

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



**Date of Meeting:** 19 March 2018

**Time:** 6.00 pm

1] **Administration**

**Present:** Max Guptill (in the chair), Steve Doran, Kerry Bell, Michelle Smith (Staff Trustee) and Jody Hayes (Principal)

Anna Voyce and Georgia Reid

Michelle Ginders (Minute Recorder)

**Welcome**

Max welcomed everyone to the meeting, especially Anna and Georgia.

**Apologies**

Maua Kamuhemu, Rachel Stiers

**Conflict of Interest**

None

**Action Points of Previous Meeting**

1. Senior Camp to be discussed in meeting.
2. BOT Audit Hours have been returned.
3. Quote for Alarm Code Pads in pack.
4. Michelle to arrange for a school credit card for Fia now February minutes have been signed.
5. The school has been rekeyed.
6. Kerry still to send through Health & Safety course details when available.

1] **Strategic Aims**

**Maungakiekie Community of Learning**

Anna and Georgia explained to the Board what has been happening in the past 15 months, with their roles as Across School Mentor and Within School Coaches. The focus to date has been Spiral of Inquiry with the coaches and mentors finding their way, targeting Maori and Pasifika students.

Going forward there will be more professional development sessions for the coaches and funding has been made available for them to support and give in class modeling to their school. The school has discussed what we wanted to

focus on as a school this year. They have noticed that teachers are improving and are asking for help and support.

The Board discussed and thanked them for attending the meeting. Jody explained to the Board that they will attend a meeting each term to report to the Board what has been happening.

## 2] **Key Point Indicators**

### Reporting

Jody explained that current reporting process to the Board and would like the whole school to go to mid year and end of year reporting, with no junior anniversary reporting. The Board discussed and are happy to go with the mid year and end of year reporting from now on.

## 3] **Curriculum Discussions**

### Rimu Camp

The Board discussed and are happy that this years camp will be at Camp Adair, as this is the most cost effective for our families and the camp has a good health & safety record. Any changes to the 2020 camp will need to be made soon as booking will need to be made.

## 4] **Governance Information**

### Enrolment Zone

Jody explained to the board the progress of the implementation of the enrolment zone for the start of term two. To date we have had 3 responses for siblings enrolling this year. The Board discussed the proof of address documentation needed and the following was decided:

- Proof of Sale Agreement / Tenancy Agreement
- Rates Bill
- Utility Bill (Power, Water, Gas)

The Board discussed and approved the sample letters in th pack.

### Enrolment Zone

Jody explained to the Board that she included the dates for the combined BOT Meetings are in her report.

## NZSTA Conference

Jody asked the Board who would be attending this years conference in Rotorua. The Board discussed and those attending will need to email in their registration form, so Michelle can complete the registration process for them. Kerry will look into accommodation options for the Board and Max will discuss with the other Boards to see if they are interested in travelling together.

### 5] **Finance & Property**

The Board discussed the following:

#### Alarm Code Pads

The Board discussed the quote for the new alarm code pads and the following motion was proposed:

To accept the quote from Manukau Lock & Alarm to replace the alarm code pads presented to the Board.

**Proposed:** Steve Doran

**Seconded:** Kerry Bell

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

#### Swimming Pool Insurance Claim

The Board discussed the on going correspondence with the pool surface and would like Jody to draft a letter to Fair Go as they feel that we are going no where waiting for a solution through the current process. Jody will draft the letter and send to the Board for approval before sending.

#### Term Deposits

Jody asked the Board if they wanted to open any term deposits. The Board discussed and agreed that we should. Jody will discuss with the school's account manager and report back to the Board.

### 6] **Staff Management**

Applications for the Team Leader position close this Thursday. To date there has been no suitable applications for the Y3-4 teaching position.

### 7] **Asset Management**

None

### 8] **Health & Safety**

### Code Blue Lockdown Drill

Jody explained to the Board that the recent Code Blue Lockdown drill went really well.

### Modification to Gates

Jody explained to the Board that she has had Talo remove the razor sharp edges and smoothed the edges, around all gates within the school.

### 9] Legal Compliance

None

### 10] Strategic Decisions

None

### 11] P.T.A

Jody informed the Board that the PTA will be holding a Disco this Friday. Max and Jody attended the first meeting where the Chairpersons (Dean Griffiths & Moka Misipeka), Secretary (Sayad Irshad) and Treasurer (Bernadette McDougall) were elected.

### 12] General Business

None

### 13] Motions

#### Minutes of the previous meeting

The minutes of the meeting held on 19 February 2018 were read and accepted as a true reflection of that meeting.

**Proposed:** Michelle Smith                      **Seconded:** Kerry Bell

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

#### Correspondence

Motion proposed to accept all incoming and outgoing correspondence.

**Proposed:** Kerry Bell                              **Seconded:** Steve Doran

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

## **Financial Reports**

Motion proposed that the accounts be paid for February 2018.

**Proposed:** Steve Doran

**Seconded:** Kerry Bell

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

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

None

### 16] **In Committee – Personnel**

None

### 16] **Closure**

Meeting Closed: 7.30 pm

  
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Signed: Board Chairman  
Max Guptill

Date

21/5/18

## **ACTION POINTS**

1. Kerry to send through accomodation details for the NZSTA Conference in Rotorua.
2. The Board to complete the registration form and email to Michelle to register them.
3. Michelle to orgainise for the alarm code pads to be replaced.
4. Jody to draft a letter to Fair Go and send to the Board for approval.