



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

Date of Meeting: 29 May 2023      Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (Chairperson) (in the chair), Max Guptill (Deputy Chairperson), 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 and congratulated the school team on their win at Quiz Night.

Apologies

Natalia Solomon and Leon Mallard

Conflict of Interest

None

Action Points of Previous Meeting – 08.05.23

1. Ray is awaiting project quotes and will apply for the Mazda Grant.
2. Michelle has sent the grant paperwork to GoFund.
3. As requested, Ray emailed the ERO Board Checklist to Steve, Max and Michelle Ginders.

4. Ray called Matrix regarding an amended quote and then accepted the amended quote.
5. Ray informed Global Security that the school would terminate the contract on 11.06.2023 (one-month notice period).
6. Natalia Solomon is unable to attend the NZSTA Conference this year.
7. Max will complete the personal statement (and photo) for the NZSTA National Body, and then the completed and signed form can be sent off.

## 1] Strategic Aims

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

- 1.1 **School Roll** – Ray briefly explained that the school roll is currently at 390 students, which looks good, with some families returning.
- 1.2 **Data** – Ray explained to the Board that the data results are as expected, and the Board should not be concerned with the results for students working below at this stage. He expects the results for Māori and Pasifika students to improve over three years, but he hopes to achieve this in two years.
- 1.3 **Banquet** – Ray Informed the Board that this is still going well. He will host a second group of students who have paid to have lunch with him.
- 1.4 **Health & Safety** – Jean D'Souza has resigned as Chairperson of this committee. Michelle Ginders and Muta Filoa will now co-chair this committee. The school has completed the yearly hazardous check and is awaiting the paperwork. There have also been unexpected fire drills, so the students are well-trained.
- 1.5 **Property** – Ray informed the Board of the following:
  - Junior Upgrade – the funding applications for Stage 3 of this project have been submitted.
  - Fencing - The fence in the pool area has been completed.

- 5YA/10YPP – This has been signed and sent to the Ministry for approval.
- 1.6 **Kahui Ako** – Ray informed the Board that all schools in the Kahui Ako have hosted conferences today that all teachers have attended.
- 1.7 **Events** – Pink Shirt Day went well. The Kahui Ako raised \$2150.00, a combined effort of all the schools, with events being held over the week. Ray will send the video of the event to the Board.
- 1.8 **Board Assurances** – All term two Board assurances have been completed.

The Board thanked Ray for his detailed report.

## 2] Governance Information & Legal Compliance

- 2.1 **EOTC Policies** – The Board briefly discussed the EOTC policies, which required no changes. It shows the importance of these policies due to a recent tragic event at another school; our school has excellent/robust policies and procedures, and RAM forms are completed for all school trips. The following motion was proposed:

To accept the following EOTC Policies:

- Education Outside The Classroom (Board)
- EOTC Planning and Review
- EOTC Risk Management
- EOTC Coordinator
- EOTC External Providers
- EOTC Staff Competence
- EOTC Event Categories
- EOTC Communicating with Parents

**Proposed:** Max Guptill

**Seconded:** Michelle Love

**Result:** All in Favour ~ motion carried.

2.1 **BOT Code of Conduct Policy** – The Board briefly discussed and the following changes are required:

- Heart Values
- NEG – new terminology needed

3] **Finance & Asset Management**

3.1 **Financial Reports** – No financial reports at this meeting. Ray informed the Board that he is putting in \$100,000.00 on Term Deposit for one month at a time.

3.2 **Child's Time Lease** – The Board discussed and agreed that the lease will be \$17,000.00 + GST and will be reviewed next year. Ray will inform them of this increase.

3.3 **Real Clean (Cleaners)** – Ray informed the Board that a 10% increase would be starting next month.

3.4 **3 O'clock Dash** – Ray informed the Board that the amount outstanding is coming down. Ray is awaiting a response from them on when their next payment will be. He will keep the Board informed.

4] **Strategic Decision**

4.1 **Election Polling Station** – Ray informed the Board that the school would again be a Polling Station at the Election later this year.

4.2 **Matrix Security** – Ray informed the Board that the school has a one-year contract with them.

5] **General Business**

None

6] **Motions**

### Minutes of the previous meetings

The meeting minutes held on the 8th of May 2023 were read and accepted as a true reflection of that meeting.

**Proposed:** Maua Collins-Kamuhemu      **Seconded:** Liz Lombard

**Result:** All in Favour ~ motion carried.

### Correspondence

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

**Proposed:** Michelle Love      **Seconded:** Maua Collins-Kamuhemu

**Result:** All in Favour ~ motion carried.

### 7] Agenda Items for Next Meeting

None

### 8] In Committee – Personnel

Steve moved that:

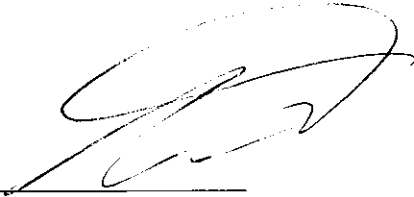
The meeting moved into committee, and pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public is excluded from the remainder of the meeting to give confidentiality to and to protect the privacy of individuals concerned as follows: "that the matters being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

Board moved out of In-committee.

### 9] Closure

Steve thanked everyone for attending.

7.00 pm



Signed: Board Chairman  
Stephen Doran

Date 26/8/23

## ACTION POINTS FROM THE MEETING OF

29th of May 2023

No.	ITEM	WHO	WHEN
1.	Ray is awaiting quotes from Property Advisor and will work on the application.	Ray	
2.	Ray to send the Pink Shirt Kahui Ako video to the Board.	Ray	
3.	Ray to contact Childs's Time on the Lease increase.	Ray	