



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

Date of Meeting: 14 February 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, Michelle Love (Staff Trustee), and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the first meeting of the year.

Apologies

Leon Mallard

Conflict of Interest

None

Action Points of Previous Meeting – 13.12.21

1. Ray informed the Board that Graeme has been in and is currently working on the costing for this area.
2. Bi-Lingual class has commenced and is going well, however the Hui & Fono is still on hold.
3. To be discussed later in the meeting.

4. Ray is continuing to work with SchDoc on the Behaviour Management Policy.
5. Steve will send through a Covid-19 test result.
6. Final Budget has been included in the pack.

## 2] Strategic Aims from Principal's Report

Ray briefly explained his report to the Board and the following was discussed in more detail:

- 2.1 **Swimming Pool** – Ray informed the Board that the pool repairs and painting has been completed and the pool is currently being filled. Water testing will be completed on Thursday, with swimming hopefully commencing on Friday.
- 2.2 **Staffing** – Ray informed the Board that Natalia Sussex and Darius Hedayati have started and are settling in well. The learning support teachers are all in place to start supporting the students with their learning needs. This will start after the assessments have been completed and a staff member is back from personal leave.
- 2.3 **Covid-19 Vaccinations** – Ray explained that all staff are double vaccinated and currently 48% of the staff have had their booster shot. All staff are required to be boosted by the 1<sup>st</sup> of March.
- 2.4 **Property**
  - The hall emergency doors were damaged at the end of the year, by a high pressure air hose filling the bouncy castle and required repairs, this should be done by the end of the month.
  - The new pool fence has been signed off and construction should start at the beginning of March.
  - An ongoing maintenance schedule has been completed and these job will be completed over the year and ongoing repairs/replacement will be monitored going forward. The cost has been included in the budget.

- The school beautification schedule will include:
  - Junior sandpit/cage area
  - New swimming pool fence
  - New junior playground

2.5 **Junior Playground** – Ray informed the Board that cost has increased since the original quote, due to global shipping costs, of \$12,000.00. After meeting with Go Fund and Park Supplies people the following was discussed:

- To do the playground in stages.
- The Board to fund a percentage of each stage with grant funding sourced to complete each stage.
- First stage to start in June

The Board briefly discussed and agreed to the above. The following motion was proposed:

To accept the additional cost increase of \$12,000.00 from the original quote, which is due to global shipping costs.

**Proposed:** Michelle Love

**Seconded:** Max Guptill

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

Natalia verbal yes heard by the Board via ZOOM.

2.6 **Bi-Lingual Class** – The class has commenced and has been going well. Leon Mallard has been supporting in class when possible. The room has been named Ngā Hau e Wha – The Four Winds. Ray will provide the Board with progress reports at each Board meeting.

2.7 **School Roll & Funding** – Ray briefly explained that the roll needs to rise to 408 enrolled students by the 1<sup>st</sup> of March to continue with the current funding allocation from the Ministry. The roll currently is 372 students

- 2.8 **Security** – Security call-outs are higher, this does include the holiday period and a callout due to an incident involving trespassers and the police. The guard stayed on site which resulted in addition charges.
- 2.9 **Enrolment Brochure** - Another brochure drop will happen within the next couple of weeks.
- 2.10 **BOT Profiles** – Steve will send his profile, to be included in the next newsletter and be put on the school website, tomorrow. The rest of the Board can then send their profile to Ray.
- 2.11 **Attendance** – Ray informed the Board that attendance is still showing the effects of the Covid-19 Red Traffic Light setting. The senior leadership team will start working on attendance in the coming wee
- 2.12 **School Events** – Ray informed the Board that there will be no school events or sports until further notice.
- 2.13 **Kahui Ako Update**
- There are two vacancies available for Across School Mentors and these will be filled at the beginning of the year. There has been 3 applicants to date.
  - Five Across School Mentors have gone on to become Deputy Principals.
- 2.14 **Health & Safety** – The minutes of the first Health & Safety committee was included in the pack. There will be no drills at this stage but a special drill for the five year olds will be arranged.

The Board thanked Ray for his detailed report.

#### 4] Governance Information & Legal Compliance

- 4.1 **Policy Reviews** – Ray explained that SchoolDocs require all the policies included in the pack are required to be reviewed before the end of the term. These are all of the following policies:

- All Health & Safety Policies
- All Emergency, Disaster & Crisis Management Policies

Ray will send all the policies to the staff and community for their feedback.  
The Board will review these policies at the next meeting.

## 5] Finance & Asset Management

5.1 **December Draft Financial Reports** – Liz informed the Board that the school did not spend all of the 2021 budget, due to Covid-19 lockdowns and less spending in general. The annual accounts are currently in progress and there will be adjustments to the final figures.

4.2 **2022 Budget** – The Board briefly discussed the changes in the budget from the last meeting and the following motion was proposed:

To accept the 2022 Final Draft Budget presented at the meeting as the 2022 Budget.

**Proposed:** Liz Lombard      **Seconded:** Kerry Bell

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

Natalia verbal yes heard by the Board via ZOOM.

4.3 **Junior Playground** – Ray explained to the Board that the original quotes have increased due to supply and shipping issues. The increase is \$12,000.00 and the project will now be done in four stages. The school has put \$100,000.00 aside for this project and Go Fund will be applying for grants to the value of \$100,000.00.

The Board discussed and the following motion was proposed:

Motion to accept the increase cost of \$12,000.00 from the original quotes from Park Supplies and Playgrounds.

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

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

Natalia verbal yes heard by the Board via ZOOM.

6] **Strategic Decisions**

6.1 **Principals' Job Description** – The Board briefly discussed, the only change was the inclusion of the Covid-19 requirements. The following motion was proposed:

To accept the Principals' Job Description.

**Proposed:** Liz Lombard      **Seconded:** Michelle Love

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

Natalia verbal yes heard by the Board via ZOOM.

6.2 **Covid-19 Response Plan** – Ray briefly outlined the plan that outlines the management of staff, learning and safety during this latest outbreak. The Board briefly discussed and are happy with this plan.

6.3 **Delegated Authority** – The Board discussed what would happen in the event that members of the senior staff, and a percentage of teaching staff were unable to perform their roles due to illness, and the school cannot continue to run safely.

The Board of Trustees gives authority to close the school to the Principal/Acting Principal, Board Chair and Deputy Chair.

The following motion was proposed:

To appoint the above delegated list of authority to close the school due to an event or illness.

**Proposed:** Max Guptill                      **Seconded:** Liz Lombard

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

Natalia verbal yes heard by the Board via ZOOM.

- 6.4 **Interface Article** – The Board thought the article written by Karishma Kumar (Technology Teacher) was excellent. Ray informed the Board that she has been asked to do a follow up article. The Board has asked that Ray pass on their congratulations on a good article.
- 6.5 **Attendance** – Ray explained that the attendance data is showing nothing that wasn't expected. The Board briefly discussed and Kerry explained that Year 7 & 9 students are struggling at new schools.
- 6.6 **Traffic Management Road Works** – Ray tabled the report from Waka Kotahi in regards to the current road works happening around the school.
- 6.7 The following was briefly discussed by the Board:
- Regional Asset Manager – Property Five Year Agreement 2018/19 Review
  - NZSTA AGM Remits
  - Board Member Profile Pieces for the Newsletter
  - Student Survey

6] **General Business**

None.

7] **Motions**

**Minutes of the previous meetings**

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

**Proposed:** Max Guptill

**Seconded:** Kerry Bell

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

Natalia verbal yes heard by the Board via ZOOM.

### **Correspondence**

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

**Proposed:** Kerry Bell

**Seconded:** Liz Lombard

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

Natalia verbal yes heard by the Board via ZOOM.

### **Financial Reports**

A motion was proposed to accept the financial accounts for December 2021 and January 2022 and the accounts to be paid.

**Proposed:** Liz Lombard

**Seconded:** Max Guptill

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

Natalia verbal yes heard by the Board via ZOOM.

### **8] Agenda Items for Next Meeting**

Policies reviewed at the next meeting.

### **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

7.15 pm

A handwritten signature in cursive script, appearing to read 'Max Guptill', written above a horizontal line.

Signed: Board Deputy Chairman

Max Guptill

Date 11/4/22

## ACTION POINTS FROM THE MEETING OF

Monday 14 February 2022

No.	ITEM	WHO	WHEN
1.	Ray to send costing and continue to look into possible funding options to build bleachers and an entertainment area near the shade structure.	Ray	
2.	Bi-Lingual Class visits and the Hui & Fono's are all on hold due to lockdown. Ray will inform the Board of the new dates when confirmed in 2022.	Ray	
3.	Ray continues to work with School Docs regarding the changes to the Behaviour Management Policy	Ray	
4.	Send policies to be reviewed to the staff and community. Add to agenda for the next meeting.	Ray	
5.	Ray to pass on the Boards congratulations to Karishma Kumar on her Interface Article.	Ray	