Minutes of the School Board Meeting

Date: 2 June 2026

Time: 6:00 pm – 7:50 pm

1. Administration

- **Present:** Stephen (Steve) Doran (Chairperson), Max Guptill (Deputy Chairperson), Abbie Gunning, Zoe Foster (Staff Representative), and Ray Kelly (Principal).
- **In Attendance:** Michelle Ginders (Minute Recorder)
- **Apologies:** Erin Cairney and Simon Kahika
- **Conflicts of Interest:** None
- **Welcome:** Steve welcomed everyone to the meeting. An apology from Max Guptill, who was unable to read through his pack before the meeting.

2. Matters Arising (Action Points from 09.03.26)

- **Board Profiles:** Steve will resend his profile.
- **Board Engagement:**
    - Ray sent out the Doc for the Board to interact with the community.
    - The Board informed Ray of the times they were available on Wednesday.
    - The Schools' Annual Implementation Plan was made available for Wednesday night.
- **Website:** The Celebration Page is currently under development.
- **Budgeted / Wishlist Items:** Ray sent out the register.
- **Matters Arising:** These have been reverted back to the old format.
- **Policies:**
    - The new wording for the Digital Technology and Online Safety, Cellphones and Other Devices policy was emailed, and a copy was tabled at the meeting.
    - Ray will send the new wording changes to School Docs.
    - Policies will be discussed/reviewed later in the meeting.
- **Swimming Pool Student Photos:** To be discussed later in the meeting.
- **Pool Beautification Project:** Ray is still gathering ideas and quotes for this area.
- **Electrical/Gas Management:** The school is currently under a five-year All-of-Government Contract with Meridian for Electricity.
- **School Zone:** Ray has sent his concerns to the Ministry and is awaiting their response.
- **Agenda Items -** The following items were included for this meeting:
  - Policies
  - Photos of Students in Swimming Pool
  - Uniform
  - Pool Beautification Project
  - School Zone

3. Strategic Aims & Principal's Report

- **School Roll:** The school roll is currently at 304, 45 students down from this time last year. Projections for the 2027 school year are beginning. We are currently getting only 2-3 new-entrant students in each cohort entry. This may be due to the cohort entry system, but it's unlikely, since all schools in the Kahui Ako do it now. The school is also looking at the school zone with the Ministry.
- **Attendance:**
  - Going well; the school's attendance is between 80% and 90%. Fia Salesa continues to refine the process of tracking, monitoring, communication and engagement with students and Whānau.
  - The school currently has 36 students on their watchlist, down from 54 students in Term 1.
  - Attendance expectations are regularly shared and discussed with students.
  - Team Leaders check attendance before students attend sports tournament events.
  - The school publishes an attendance-awareness poster on its Facebook page.
  - Term 1 students with 100% attendance have received a certificate.
  - The top-attending Rata class received a weekly visit from Tere T-Rex, along with their prize and certificate.
  - Kowhai and Rimu are rewarded with a prize and a certificate every week. The students in the Kowhai Team are competitive and strive to have the best class attendance.
  - There will be a prize at the end of the term for the class with the most certificates.
  - Aro Ake - Navigators:
    - Currently have 13 cases
    - Regular meetings with Fia Salesa to discuss referrals made and share information.
- **MOE The Curriculum Data Snapshot Term Four 2025 Report:** The Board briefly discussed the report provided by the Ministry.
- **Curriculum Requirements:** The school is currently tracking above 95%, 100% is not always possible due to other school activities.
- **Property:**
  - Nature Trail Path - additional metal has been added to the path, at an extra cost of $4,000.00
  - Rooms 20 & 21 - The school continues to await a decision from the Ministry.
- **Board Assurances:**
  - Assured:
    - Risk Management
    - Planning and Preparing for Emergencies, Disasters, and Crises
    - School Planning and Reporting
    - Safety Checking and Police Vetting
    - Teaching Staff
    - Performance Management

        - Appointment Policy, Staff Conduct and Professional Development
        - Employment Policy and Equal Employment Opportunities.
        - Child Protection and Abuse Recognition and Reporting
        - Curriculum and Student Achievement Policy
        - Cellphones and Other Personal Digital Devices
    - Not Applicable:
        - Boarding House/Hostel Policies
- **School Events:** The Navy, Te Kaha, will be coming to run a PE session with the seniors and our Takaro Whānau Event on 12th June.

4. Governance Matters & Legal Compliance

- **Policy Reviews:**
    - The Digital Technology & Online Safety and Cellphones and Other Personal Devices: The Board discussed the wording change provided by Erin Cairney. Ray to send the changes to SchoolDocs.
    - The following policies were briefly discussed:
        - Education Outside the Classroom (EOTC)
        - EOTC Governance Roles and Responsibilities
        - EOTC Risk Assessment and Management.
        - The School Swimming Pool policy has been referred to a later date.
- **School Swimming Pool Photos:** The Board robustly discussed in detail the emailed and tabled document from Erin Cairney regarding photographing students in togs in the swimming pool area and whether additional guidelines are needed. Steve also shared his findings from his research on this. The Board decided this issue will be discussed at the next meeting to allow Erin to be part of the discussion and final decision. Max will now look into this issue before the next meeting.
- **Te Whakaarōpūtanga National Board:** Max will be nominated by another school for the National Board, with our school's support.
- **Policies to be Reviewed and Approved at a later meeting:**
    - School Swimming Pool

5. Finance & Asset Management:

- **April Financial Accounts:**
    - The accounts for April show a deficit, which is slightly higher than expected. There were no May accounts as the month has just rolled over.
    - Zoe Foster identified an error in the Transaction Report regarding the attendees of the upcoming Board conference, which has been corrected in the accounts.
    - The school has been unsuccessful in securing funding from Dragon Community Trust and Pub Charities Ltd. The school will continue to apply to additional charities.
    - The school's Staff Banking is currently overused, but Ray assured the Board that he is monitoring it and aims to balance it by the end of the year.

- **Child's Time Lease:** Michelle emailed the Lease agreement to the Board, and the following was discussed:
    - We can only increase every three years.
    - Reasonable Increases
    - The original lease was good.
    - The Ministry can not claim the lease amount.
- **Annual Audit**: The Board discussed the Final Annual Financial Statement and Representative Letter for the Year Ending 31.12.2025, School Subsequent Events Questionnaire
- **Meal Allowance for Professional Development Trips:** The Board has requested that Ray look into the daily meal allowance for staff while they are away on professional development courses. Also, all staff are to be given the procedure for professional development or overnight trips when they are away.
- **Eftpos Machine:** The Board has asked the school to conduct a cost comparison between our current machine and a Paywave machine.

6. Strategic Decisions:

- **Tip Jar Fundraising Proposal:** Ray explained the proposal to the Board, and the Board briefly discussed it. At this stage, the Board declined this proposal but may look at it again if the school get a Parent/Teacher Association going in the future.
- **Pool Beautification**:
    - Ray will continue to gather quotes for different ideas, and the Board will review them.
    - Ray will gather visuals for the Board to review.
    - Ray explained that the pool beautifications could be about $150,000.00, including heating costs.
- **Advertising in School Newsletter:** Ray explained that the school uses common sense when deciding who is accepted to advertise in the school newsletter, website and Facebook. The school is not often asked by the community to advertise in the newsletter, on the website, or on Facebook.
- **Building Whanaungatanga with our School Community:**
    - The Board will attend (in shifts) the upcoming Parent/Teacher Interviews being held on 6th May
    - Plan - Ray will provide a document for the Board to share ideas, events and who will attend.
    - Michelle will order clothing once all the orders are in.
- **School Enrolment Zone:** Ray is still awaiting a response from the Ministry to his recent correspondence regarding the school zones.

7. Te Whakarōpūtanga

- **Annual General Meeting:** Max informed the Board that the recent AGM did not proceed because only 32 schools were registered. A new Special AGM will be held on 20th June

2026, and no quorum is required. All current remits will remain. Ray will send to Michelle to email to the Board.

8. General Business:

None

9. Reviews

- **Policies**

  Motion to accept and approve the Digital Technology and Online Safety, Cellphones and Other Personal Devices, with the new wording changes.

  Proposed: Abbie Gunning **Seconded:** Zoe Foster

  Result: All in Favour ~ motion carried.

  Motion to accept and approve the following policies: Education Outside the Classroom (EOTC), EOTC Governance Roles and Responsibilities & EOTC Risk Assessment and Management.

  Proposed: Ray Kelly **Seconded:** Abbie Gunning

  Result: All in Favour ~ motion carried.

- **Te Whakarōpūtanga National Board:**

  A motion was proposed to support Max Guptill's nomination by another school to the Te Whakarōpūtanga National Board.
  Proposed: Steve Doran
  Result: All in Favour ~ motion carried.

- **Financial Reports**

  A motion was proposed to accept and approve the April 2026 financial accounts and pay the bills.
  Proposed: Steve Doran
  Result: All in Favour ~ motion carried.

- **Annual Audited Accounts, Representative Letter and Questionnaire**

  A motion was proposed to accept and approve the Annual Audited Statement dated 31.12.2025.
  Proposed: Steve Doran
  Result: All in Favour ~ motion carried.
  A motion was proposed to accept and approve the Audit Representative Letter for the Year Ended 31.12.2025 and the School Subsequent Events Questionnaire.
  Proposed: Steve Doran

Result: All in Favour ~ motion carried.

- **Minutes of the previous meetings**
  The Te Whakaarōpūtanga remits to be included in these minutes.
  The meeting minutes from 4 May 2026 were read and accepted as a true and accurate reflection of the meeting.
  Proposed: Max Guptill **Seconded:** Simon Kahika
  Abstained: Abbie Gunning
  Result: All in Favour ~ motion carried.

- **Correspondence**
  A motion was proposed to accept all incoming and outgoing correspondence.
  Proposed: Zoe Foster **Seconded:** Max Guptill
  Result: All in Favour ~ motion carried.

10. Agenda Items for Next Meeting

- Policies Review
- Swimming Pool Photos

11. In Committee – Personnel

- Steve moved that:
  The meeting moved into committee, and 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."

  The Board moved out of the In-committee.

Signed: Board Chairperson
Stephen (Steve) Doran

Date: 29/6/2026

MATTERS ARISING FROM THE SCHOOL BOARD MEETING OF

2nd of June 2026

No.	ITEM	WHO	WHEN
1.	Steve is to email his profile, as there was an issue with his email.	Steve	
2.	**Policies:** The wording of the Digital Technology & Online Safety and Cellphones and Other Personal Devices Policy is to be sent to School Docs. School Pool Policy to be discussed and reviewed at another meeting. Daily meal allowance to be reviewed in the policy for professional development courses and overnight trips.	Ray	
3.	Eftpos Lease - to look at the cost of a machine that allows Paywave.	Michelle	
4.	Ray to send the Te Whakarōpūtanga AGM remits to Michelle.	Ray	
5.	Agenda Items for the Next Meeting: Swimming Pool Policy Photographs of Students in a Swimming Pool discussion.	Ray/Michelle	

Appendix 1

15th June 2026

Kiwi Gaming Foundation
P O Box 21165
Christchurch Central 8013

Dear Sir/Madam

RESOLUTION FROM BAILEY ROAD SCHOOL BOARD MEETING HELD 2nd JUNE 2026

Board Members Present: Presiding Member – Stephen (Steve) Doran, Max Guptill – Deputy Chairperson, Ray Kelly – Principal, Abbie Gunning – Parent Representative, Zoe Foster – Staff Representative

Board Members Absent/Apologies: Erin Cairney and Simon Kahika – Parent Representatives

Abstained: Stephen (Steve Doran)

Bailey Road School Board of Trustees resolved to apply to The Kiwi Gaming Foundation for financial assistance of $14,657.26 (exclusive GST), towards the partial costs of the full amount of $89,510.00 (exclusive GST). To install turf on the Junior playground.

We certify that the above is a true and correct copy of a resolution passed by the Bailey Road School Board.

Signed

Max Guptill
Deputy Chairperson

Appendix 2

Date needed June 2026

Mt Wellington Charitable Trust P O Box 21165
Address needed

Dear Sir/Madam

RESOLUTION FROM BAILEY ROAD SCHOOL BOARD MEETING HELD 2nd JUNE 2026

Board Members Present: Presiding Member – Stephen (Steve) Doran, Max Guptill – Deputy Chairperson, Ray Kelly – Principal, Abbie Gunning – Parent Representative, Zoe Foster – Staff Representative

Board Members Absent/Apologies: Erin Cairney and Simon Kahika – Parent Representatives

Abstained: Stephen (Steve Doran)

Bailey Road School Board of Trustees resolved to apply to The Mt Wellington Charitable Trust for financial assistance of $29,314.53 (exclusive GST), towards the partial costs of the full amount of $89,510.00 (exclusive GST). To install turf on the Junior playground.

We certify that the above is a true and correct copy of a resolution passed by the Bailey Road School Board.

Signed

Stephen (Steve) Doran
Presiding Member