

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



**Date of Meeting:** 13 December 2021

**Time:** 6:00 pm

**1] Administration**

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

Fia Salesa (Deputy Principal)

**In Attendance:** Michelle Ginders (Minute Recorder)

**Welcome**

Steve welcomed everyone to the last meeting of the year. Another strange year and was pleased with what the school was able to achieve this year.

**Apologies**

Leon Mallard

**Conflict of Interest**

None

**Action Points of Previous Meeting – 15.11.21**

1. Ray to send costing and continue to look into possible funding options to build bleachers and an entertainment area near the shade structure.
2. Bi-Lingual Class visits and the Hui & Fono's are all on hold due to lockdown. Ray will inform the Board of the new dates when confirmed in 2022.

3. Ray is still looking into funding options for Junior Playground.
4. Kerry passed the school's thanks and best wishes for their upcoming exams to her class at Kelston Boys. Kerry informed the Board the students really enjoyed coming to the school and Ray was very impressed by the students who attended.
5. Ray continues to work with Sch Docs regarding the changes to the Behaviour Management Policy.
6. Ray informed the Board that planning for a virtual Prizegiving this year is currently in progress.
7. Liz will continue to look into the additional budget spending, additional school devices and replacement plan for the next 3-5 years.
8. Steve Doran to send text/email of his negative Covid Test.
9. Ray has added any Kahui Ako news in his Principal's Report.
10. Ray informed the Board that the cost for a deep clean of five rooms in the school was \$1200.00
11. Steve has sent a letter, to Ray, for the community.
12. Ray shared the Policy reviews with the Board for approval at this meeting.

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

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

- 2.1 **School Roll** – The Board discussed different ideas to increase the school roll and the following ideas were proposed:
  - Roll numbers need to improve.
  - Carnival Day, Family Day Out or Fun Day (which could include the opening of the Shade Structure).
  - Community Events.
  - Newspaper Advertising.
  - Brochure – this has been done and delivered before the end of this year.
  - Organise a Committee.

The Board acknowledged that there will be an expense to the school but if the school roll increase due to these ideas, it would be worth it.

- 2.2 **Social Media Accounts** – The Board briefly discussed getting a Tik Tok account for the school community.
- 2.3 **Security** – Security call-outs are trending down, but work is still to be done.
- 2.4 **Property**
- Shade Structure – completed.
  - 5YA – There could be an additional \$90,000.00 available, which still needs to be confirmed, which could be used for pool fencing, urinals and door replacements.
  - Swimming Pool – Ray informed the Board that they have visited and inspected the pool and a date for the repairs is still to be organised.
- 2.5 **Policy Reviews** – Ray informed the Board that there has been very little feedback from the community. Ray explained that the Bible in Schools provides the school with their planning at the beginning of the year, and Fia will then send it to the teachers.
- 2.6 **Enrolment Zone Ballot** – Ray informed the Board that the school would hold two Ballots next year, with the first being by the end of Term One.
- 2.7 **Covid Infection Update**– Ray informed the Board of three reported cases and the school followed all the MOH and MOE procedures. Due to this, the student number attending school has dropped.
- 2.8 **2022 Staffing** – Due to the roll decrease, the staff allocation for the school has decreased, but the school has been able to retain the current staff and employ two new teachers in a fixed-term position. Ray has achieved this due to a teacher leaving and maternity leave cover. A support staff member is also leaving at the end of the year.
- 2.9 **Attendance** – Ray informed the Board that he had not reported this month due to Covid19.

2.10 **Facebook Complaint** – Ray informed the Board that the school received a complaint from a community member regarding a recent post. The feedback was regarding photos of staff, dress code and intimidating teachers. The school sent a reply explaining the nature of the images and invited them to visit the school. No response has been received by the school as yet.

The Board thanked Ray for his detailed report.

#### 4] Governance Information & Legal Compliance

4.1 **Policy Reviews** – The Board reviewed the following policies:

- Investigation of Bribery, Corruption, Fraud and Theft
- Harassment
- Maori Education Success
- Religious Instruction

and the following motion was proposed:

To accept and approve all of the above policies.

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

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

#### 5] Finance & Asset Management

5.1 **Surplus** – Liz informed the Board the surplus is still looking good and this should be around \$69,000.00 by the end of the year. The decrease is due to maintenance work around the school and completion of the shade structure turf. Spending this year has been lighter than expected due to Covid19, but these funds will help with the deficit budget next year.

4.2 **2022 Budget** – The budget is currently showing a \$172,000.00 deficit. This deficit is due to additional teaching staff, dedicated learning supports teachers and support staff. These staff will help with student learning due to the lockdowns over the past two years. The data results will confirm that this is needed to improve student's learning in the

coming years. A final draft budget will be presented at the next meeting for approval.

Steve thanked Liz and ray for all their hard work this year.

## 6] Strategic Decisions

6.1 **2022 Board Meetings** – The meeting dates proposed by Ray, in his report, were accepted by the Board. The meeting dates for next year will be as follows:

14th February

14th March

11th April

16th May

13th June

8th August

12th September

17th October

14th November

12th December

6.2 **Sports Coaching** – Ray informed the Board that the Year 7 & 8 students would receive free sports coaching sessions in a range of sports on Fridays. There is also free transport available to netball available. Also included is two free shows with transportation provided. Kerry has sent Ray the mandate from Sport Auckland for him to look over.

6.3 **Covid19 Traffic Light Settings** – Ray briefly explained that the school would carry on with the current school settings till the end of the year. The hall users will have limits to their numbers attending their events. A new Hall Hire Contract, which includes Covid19 restrictions at different

traffic light settings and health and safety rules, has been shared with Steve and Max for approval.

6.4 **Traffic Speed Bumps** – Ray explained that the speed bumps on Bailey Road have now been completed. The Board are pleased that this has finally happened, well overdue, but sad it took an accident for it to be done.

6.5 **Cyclical Maintenance** – Ray informed the Board that the Jessop House requires painting. The Board briefly discussed and the following motion was proposed:

To paint the Jessop House as part of the cyclical plan.

**Proposed:** Ray Kelly      **Seconded:** Kerry Bell

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

6.6 **Panmure School Proposed Zoning Plan** – Max explained that this proposed zone would not impact our school and the concern is Stanhope Road School and Sylvia Park School proposed boundary. The Board briefly discussed and Ray will keep the Board informed of any progress.

## 6] General Business

None.

## 7] Motions

### Minutes of the previous meetings

The minutes of the meeting held on 16 November 2021 were read and accepted as a true reflection of that meeting.

**Proposed:** Liz Lombard      **Seconded:** Michelle Love

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

### Correspondence

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

**Proposed:** Max Guptill      **Seconded:** Natalia Solomon

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

**Financial Reports**

A motion was proposed to accept the financial accounts for November 2021 and the accounts to be paid.

**Proposed:** Ray Kelly      **Seconded:** Michelle Love

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

**8] Agenda Items for Next Meeting**

None

**9] In Committee – Personnel**

Steve 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.

**10] Closure**

7.15 pm



Signed: Board Chairman  
Stephen (Steve) Doran

Date 1/3/22

## ACTION POINTS FROM THE MEETING OF

Monday 15 November 2021

No.	ITEM	WHO	WHEN
1.	Ray to send costing and continue to look into possible funding options to build bleachers and an entertainment area near the shade structure.	Ray	
2.	Bi-Lingual Class visits and the Hui & Fono's are all on hold due to lockdown. Ray will inform the Board of the new dates when confirmed in 2022.	Ray	
3.	Ray is still looking into funding options for Junior Playground and is working with Go Fund and the playground company.	Ray	
4.	Ray continues to work with Sch Docs regarding the changes to the Behaviour Management Policy.	Ray	
5.	Steve to send through a Covid19 test result	Steve	
6.	Ray to present the final draft budget for approval at the next meeting.	Ray	