association
- Option B - New Zealand School Boards Association
- Option C - School Governance Aotearoa New Zealand

The following motion was proposed:

The Board preferred name change for the New Zealand School Trustees Association is
Option C - School Governance Aotearoa New Zealand.

Proposed: Steve Doran

Could you please vote YES or NO

3. Remits 1 - 18

The following motion was proposed:

The Board has permitted Max Guptill, the Board's Delegate, at the NZSTA AGM on 30.04.22, the following voting option: Free Vote - Your delegate will vote as they see fit.

Proposed: Steve Doran

Could you please vote YES or NO

Thank you

Kind Regards

Michelle Ginders

Finance Officer
Board of Trustees Secretary

19 Bailey Road
Mt Wellington
Auckland 1060
Ph 09 579 4619



Ray Kelly

Tue, Apr 12,
12:41 PM

to me, Stephen, Max, K.J.THOMSON, Leon, Natalia, Elizabeth

Hi Michelle -
Yes to Motion 1
Yes to Motion 2
Yes to Motion 3
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Ngā mihi nui
Ray Kelly
Principal/Tumuaki
Bailey Road School

**Nata
lia
Solo
mon**
Yes yes yes to all 3

Tue, Apr 12,
12:59 PM

Elizabeth Lombard

Tue, Apr 12,
7:07 PM

to K.J.THOMSON, Max, Ray, Stephen, leon, me, Natalia

Hi All

I'm a yes to all 3 motions.

Regards
Liz

Max Guptill

Tue, Apr 12,
10:20 PM

to me, Stephen, K.J.THOMSON, leon, Natalia, Elizabeth, Ray

Ae to all 3 motions.

Ngā mihi

Max

K.J.THOMSON

Wed, Apr 13,
8:10 AM

to me, Stephen, Max, leon, Natalia, Elizabeth, Ray

Hi

Yes to all 3

Sent from my Galaxy

leon mallard

Wed, Apr 13,
9:14 AM

to Ray, me, Stephen, Max, K.J.THOMSON, Natalia, Elizabeth

Mōrena,

Yes to all 3 motions.

Ngā manaakitanga

Sent from my Samsung device

...

[Message clipped] [View entire message](#)

Stephen Doran

Wed, Apr 13,
9:15 AM

to Leon, Ray, me, Max, K.J.THOMSON, Natalia, Elizabeth

Yes to all 3,
Thanks
Steve

Sent from my iPhone

On 13/04/2022, at 09:14, Leon Mallard <leonmallard@hotmail.com> wrote:



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

Wed, Apr 13,
9:39 AM

to Max

Hi Max

The form is ready to sign.

Regards

Michelle

Max Guptill

Wed, Apr 13,
10:15 AM

to me

Ka pai.