



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

Date of Meeting: 13 February 2023

Time: 6:00 pm

1] Administration

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

In Attendance: Michelle Ginders (Minute Recorder).

Welcome

Steve welcomed everyone to the first meeting of the year, with the year starting with challenges due to the weather, but the school is very resilient and adaptable. Steve then handed the meeting over to Ray for the election of Office Holders.

Election of Office Holders 2023

Ray called for nominations for Chairperson of the Board of Trustees for 2023.

Stephen (Steve) Doran was nominated by Michelle Love and seconded by Maua Collins-Kamuhemu. 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 2023.

Max Guptill was nominated by Maua Collins-Kamuhemu and seconded by Ray Kelly. 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 2023.

Liz Lombard was nominated by Max Guptill and seconded by Michelle Love. Steve informed the Board that he had discussed with Liz if she was happy to stay in this role in 2023, and she was; Steve will check with Liz when she is back to confirm.

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

Steve called for nominations for Secretary of the Board of Trustees 2023.

Michelle Ginders was nominated by Steve Doran. Steve asked Michelle if she agreed to this nomination, and Michelle accepted.

As no further nominations were received, Michelle Ginders was duly elected Secretary.

Steve and Ray both congratulated all the officeholders.

Disciplinary Committee

The Board briefly discussed, and the following was decided:

- Where possible different people to attend meetings.
- All Board members are to be on the committee and attend when possible.

Apologies

Liz Lombard and Leon Mallard

Conflict of Interest

No new conflict of interests declared - as per the register from previous years.

Action Points of Previous Meeting – 12.12.22

1. A date has been confirmed. Ray to send the Board the Community Event Schedule after the meeting.
2. Ray will apply for a Mazda Foundation grant in 2023.
3. Ray has nearly completed the new lockdown process. The school will ask for water and food from the community.
4. Ray informed the Board that Steve, Max and himself walked around the school to what the Board should be priorities in the next 5YA. The Board will do a walk-through at the next meeting.
5. Ray sent the policies and procedures to the community for feedback but has not received a response.
6. Ray and Liz have been unable to meet due to Covid and EOY.
7. The EOY Data reports were in the pack.
8. The flyer drop will happen before the end of the term.
9. The Board will decide after the walk-around.
10. Steve congratulated Rachel on her Teacher's Award.

1] Strategic Aims

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

- 1.1 **School Roll** – Ray explained that the roll currently is 362, a loss of 21 students. Ray briefly explained that we lose some Year 7 students to Intermediate Schools at this time, and Ray estimates the roll will be 411 by the EOY.
- 1.2 **Everyday Matters** – Ray Informed the Board that the attendance data for term 4 was not good, but not unexpected.
- 1.3 **Security Call-outs** – Ray informed the Board there were a higher number of call-outs but not unusual for the holiday period. Ray is reviewing our security company and may get quotes from other companies.
- 1.4 **EOY Data Comparison** – Ray briefly explained his report to the Board, and it showed good improvement in some areas. Ellerslie School is tracking about 20% better than us, and the results have now been shared with Kahui Ako.
- 1.5 **Banqer** – Ray is currently looking into this programme to use in the school.
- 1.6 **Communication Tools** – Ray informed the Board that the communications tools (Seesaw, Skool Loop and Facebook) work well to communicate with the community. This latest school closure was the first no students turned up.
- 1.7 **Property** – Ray informed the Board that after the recent walk-around the school with Steve and Max, they identified the following areas of the school needing work or future projects:
 - Rooms 4-6 – upgrade the classrooms.
 - Technology Room – extending out into the garden area.

- Hall Flooring – the current flooring is faded, breaking in parts and needs the marking redone. As this area has dual ownership, the school will have to fund their share of the cost.
- Security Cameras – Purchasing up to 32 additional cameras.
- Main Gate – new automated front gate.
- Carpark Area – upgrade this area.

5YA – There is still \$150,000.00 to be spent from the current 5YA, the following areas have been identified:

- Rooms 4-6 roofing.
- Upgrade of the Main Power Switchboard.
- Internal heating/cooling of the classrooms.

Junior Playground – Ray informed the Board that work had started before the first Auckland flooding.

Flooding – the school did not occur damage due to the flooding, but some drains will need to clean out in the future.

The Board briefly discussed and will have a walk-through of the school at the next meeting to lock in projects for the next 5YA. To be added to the agenda.

Steve (and Max agreed) that the Board should take pride in what the current and previous Boards have achieved in the past ten years. The school environment is much improved, with better teaching spaces for both staff and students.

1.8 Kahui Ako – Ray informed the Board of the following:

- The minutes from Kahui Ako meetings will be included in his report.

- The Kahui Ako have suggested joining another school and combining the \$25,000.00 Ministry funding to address attendance to employ an Attendance Officer.
- Zoe Foster and Kahlia Coffin are the within-school coaches and will regularly report to the staff and Board. The minutes show the focus for both within the school this year.
- Lead Principal of the Kahui Ako – the interviews for this will take place soon. Ray informed the Board that he would not be applying.

1.9 Board Assurances

- The following were assured:
 - Risk Management
 - School Planning and Reporting
 - Audited Annual Report
 - Equal Employment Opportunities
 - Healthcare
 - Safety of Students on Work Experience
- In process:
 - Charter / Strategic Plan & Annual Plan

The Board thanked Ray for his detailed report.

2] Governance Information & Legal Compliance

- ### 2.1 School Closures
- Ray explained the process for the recent school closures due to the weather events. The Ministry made the first closure and the second on the advice from the APPA, as the Ministry had left

the decision up to the schools. After discussing with Steve, the decision was made to close the school, as the priority for the Board is and always will be the safety of our staff and students.

- 2.2 **SchoolDocs** – All policy reviews will be approved at the next meeting. The Board asked what happens with unclaimed or donated uniforms in the school. Ray explained that the school would pass these on to families in need. We speak to families individually if the school feels there is a need.

3] Finance & Asset Management

- 3.1 **Interim December Financial Reports** – Steve briefly reviewed the financial accounts with the Board.
- 3.2 **2023 Budget** – Liz and Ray have been unable to meet due to illness and the holiday period. The Budget still shows a deficit but nothing different from the previous year. The playground funds (grant funding) cannot be included in the Budget as these came into the accounts in 2022. The school has these funds in the bank and will be noted in the 2023 accounts for Audit. The school could apply for additional grants this year for the playground.

The Board briefly discussed, and the following motion was proposed:

A motion was proposed to accept and approve the 2023 Budget.

Proposed: Max Guptill

Seconded: Michelle Love

Result: All in Favour ~ motion carried.

4] Strategic Decision

- 4.1 **Principal's Job Description / Professional Growth Cycle** – Ray informed the Board that Personal Attributes are a new requirement for his job description.

He will be working alongside a colleague, a former Principal, on his Professional Growth Cycle. The Board briefly discussed and was happy with the document.

4.2 **NZSTA Conference** – The conference will be held in Rotorua this year in July.

5] **General Business**

None

6] **Motions**

Minutes of the previous meetings

The minutes of the meeting held on the 12th of December 2022 were read and accepted as a true reflection of that meeting.

Proposed: Michelle Love **Seconded:** Max Guptill

Result: All in Favour ~ motion carried.

Correspondence

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

Proposed: Max Guptill **Seconded:** Michelle Love

Result: All in Favour ~ motion carried.

Financial Reports

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

Proposed: Steve Doran

Result: All in Favour ~ motion carried.

7] Agenda Items for Next Meeting

- Board to walk around the school.

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 finished the meeting by asking the Board to keep safe and look after themselves. He is looking forward to an amazing year with the Board.

7.15 pm



Signed: Board Chairman
Stephen Doran

Date

27/3/2022

ACTION POINTS FROM THE MEETING OF

12th of December 2022

No.	ITEM	WHO	WHEN
1.	A date has been set for Bi-Lingual Class visits and the Hui & Fono's. Ray to send out the Community Events dates to the Board	Ray	
2.	Ray will continue applying for a Mazda Foundation grant in 2023.	Ray	
3.	Ray has nearly completed the new lockdown process, procedures and improvements and will present it to the Board. The school will ask the community for snack food and water.	Ray	
4.	The Board will to a school walk-around at the next meeting. Ray to include in the Agenda	Board/Ray	
5.	Ray to arrange a flyer drop this term.	Ray	
6.	Ray to get quotes from security companies.	Ray	
7.	Policies to be approved at the next meeting.	Ray	