

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



Date of Meeting: 20 May 2019 Time: 6.00 pm

1] Administration

Present: Max Guptill (in the chair), Steve Doran, Maua Kamuhemu, Kerry Bell, Michelle Smith (Staff Trustee) and Fia Salesa (Acting Principal)

Ray Kelly (Newly Appointed Principal from Term 3)

Michelle Ginders (Minute Recorder)

Welcome

Max Guptill warmly welcomed everyone to the meeting, especially Fia Salesa and Ray Kelly.

Max explained the process of the packs and reading everything before the meeting.

Ray Kelly thanked the Board for inviting him to the meeting and he will meet the staff tomorrow at morning tea. Ray has read the minutes from the past twelve months to familiarise himself with the school and Board.

Apologies

None

Conflict of Interest

None

Action Points of Previous Meeting

1. The Muslim pray space is now being used.
2. No one requested an electronic Principal Report.
3. Eemergency bucket and supplies are now in classrooms, a reminder for food is needed.
4. The new entrance sign has been installed.
5. Max has signed of on the Torpedo 7 purchases.
6. Michelle has increased the school credit card limit for her card and cancel Jody's school card.

2] Strategic Aims from Principal's Report

Mathematics

Fia Salesa informed the Board that eight teachers, the Leadership Team & Mathematics Curriculum Team, attended a professional development day with Jo Boaler in Hamilton. The day was very informative and worthwhile and the team will now share their knowledge and skills picked up with the rest of the staff. Dave has already run a full staff professional development at a recent staff meeting.

Spiral of Inquiry

Fia Salesa informed the Board that the leadership team has been working with Laurayne Tafa, they will then share their knowledge with each of their team. They have one more session with Laurayne and then a full staff session and a call back day in the July holidays. The staff will have regular professional development from the leadership team to increase their knowledge in this area.

RTLB Teacher

Fia Salesa informed the Board that the school has been assigned a new RTLB teacher, Michelle Kaka. Fia has met her and she will attend SENCO meetings from now on.

Samoa Language Week

Amelia Tui'tahi will be running this week with the newly formed Ambassadors. There will be an assembly on the Monday and daily events in the Whare Ahuru Mowai. The ambassadors are students from every year level and Amelia's brother is currently working on a logo for them.

PB4L Data

Fia advised the Board that the spike in incidents is due to teacher now recording all incidents into the system. The Board discussed and was happy with the explanation given. All students with minor incidents are dealt with the class teacher and team leader, if a student is sent to restorative justice, these are run by Fia on a Wednesday and Friday.

Colour Run

The Colour Run will take place on the 31st May (weather permitting) and the PTA will hold a cake stall.

Property

- Emergency Response Plan

During our recent gas code of compliance inspection, a number of areas needs to be looked at before we our given our full compliance, we have been given a tempoary three month compliance. The school will need to buy a spill kit and additional items to be compliant. Fia, Michelle and Talo are working together to complete the requirements.

- School Main Carpark

Fia informed the Board that the main carpark has been closed from 2:45 till 3pm every day for the safety of the students leaving the school grounds, with Talo supervising this area on a daily basis.

- Before School

Fia informed the Board there is still a large number of students arriving before 8am. Kerry also informed the Board that there is a number of students playing on the road in Coltswold Lane, this is a concern as cars speed up and down the street. From 8am students are supervised by a teacher on duty.

- School Grounds

The school has introduced designated areas for each syndicate to keep clean and litter free.

- Hens

The hen house is ready and waiting for the hens, which are about 7 weeks away.

SWIS

- Tranzformers Boxing Programme

Delize Roos has organised a programme that has been developed by a gym based in Mangere and Oranga Tamariki, this is currently for Rimu students and will run for two terms. The programme is to improve the students fitness, help them with discipline and commitment. Kowhai students will be introduced next. Delize is present throughout every session.

- Lunches

In the first term Delize Roos provided 128 students with lunches, the biggest day being 28 students. All classes have been provided with snacks for students and KidsCan and C3 Church provide food used for lunches.

The Board thank Fia for her excellent report.

3] Governance Information & Legal Compliance

NZEI Strike Action

The NZEI has advised the school of the upcoming nationwide strike action. Max to will write a letter advising the parents of the strike which will be sent home with the students. The school will also send reminders home to parents via email, texts, seesaw and it will be displayed on the electronic sign.

2019 BOT Elections

Michelle Ginders informed the Board of the current parent trustee nominations and the only nomination for the staff trustee. There will be a 'Meet the Candidates' evening on Wednesday 29th May at 6pm.

NZSTA Annual Conference

Max informed the Board that due to the elections results not known by the time the early bird registration deadline. The Board discussed and the school will book for 5 Board members attending, which will include Ray Kelly (who indicated he would like to attend) and Michelle Smith, who looks like she will continue as the Staff Trustee.

4] Finance & Asset Management

2018 Annual Audited Accounts & Management Letter

The Board discussed the annual accounts and management letter from the Auditors, Steve informed the Board, that the school has already addressed the accounts issues raised in the report but has asked that the cyclical maintenance questions be forwarded to Steve Waters for his feedback. The following motion was proposed:

To accept the 2018 Annual Audited Accounts and Management Letter

Proposed: Steve Doran Seconded: Michelle Smith

Result: All in Favour ~ motion carried.

Finance

Steve informed the Board that the school surplus is good at this moment and suggest the school purchase small fixed asset purchases to the value of \$5,000.00. The Board as asked Fia to come back to the Board with suggestions to be considered. Steve has also asked that Fia continue to keep a tight control on the spending made within the school budgets.

Security

The Board discussed the large number of call outs and Steve has suggested that the school organise a meeting with the security company.

5YA Construction Tender

Michelle to attach the email confirmation of the motion accepting LK Construction, as the contractor for the upcoming 5YA building programme.

5] Strategic Decisions

None

6] P.T.A

The PTA was unable to hold the BBQ at the Noel Leeming store due to managerial decision but were donated prices for a raffle and spot prices. The PTA would also receive 2.5% of any purchases made that day by the school community.

The PTA raised \$1000 from the latest disco and hope to raise \$5000 over the year to go towards basketball hoops.

7] General Business

The Board briefly visited the Reggio Conference currently in progress in the Whare Ahuru Mowai.

The Board would like to provide morning tea for the staff as a thank you. Fia and Michelle Ginders to organise.

Fia has asked the Board to consider helping to fund a school jacket with the school logo for the staff. The Board discussed and would like costings brought back to them for consideration. Steve to look into what jackets he could recommend from Torpedo 7.

8] Motions

Minutes of the previous meetings

The minutes of the meeting held on 18 March 2019 were read and accepted as a true reflection of that meeting.

Proposed: Steve Doran

Seconded: Kerry Bell

Result: All in Favour ~ motion carried.

Correspondence

Motion proposed to accept all incoming and outgoing correspondence.

Proposed: Kerry Bell **Seconded:** Maua Kamuhemu

Result: All in Favour ~ motion carried.

Financial Reports

Motion proposed to accept the financial accounts and the accounts be paid for March - April 2019.

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

Result: All in Favour ~ motion carried.

Max thanked Ray for attending the meeting and asked if he had any questions, which is did not. He did request copies of the following:

- Principal's Reports (last 12 months)
- Policies

Ray Kelly left the meeting at 7.25pm

9] Agenda Items for Next Meeting

None

10] In Committee – Personnel

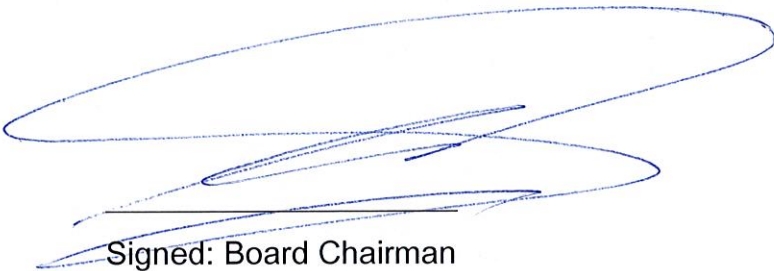
Max moved that:

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.

11] Closure

8.15 pm



Signed: Board Chairman
Stephen Doran

Date

27/7/14

ACTION POINTS

1. Max to write a letter to the community in regards to the upcoming NZEI strike action.
2. Michelle Ginders to register 5 trustees for the upcoming NZSTA Conference.
3. Michelle to send audit questions to Steve Waters from the management letter.
4. Michelle to attached the email motion appointing the contractors for the new 5YA.
5. Fia to come back to the Board with the costing for a school jacket.
6. Fia/Michelle to organise morning tea for the staff on behalf of the Board.