



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

Date of Meeting: 8 August 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: Kerry Bell (Retiring Trustee), Michelle Ginders (Minute Recorder).

Steve Doran stepped down as Chairperson. Ray welcomed everyone to the meeting.

Election of Office Holders 2022

Ray called for nominations for Chairperson of the Board of Trustees for 2022.

Stephen (Steve) Doran was nominated by Max Guptill and seconded by Natalia Solomon. Ray asked Steve if he agreed to this nomination, and Steve accepted.

As no further nominations were received, Stephen (Steve) Doran was duly elected as the Chairperson.

Ray handed the meeting over to Steve.

Steve called for nominations for Deputy Chairperson of the Board of Trustees 2022.

Max Guptill was nominated by Steve Doran and seconded by Liz Lombard. Steve asked Max if he agreed to this nomination, and Max accepted.

As no further nominations were received, Max Guptill was duly elected as the Deputy Chairperson.

Steve called for nominations for Finance Trustee of the Board of Trustees 2022.

Liz Lombard was nominated by Steve Doran and seconded by Max Guptill. Steve asked Liz if she agreed to this nomination, and Liz accepted.

As no further nominations were received, Liz Lombard was duly elected as the Finance Trustee.

Steve and Ray both congratulated all the office holders.

Welcome

Steve welcomed everyone to the meeting, especially Kerry Bell, who retired from the Board. He was pleased that this Board could continue all their great work and will continue to do for our tamariki. Congratulations to everyone. Steve informed Kerry that she would have speaking rights but no voting rights.

Max thanked Kerry Bell for her years served on the Board, even when her child had moved onto college. Thank you for everything you have done, achieved, hard work, and wisdom. We will miss you.

Apologies

Leon Mallard

Conflict of Interest

Stephen Doran – Any disciplinary issues/matters relating to his child.

Max Guptill – Maungarei Community Christian Trust and Mt Wellington Community Church.

Natalia Solomon - Any disciplinary issues/matters relating to her children and Mt Wellington Rugby Club.

Action Points of Previous Meeting – 13.06.22

1. Bi-Lingual Class visits and the Hui & Fono's are on hold due to Covid19 settings. Ray will inform the Board of the new dates when confirmed in 2022.
2. 2022.
3. Ray will apply for the grant from the Mazda Foundation now that he has received the quotes.
4. Michelle organised the Returning Officer Appointment Letter, and Steve has signed it.
5. Ray changed the Student Tracker Data Reports; the final reports were emailed to the Board.
6. Ray shared the preliminary cost in his report and is meeting with Graeme Brown to receive and discuss the roofing report, which he will then share with the Board.
7. Ray will update the Board on the principal's appraisal process changes. Ray will do the DP's appraisal and determine whether Grant is available, or he will look into contracting another appraiser for this year.

1] Strategic Aims from Principal's Report

Ray briefly explained his report. The following was discussed in more detail:

- 1.1 Attendance Report – This report was tabled at the meeting. Ray informed the Board that the senior management met with the Police and ACES. Ray told them it is not the schools' responsibility to tackle attendance but to teach the students. He also would not like to see any

prosecution or punishment for the families. In the future, he will pass on students who are away for 20+ days to ACES. Cassie has started her role as Attendance Officer and brings some students to school.

- 1.2 Lockdown – Ray informed the Board that the school was put into a brief lockdown on Thursday afternoon due to an incident within the school, purely precautionary for the safety of the school. Senior Leaders and the Health and Safety Committee have met to discuss the process and what improvements are needed. In future, a text message will be sent to all staff, visitors (on-site at the time) and the Board Chairperson informing them of the situation and what action is required. The Board Chairperson will be responsible for contacting the rest of the Board. The Health and Safety Committee will meet again, and Ray will share the outcome with the Board. The Board briefly discussed ways to help the younger students not to feel too scared.
- 1.3 Property – Ray informed the Board that he is meeting with Graeme Brown to discuss Tuesday's roofing report and cost. He will then share it with the Board and discuss other property projects to prioritise. Ray will also apply for the Mazda Grant now that he has the quotes required to paint the pool area.
- 1.4 Staffing – Ray informed the Board the school still has staff members away with Covid19 and winter illnesses.
- 1.5 Equity Funding – Due to the roll situation, the school will lose the funding of another teacher. At this stage, Ray expects the school to get additional equity funding; he will know more after meeting next week with the Ministry.
- 1.6 Board Assurances
 - The following are assured:
 - Home Education Assure

- Emergency Evacuation / Emergency Kit – the Board asked why hand sanitiser was not in the kit due to hand sanitiser already in the classroom. The Whanau will be asked to provide canned food.
- Risk Management

The Board thanked Ray for his detailed report.

2] Governance Information & Legal Compliance

- 2.1 **Policy Reviews** – Ray informed the Board that the policies included in the pack will be approved at the next meeting. The Board are to read and send any changes to him before then, and Ray will action the recommendations and requirements from SchoolDocs.

3] Finance & Asset Management

- 3.1 **June & July Financial Reports** – Liz informed the Board that the school is still tracking well against the budget.
- 3.2 **Annual Audited Accounts & Management Letter** – Liz informed the Board that the only change from the draft accounts was an adjustment in cyclical maintenance, and the management letter did not identify any areas of concern.

4] Strategic Decisions

- 4.1 **Out-of-Zone Ballot** – Refer to the attached appendix for the motion, sent and approved via email, regarding the out-of-zone ballot. The school is currently holding a ballot for 30 students across all year levels. The school usually gets 6-10 students.
- 4.2 **NZCER BRS Staff and Student Wellbeing Survey** – Ray informed the Board that Zoe Foster and Karishma Kumar analysed the data. The Board briefly discussed the reports; they were surprised by the gender

identity result. This report will now be compared with the last year's report.

- 4.3 **Mid-Year Data and Analysis Report** – Ray sent this report to the Board via email before the meeting. These results have been compared to 2019, 2021 and 2022; 2020 was not due to Covid19 lockdowns impacting the school year. The staff have not analysed these results yet but generally speaking, the school is moving ahead. The results are encouraging. The report includes all students who have arrived and left, and there will be more detail on ethnicity and gender during the year.

Seniors Leaders will now look and investigate these results and implement ways to improve, whether this is working with the identified students or professional development for teachers. The Maths and Literacy Support teachers are helping in these curriculum areas.

Covid19 and other factors still affect these results, and Ray suspects this will be the case next year. The school is working very hard on basic facts tracked every five weeks.

The Board briefly discussed and found the report easy to understand.

- 4.4 **Interface Magazine** – The Board asked Ray to pass on their congratulations to Karishma on another article published.

5] **General Business**

None

6] **Motions**

Minutes of the previous meetings

The minutes of the meeting held on the 13th of June 2022 were read and accepted as a true reflection of that meeting.

Proposed: Natalia Solomon

Seconded: Liz Lombard

Result: All in Favour ~ motion carried.

Correspondence

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

Proposed: Max Guptill

Seconded: Ray Kelly

Result: All in Favour ~ motion carried.

Financial Reports

A motion was proposed to accept and approve the financial accounts for June & July 2022 and the bills to be paid.

Proposed: Liz Lombard

Seconded: Ray Kelly

Result: All in Favour ~ motion carried.

Annual Audited Account and Audit Report

A motion was proposed to accept and approve the 2021 Annual Audited Accounts and Audit Report.

Proposed: Liz Lombard

Seconded: Max Guptill

Result: All in Favour ~ motion carried.

Audit Management Letter

A motion was proposed to accept and approve the 2021 Audit Management Letter.

Proposed: Liz Lombard

Seconded: Max Guptill

Result: All in Favour ~ motion carried.

7] Agenda Items for Next Meeting

None

8] 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.

9] Closure

7.30 pm



Signed: Board Chairman

Stephen Doran

16.09.2022

Date

ACTION POINTS FROM THE MEETING OF

Monday 8 August 2022

No.	ITEM	WHO	WHEN
1.	Bi-Lingual Class visits and the Hui & Fono's are 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 is to apply for the grant from the Mazda Foundation now that he has received the quotes.	Ray	Continues to work on
3.	Ray is meeting with Graeme Brown to discuss the roofing report (and other property needs) and cost tomorrow; he will then inform the Board.	Ray	Continues to work on
4.	Ray to keep the Board updated on the principal's appraisal process changes. Ray will do the DP's appraisal and look into his, whether Grant is available or contracting another appraiser.	Ray	Continues to work on
5.	Michelle Ginders is to update the declaration of interest register.	Michelle	
6.	Ray will review the lockdown process, procedures and improvements and report to the Board.	Ray	

7.	Ray to action the recommendations and requirements from SchoolDocs. The Board will read all policies presented at this meeting, which will be reviewed and approved at the next meeting.	Ray / Board	
8.	Fia to organise BOT email addresses to help with the issues of document sharing.	Fia	
9.	Ray to pass on the Board's congratulations to Karishma on her new article in Interface magazine.	Ray	