

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



Date of Meeting: 16 November 2020

Time: 6.00 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)

In Attendance: Fia Salesa (Deputy Principals), Dave Muir, Georgia Reid (Senior Leaders), Fiona Gooch, Danielle Wilson, Libby Flashman, Maria Papuni, Preba Moodley and Jaya Parasuraman (Teachers)

Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the meeting, especially all the staff members.

Apologies

None

Conflict of Interest

None

Action Points of Previous Meeting – 19.10.20

1. Additional quotes for security cameras are in the pack.
2. Year 5/6 Student Wellbeing/Voice report is in the pack

3. Ray has spoken with Ed from Ed's Café and unfortunately, he did not get the tender for the school lunches next year but he can reapply next year.
4. Ray and Michelle both thanked Zoe for her report.
5. Zoe will report back to the Board after the stocktake is completed.
6. Steve emailed the NZSTA emails to the Board again.
7. Wormald has been out to check the alarms and could not find a fault, Michelle will continue to monitor this. She will also contact the cleaners and ask that they check with Ironman when leaving to make sure their areas are set correctly.
8. The community garden has cardboard on the ground to regenerate the soil, hence this area looks messy but it is not rubbish.
9. Leon spoke with Fia in regards to the signage around the school and accepts the explanation.

## 2] Curriculum Reports

Steve thanked all the teachers for their detailed reports and explained that they had all been read by the Board. He explained the order of reports and then asked the Board if they had any questions

2.1 **The Arts – Fiona Gooch and Libby Flashman** – The Board asked what supplies/equipment that they were looking at purchasing for dance. Libby explained that they were looking for dance equipment (music, ribbons, scenery, and costumes) and also looking into purchasing rights to put on a show in the future, this would be a bi-annual event replacing Trash to Fashion/Cultural Festival. The Board has asked for a wish list with costing to look at.

Fiona and Libby left the meeting at 6.04 pm.

2.2 **Learning Support Co-ordinator – Danielle Wilson** – Danielle informed the Board that she is enjoying the role. It is still developing and evolving but will improve in 2021.

Danielle left the meeting at 6.05 pm.

**2.3 CPW – Georgia Reid** – Steve raised his concerns that apparently some subjects are harder for junior students and parents, especially the study of the recent civilisations. Georgia agreed that some topics are harder to teach for the junior students but explained that they are working on improving this for next year, teachers will work together across the curriculum teams.

Georgia left the meeting at 6.10 pm.

**2.4 Mathematics – Dave Muir** – Dave explained to the Board that attendance levels were good at the recent Maths DMIC Holiday Programme, approximately 25% of the students. The feedback from students and parents was very positive. The evening classes have a few families attending and good to see these parents taking an interest in their child's learning.

Fia is a very important link between DMIC and the school and is working on securing the same mentors for next year. This programme has grown this year with DMIC taking on a lot more schools but our school is a target school for them. The programme is still developing and our teachers are becoming more involved and it will take a few years to develop this teaching style. Dave explained that Zoe Foster will be taking over this curriculum next year, she is very strong in mathematics and the DMIC mentors are very impressed with her.

**2.5 ALiM / Mathematics Support Teacher – Dave Muir** – Ray informed the Board that Sharmelle Damons will be taking over this role next year, due to Norma Raman retiring. The Board had no questions in both these curriculum areas.

Dave left the meeting at 6.15 pm.

**2.6 Reading Recovery – Preba Moodley and Jaya Parasuraman** – The Board likes the new charts and the detailed report and these are reported to their tutors fortnightly to look over. Steve commended them both on their hard work with the students, as a parent with a child on this programme. Good to see some data jumps in some of the students, due to the year that this has

been. Preba explained that due to the lockdown some students have stayed on the programme longer. Parent involvement is needed to succeed in this programme. Ray explained the school has applied for the same funding for next year.

Preba and Jaya left the meeting at 6.20 pm.

**2.7 Te Ao Maori – Maria Papuni** – The Board queried why students in Year 1-2 are not involved in Kapa Haka. Maria explained it is harder to manage the younger students. This year the students have been unable to do any performances but they have taken over running the Powhiri.

The Board would like Maria to get costings for a full set of piupiu and the school to see if there is funding available, these have been asked for several years and the Board would like to try and make it happen. Te Reo classes for staff will commence again next year and hopefully, these will be opened up to the community.

Maria left the meeting at 6.27 pm.

**2.8 Literacy – Rachel Stiers** - The Board thanked Rachel for her detailed report and had no questions for her.

Rachel left the meeting at 6.28 pm.

**2.8 Digital Technology – Fia Salesa** – The report highlighted the Wi-Fi issues across the school, Ray informed the Board that the school is due an upgrade within the next year, from Network for Learning which will put the school on the fastest internet speed available. The school will be introducing reporting through Seesaw where parents will be able to see where their child(ren) are academically, this is help keep parents better informed.

**2.9 Enviro – Fia Salesa** – The community garden is still a work in progress, with cardboard currently being used to regenerate the ground, this is why this area looks messy. We are awaiting the Men Shed to build garden beds in this

area. Carla is currently tweaking some procedures across the school and these will take time and education to be effective. The school has hired a caretaker's assistant to help clean outside areas of the school up.

**2.10 Health and Physical Education – Fia Salesa** – Fia informed the Board that Cassie Keepa has settled in her role as Sports Co-ordinator but procedures are still needed. Fia also explained that now Kiwi sport will be gone from next year, the school will need to engage the trainers and went on to explain what will happen going forward. Some of the teachers will need professional development in this area as well.

The sports uniforms are very dated and lack a lot of sizes. Direct Group has done a sample design, which had student input in it and introducing a staff sports uniform as well. Fia will present design and costings next year to the Board.

There has not been a lot of sporting tournaments this year due to Covid19, a little has happened over this term. The school has been learning dance for the last two terms. Jaya Parasurman has been running a chess group which is very popular for some students and three students recently entered a competition.

Fia then went on to explain what has been happening on the health side of this curriculum.

**2.11 SENCo – Fia Salesa** – Fia explained that the school has currently six students who have in-class support, which is down from last year. The new social worker has fitted in well and has started to meet the families.

The Board thanked Fia for everything she does for the school and for organising the staff Christmas cruise. Fia left the meeting at 6.49 pm.

### **3] Strategic Aims from Principal's Report**

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

- 3.1 **ALiM / DMIC** – Ray explained all applications are in place for next year.
- 3.2 **Te Ao Maori** – Ray explained that from next year the seniors will be taught basic conversation and there will be no devices used.
- 3.3 **Swimming Pool** – Ray informed the Board that due to the repairs still not done the school pool will not be used. Ray will arrange a meeting with them to discuss and will look into the cost to heat the pool so it could be used for longer.
- 3.4 **Staffing** – Ray informed the Board that he has hired Kahlia Coffin as a new teacher next year. He has also hired two new teacher aides for the remainder of the year.

Ray informed the Board that he has employed a new Teacher Aide which will start tomorrow till the end of this year, another one was due to start last week but due to health issues will no longer start.

- 3.5 **Property** – Ray informed the Board Room 7 may not be completed before the end of term as the toilet area has not been started. Room 13 will now be covered by the 5YA.
- 3.6 **ERO Review** – Ray informed the Board that he attended the meeting and does not think it will be much different. The school will have a mentor/support person for the school, which will be looking at the school's data reports and strategic plans. They will visit the school in term two next year.
- 3.7 **Councillor** – Ray informed the Board that this is going well and the councillor is seeing some students every week.
- 3.8 **Councillor** – Ray informed the Board that the Councillor is starting on Wednesday and will work with five students. This will be funded using the \$3,000.00 grant from Ellerslie Rotary Club.

- 3.9 **Stand Downs** – Ray informed the Board that there are been some stand-downs this term. The senior management team is working hard on the non-violence policy. At this time of the year, there seems to be a pattern with behaviour over the years but the parents are very supportive of what the school is trying to achieve.
- 3.10 **Solar Panels** – Ray informed the Board that there is still no firm date when this will be installed.
- 3.11 **School Lunch Programme** – Ray informed the Board that there are currently 12-15 school groups in our area that will be receiving this programme next year. The school will receive these lunches in compostable packaging and all students will be receiving these lunches. Ray is looking into community groups and other schools in the area to receive any lunches not needed.
- 3.12 **Meeting Dates** – The Board will confirm these dates next meeting.
- 3.13 **School Camp** – Ray informed the Board that there are 90-93 students attending camp this year. The Board asked if any of the students not attending was for financial reasons. Ray informed them that no it was for personal, behavioral, cultural, and religious reasons. Some families need financial assistance that the school hopes to cover through the fundraising activities, Also some staff members and families have donated money towards these students, one family doing a sausage sizzle and another donating funds they raised. The Board would like the school to fund any students unable to pay and let them know by email.

The Board thanked Ray for his detailed report.

4] **Governance Information & Legal Compliance**

None

## 5] Finance & Asset Management

- 5.1 Liz briefly explained that there has been a small decrease this month to the surplus due to the spending. However, the school is still in a good position financially.

Liz will look into whether the school can support the purchasing of the piupiu requested for Te Ao Maori.

- 5.2 **Draft 2021 Budget** – Liz explained the different areas of the budget to the Board and explained that some budgets looked like they have had increases from this year's actual but in some of these it's because there was not a lot of spending due to Covid19. The teacher aid pay increases were not budgeted for but are covered by the Ministry and additional funding will be given.

Overall the budget is looking good at this stage and will get ASK Accounting to look over. Liz and Ray will work on this more and hope to present the final budget for approval at the next meeting.

## 6] Strategic Decisions

- 6.1 **Surveys** – Ray informed the Board that only 19 teachers and 52 members of the community completed these surveys. The Board requested that all surveys are presented in colour in the future. The Board briefly discussed some of the comments made.
- 6.2 **Data Reporting** – Ray explained that these were not ready and will be presented for the next meeting.
- 6.3 **Student Election Result** – Ray explained that interestingly, the students were in line with the actual election. He went on to explain that process to the Board and the student engagement.



- 6.4 **Grant Application** – Ray explained that the school would like to apply for a grant to purchase 20 iPads from the Mt Wellington Foundation. The Board discussed and refer to Appendix 1 for the decision.
- 6.5 **2022 Camp** – Ray informed the Board that they are looking at changing future camps to the beginning of the year. This will become a team-building exercise rather than a fun end of year event. The Board discussed and agreed unanimously on this, and would like to see how the 2022 camp goes.
- 6.6 **One Tree Hill College Data** – The Board briefly discussed and Ray informed them that the school has got better with their assessment data but this still needs work. Ray has also asked that this data be shared with the school every year.
- 6.7 **PB4L Data** – These reports are from September onwards and show what the school is dealing with in regards to behaviour. This is mainly when relievers are in class and the school has put structures and procedures in place to help improve this. It shows that some students are pushing the boundaries with class teachers as well. The Board briefly discussed and asked if there was any help or assistance they could offer, for Ray to let them know. But can see that the school is dealing with these issues well.
- 6.8 **Tironui Trust Music** – Ray informed the Board that there is a range of ethnicities learning a musical instrument this year, which is good to see.
- 6.9 **Grant Barnes** – Ray informed the Board that he is happy with Grant and would like to continue working with him for his and the Deputy Principals' appraisals. The Board discussed and are happy also to continue with Grant.

## 7] General Business

- 7.1 **NZSTA Auckland Mini Conference** – Max asked if anyone was attending this event which looks good. Steve will send the email with the details again and if anyone is interested please let Michelle know.
- 7.2 **Prize Giving and Graduation Invites** – Please reply to the events when they are emailed to you.
- 7.3 **Next Meeting** – Steve asked if the meeting could start at 5.30 pm on the 7<sup>th</sup> of December 2020.

## 8] Motions

### Minutes of the previous meetings

The minutes of the meeting held on 19 October 2020 were read and accepted as a true reflection of that meeting.

**Proposed:** Max Guptill                      **Seconded:** Kerry Bell

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

### Correspondence

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

**Proposed:** Kerry Bell                      **Seconded:** Natalia Solomon

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

### Financial Reports

A motion was proposed to accept the financial accounts and the accounts be paid for October 2020.

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

Result: All in Favour ~ motion carried.

9] Agenda Items for Next Meeting

None

10] 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 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.

11] Closure

8.30 pm



Signed: Board Chairman  
Stephen Doran

Date

5/11/2020

## ACTION POINTS FROM THE MEETING OF

Monday 19 October 2020

No.	ITEM	WHO	WHEN
1.	Ray to get both Libby and Maria to get quotes for the Art and Te Ao Maori budget requests.	Ray	
2.	Ray to get costing and present the new sports uniforms from Fia.	Ray	
3.	Michelle to contact the cleaners to check their alarm areas are set correctly before leaving.	Michelle	
4.	The Board to confirm 2021 meeting dates.	Board	
5.	Ray to inform the Board if any student requires financial assistance to attend camp.	Ray	
6.	Ray and Liz to meet, to discuss the budget and to get the accounts to look over.	Ray/Liz	
7.	Ray to send the grant application to the Mt Wellington Foundation.	Ray	
8.	Board member wanted to attend the NZSTA Auckland conference to contact Michelle	Board	

Appendix 1

Grant Application

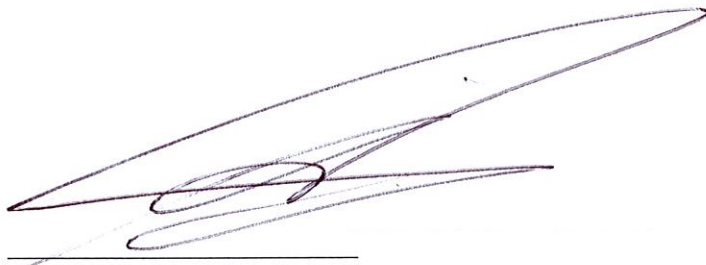
The Board discussed the grant application to Mt Wellington Foundation for 20 Apple 10.2" iPads 128GB. The following motion was proposed:

To apply for a grant of \$13,731.00 from Mt Wellington Foundation for 20 Apple 10.2" iPads.

Proposed: *Michelle Love*

Seconded: *Kerry Bell*

Result: All in Favour ~ motion carried.



Signed: Board Chairman  
Stephen Doran

Date *16/11/2020*

