



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

Date of Meeting: 16 May 2022 Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (Chairperson) (in the chair), Max Guptill (Deputy Chairperson), Kerry Bell, Natalia Solomon (via Zoom), Liz Lombard (via Zoom), 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 Liz Lombard and Natalia Solomon, attending via ZOOM.

Apologies

Leon Mallard

Conflict of Interest

None

Action Points of Previous Meeting – 13.04.22

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. The Behaviour Management Policy is currently under review.

3. Ray is working with Graeme Brown on the priority repairs and maintenance needed around the school, some of which have already been completed or are in progress.
4. Ray is still awaiting two quotes before applying for the grant from the Mazda Foundation.
5. Ray sent (via email) the Data Report filtered into classrooms to the Board.
6. The Board will start promoting the upcoming elections and encourage parents who are interested to attend meetings. The final Board profile will be included in the next newsletter.
7. The Employee Assistance Programme (EAP) is up and running with one staff member currently using this service.
8. Michelle sent a motion to the Board for the NZSTA AGM on the name change and remits. Michelle has emailed the completed form to NZSTA. Unfortunately, the AGM did not go ahead, due to only 47 schools registering (220 were required). The AGM will now be held at the conference and all remits were thrown out.
9. Steve personally thanked the students who planned and cooked the BOT dinner, rather than writing a letter.

1] Strategic Aims from Principal's Report

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

1.1 Property:

- The pool fence has been completed.
- Ray informed the Board that he met with the Ministry Property Advisor, he has requested a report on the roof of Rooms 1-3, as this is possibly not in good shape but probably just needs water blasting for now. Ray has spoken with Graeme and he believes it should be okay, with minor patching till the next 5YA.

- The school has received \$30,000.00 in trust grants so far for the junior playground.
- Norfolk pines (by Office) have been trimmed.
- Jessop House roof has been patched and painted but the school will have to replace it at some stage. Graeme Brown and Steve Doran have suggested looking at other options (replacing with a new building).

- 1.2 School Roll – Ray informed the Board the roll is current 379, he is hoping to have 50 Years of 0-1 students by the end of the year.
- 1.3 Attendance – The school is working on this currently. Steve, Ray and Fia briefly met with the Police who will be in charge of the upcoming police sweep, combined ACES and NZ Police, to tackle attendance. They have been given a list of students whom the school has concerns with. ACES will be reporting back to the school after this has been completed. Ray and Fia have also met with ACES last week to discuss the families of concerns, what will be happening and the options going forward. The school will support these families and Correspondence School is an option for these families. The Ministry has provided funding to help with attendance. Cassie Keepa will become the Attendance Officer and will be providing transport to/from school. The transport costs will come from these funds.
- 1.4 School Docs - Implementation Audit and Reports – Ray will look into this further and report back to the Board at the next meeting.
- 1.5 Events – Ray informed the Board that the school will be attending a Year 3-4 Soccer Tournament on Wednesday.
- 1.6 Ellerslie Rotary Breakfast – Both Ray and Steve briefly informed the Board of the recent breakfast they attended. They discussed with Rotary some of our student’s needs and situations. There was a guest

speaker from a company that provides gift baskets for students starting school, they will be meeting with Ray in June.

- 1.7 Zoning – The Board had no comments or concerns that needed to be raised at the zoning meeting.
- 1.8 Health & Safety – Ray informed the Board the school has now received the annual code of compliance for the gas bottles. The school needed to provide a more detailed scaled school map showing the gas bottles. The school also had to provide proof of hazardous drills done over the past year.

The Board thanked Ray for his detailed report.

2] Data

- 1.1 **Basic Facts Data Report** –There has been an improvement from the start till the end of term one, but there is still a lot more work to be done in this area.
- 1.2 **Everyday Matters** –This report is still showing the effects of Covid19.
- 1.3 **Student Trackers** – Ray briefly explained the draft templates of the school trackers to the Board. He went on to explain the process for entering the results and how they will be used. Ray will report back to the Board at the next meeting.

3] Governance Information & Legal Compliance

- 3.1 **Policy Reviews**– Ray informed the Board that the policies, included in this pack, are to be shared with the staff and community, and will be reviewed at the next meeting.

4] Finance & Asset Management

- 4.1 **April Financial Reports** – Liz informed the Board that the school is tracking well against the budget. Some are tracking slightly higher but Liz feels this will even out throughout the year. The Bank Accounts are

looking good but reminded the Board the playground will be coming out in term three or four. The Board did question the cost of some gifts, but it was explained that staff also give a koha towards these gifts which are then purchased by the school.

4.2 **Ministry Funding** – The school has been given approximately \$7,000.00 Well-being funding from the Ministry. The school has decided that \$2,000.00 will be used for attendance and the balance on the well-being of staff.

4.3 **Child's Time Lease** – The Board briefly discussed the lease amount for the 2022-23 financial year. Last year the school gave Child's Time a credit for the months that Auckland was in lockdown. The following motion was proposed:

The Child's Time Lease for the 2022-23 financial year will be \$15,000.00 plus GST.

Proposed: Kerry Bell

Seconded: Liz Lombard

Result: All in Favour ~ motion carried. Verbal yes from Liz Lombard and Natalia Solomon via ZOOM.

5] Strategic Decisions

5.1 Appointment of Returning Officer for Board of Trustees Elections

The Board briefly discussed and the following motion was proposed:

To appoint Michelle Ginders as the Returning Officer for the Board of Trustees Elections for 2022

Proposed: Kerry Bell

Seconded: Max Guptill

Result: All in Favour ~ motion carried. Verbal yes from Liz Lombard and Natalia Solomon via ZOOM.

Michelle Ginders accepted this appointment. Michelle to organise an appointment letter to be signed by Steve Doran

5.2 **Risk Management** – Ray informed the Board that this will be reviewed and approved at the next meeting. It will then be reviewed twice a year. Ray will organise for a Maintenance Schedule (Google Docs) to be included in the policy and managed by him.

5.3 **Insurance for Hirers** – Ray informed the Board that he checked with the school insurance broker if the school is covered for hirers using school grounds and property. The school is (see the tabled response in the pack) but was made aware that the Ministry owns part of the hall. Ray will get more clarity from the Ministry and report back to the Board via email.

6] **General Business**

None

7] **Motions**

Minutes of the previous meetings

The minutes of the meeting held on 13 April 2021 were read and accepted as a true reflection of that meeting.

Proposed: Liz Lombard

Seconded: Ray Kelly

Result: All in Favour ~ motion carried. Verbal yes from Liz Lombard and Natalia Solomon via ZOOM.

Correspondence

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

Proposed: Max Guptill

Seconded: Kerry Bell

Result: All in Favour ~ motion carried. Verbal yes from Liz Lombard and Natalia Solomon via ZOOM.

Financial Reports

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

Proposed: Liz Lombard

Seconded: Max Guptill

Result: All in Favour ~ motion carried. Verbal yes from Liz Lombard and Natalia Solomon via ZOOM.

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**

7.00 pm



Signed: Board Chairman
Stephen Doran

Date 29/7/22

ACTION POINTS FROM THE MEETING OF
Monday 16 May 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 is to apply for the grant from the Mazda Foundation once he has received the two quotes.	Ray	
3.	Ray to look into Implementation Audit and Reports further and report back to the Board at the next meeting.	Ray	
4.	Michelle to organise an appointment letter for the Returning Officer.	Michelle	
5.	Ray to include the Student Tracker data at the next meeting.	Ray	
6.	Ray to review the Risk Management Policy and set up a Maintenance Schedule.	Ray	

7.	Ray to look into the hall insurance cover with the Ministry and email the Board.	Ray	
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