

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



Date of Meeting: 21 October 2019

Time: 6.05 pm

1] Administration

Present: Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson), Kerry Bell, Leon Mallard, Natalia Solomon, Liz Lombard, Michelle Love (Staff Trustee) and Ray Kelly (Principal)

Fia Salesa (Deputy Principal), Georgia Reid, Zoe Foster, Jean D'Souza, Preba Moodley and Olivia Barclay (Teachers)

Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the meeting especially all the teachers.

Apologies

Dave Muir and Norma Raman (Teachers)

Conflict of Interest

None

Action Points of Previous Meeting

1. Ray will look at the cost of removable bollard for staff carpark to senior playground at a later date.
2. Ray has included the wish list in the pack for this meeting.

3. Ray checked the warranty details with Noel Leeming in regards to the Chromebook quotes and we do not have to include the warranty when purchasing.
4. Ray & Steve are still to met with Child's Time.
5. Michelle has sent off the Insurance renewal documentation.
6. Ray/Steve have completed the online documentation for the school donation scheme and included the paperwork in this pack.
7. Ray is waiting on a reply from Steve Waters on the cyclical maintenace for the painting of the school but the school does not have a current contractor.
8. The Board accepted the quote for the line marking by email.
9. No addition information has arrived for the pool quotes.

2] Curriculum Reporting

Steve explained to the teachers that all their reports have been read by the Board and that the Board will ask any questions they have.

CPW

The Board thought her report was very clear and easy to read. The board discussed and have had heard very positive feedback from community evenings.

Steve thanked Georgia for attending the meeting and Georgia left the meeting at 6.14pm.

Reading Recovery

Jean and Preba briefly outlined the selection process and the programme to the Board. This is an intense 20 week programme which shows results if the students attendance is high. On completion of the programme students are still monitored and continue to progress in class. Students who have high absences struggle on this programme.

The Board discussed and thanked Jean and Preba for their report.

Steve thanked Jean and Preba for attending the meeting and they left the meeting at 6.25pm.

Whare Ahuru Mowai

The Board discussed the report and ask questions on the stocktake, how many books are currently in the Whare and the process for lost books.

Zoe briefly explained the stocktake process and that this year the school has purchased a portable scanner which should reduce the time it takes. Steve offered his help if needed.

The school currently has over 3000 books but still lose a large number of books on a yearly basis and she continues to try and improve and educate around the issuing of books. The school currently do not try to recover the cost of lost or damaged books from the students but Zoe will send out student lists of books that are outstanding to the parents in the hope that these are returned.

Due to the retirement of Carol Emslie, Zoe has currently taken over processing books and resources but this requires more release days and her own time.

The mobile library bus is still popular and eBooks are available for Y5-8, but the Y5-6 are slow to take this up. Currently this service is funded but from next year the school will need to pay to continue to use.

The Board has asked Zoe to come up with ways to improve the systems and processes and come back to the Board.

The Board thanked Zoe for her report, hard work and taking over the processing. Zoe left the meeting at 6.40pm.

Technology & Digital Technology

The Board discussed the report and the Board had a look at the new website which hopefully will be available next week. Olivia explained that in some classes Seesaw usage is low, this could be due to parents not knowing how to setup or had problems with it. At future Community Evening they will have teacher/senior students helping get this set up for the parents.

Olivia explained that she will be applying for grants to buy Chromebooks for the school.

Olivia suggested that another teacher attend the uLearn conference and the Board agreed.

The Board thanked Olivia for both her reports and she left the meeting at 6.52pm.

Mathematics

The Board discussed this report and wanted clarification on the maths programme being used. Michelle briefly explained the programme, who is able to use it and that from next year it will cost the school \$30.00 per student, which will have to be paid from the school donation scheme. Ray will look into the effectiveness of this programme to see if the school will continue with this programme.

Enviro

The Board briefly discussed this report and are pleased that every year this curriculum area gets better. They are pleased that students are taking what they have learnt at school home in the area of recycling, however agrees that litter less lunches still needs work.

Ray explained the progress of the community garden and will be speaking with the church to see if they would be interested in sharing the project with the school.

The school chickens have started laying eggs and these will be sold to the school community.

The Board would like to see a succession planning for this curriculum for when Norma steps down from this role.

3] Strategic Aims from Principal's Report

None

4] Governance Information & Legal Compliance

Police Requests

Ray explained that he was asked by the police for information on a former student, which the Board agreed to release via email (attached to these minutes). The Board discussed and have agreed that information request from the police will be given but not from other agencies without parental permission. The Board has requested Ray to write a policy/procedure for this and present to the Board for approval.

Principals' Appraisal

Ray informed the Board that he has retained Grant Barnes to be his appraiser.

Education Review Office

Ray briefly outlined the meeting to the rest of the Board, that was also attended by Steve, Max and Fia. There will be four officers during their visit to the school, they were given a clear outline of the visit and timetable, Ray will send this to

the Board via email. They will meet with the Board at about 9.45am on the Monday and would like to see as many of the Board as possible.

Acting Principal

The Board all agreed for Fia Salesa to be Acting Principal in Rays' absent.

Policy Review

The Board were happy with the changes made to the policy and just require the policy to be formatted. Ray will sent via email for approval.

5] Finance & Asset Management

Liz briefly went through the finances, surplus is at \$141,000.00 this month. The Board discussed the wish list and have agreed to spend \$60,000.00 on the following (in this order)

1. Hall Sound System
2. Hall Airconditioning/Heat Pumps
3. Furniture for Room 18
4. Teacher Storage Cabinets (2)
5. COW Storage Cabinets (2)
6. Junior School Readers
7. Class Library Tower
8. Benchmark Kits
9. Technology - \$2000.00

The Board proposed the following motion:

To purchase the above items, in this order, to the value of \$60,000.00.

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

Result: All in Favour ~ motion carried.

Grant Applications

The Board discussed the grant application presented to the Board and the following motion was proposed.

Refer Appendix 1 & 2

Pool Painting

The Board discussed and the following motion was proposed.

To accept the quote from Fisher Painting for the painting of the school pool at the cost of \$16,295.50

Proposed: Liz Lombard **Seconded:** Natalia Solomon

Result: All in Favour ~ motion carried

Liz will go through the accounts on Friday of this week.

6] Strategic Decisions

Data

Ray briefly explained his findings in this report and that it requires more investigation by him. He is hoping that the professional development in moderation currently happening, which will continue next year, will help make these data results more accurate.

Strategic Plan

Ray briefly explained that the targets he has put in place is more achievable than past targets which have been unattainable.

Teacher Only Days

The Board discussed and Ray will hopefully be able to align these with the MaCol schools.

Pedestrian Crossing

Ray informed the Board that Auckland Transport will be putting a pedestrian crossing on Commissariat Road.

Solar Panel

Ray explained to the Board that he had been informed about a solar energy project and how Mercury Energy will help get grants to fund this. However ongoing maintenance and repairs will have to be funded by the school but he has been informed that these units are very robust. He will look into this further and come back to the Board.

Kerry also has a contact in this area and will forward the details to Ray.

7] P.T.A

None

8] General Business

None

Fia left the meeting at 8pm

11] In Committee – Personnel

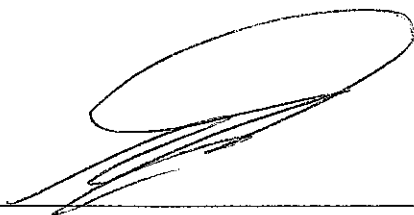
Stephen moved that:

The meeting moved into committee and that pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public be 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 committee.

12] Closure

8.50 pm



Signed: Board Chairman
Stephen Doran

22/11/19
Date

ACTION POINTS

1. Ray to write a policy on the sharing of student information.
2. Ray to email the ERO visit timetable to the Board.
3. Ray to make the changes to the policy and email to the Board for approval.
4. Ray to purchase the items on the wish list.
5. Ray to organise the painting of the pool.
6. Michelle to make the changes to the minutes and Steve to sign.

Appendix 1

Grant Application

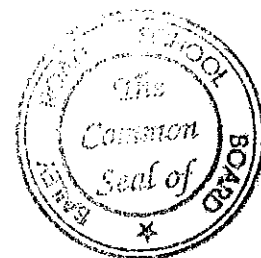
The Board discussed the grant application for 33 Chrome Books for the school from Four Winds Foundation and the following motion were put forward:

To apply for a grant of \$10,659.00 from Four Winds Foundation for 33 Chromebooks.

Proposed: Kerry Bell

Seconded: Max Guptill

Result: All in Favour ~ motion carried.



A large, stylized handwritten signature in black ink, appearing to be "S. Doran".

Signed: Board Chairman
Stephen Doran

Date 25/10/19

Appendix 2

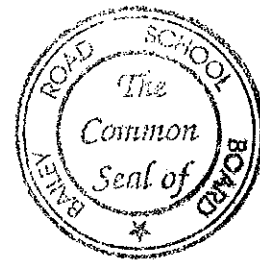
Grant Application

The Board discussed the grant application for 33 Chrome Books for the school from Mt Wellington Foundation Ltd and the following motion were put forward:

To apply for a grant of \$10,659.00 from Mt Wellington Foundation Ltd for 33 Chromebooks.

Proposed: Stephen Doran

Result: All in Favour ~ motion carried.



A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

Signed: Board Chairman
Stephen Doran

Date 25/10/19