



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

Date of Meeting: 14 November 2022 Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (Chairperson) (in the chair), Max Guptill (Deputy Chairperson), Leon Mallard, Liz Lombard, Maua Collins-Kamuhemu, Michelle Love (Staff Representative) and Ray Kelly (Principal)

In Attendance: Salavao Masimino (Visitor), Michelle Ginders (Minute Recorder).

Welcome

Steve welcomed everyone to the meeting, especially Maua Collins-Kamuhemu, who has been co-opted onto the Board. Steve also welcomed and explained to Salavao Masimino, as a potential new Board Trustee, the structure of a meeting and the rights of a visitor.

Apologies

Natalia Solomon

Conflict of Interest

Maua Collins-Kamuhemu

- her son, who attends the school
- Panmure District School, her employer

Michelle Ginders to add these to the BOT Conflict of Interest Register.

Action Points of Previous Meeting – 17.10.22

1. Bi-Lingual Class visits and the Hui & Fono's were on hold due to Covid19 settings and will now be held in 2023. Ray will inform the Board of the new dates when confirmed.
2. Ray continues to work on the Mazda Grant application.
3. Ray has nearly completed the new lockdown process, procedures and improvements and will present it to the Board.
4. Ray informed the Board that MOE Property contractors were accessing the school buildings & plumbing and are awaiting their reports. There has also been no additional correspondence from the neighbour regarding the damage to his pool.
5. The Restructuring Plan is completed and included in the pack.
6. The 2023 BOT Meeting Dates were approved with a change required for the June Meeting (refer to the Motions section of these minutes).
7. The NZSTA Conference Masterclass booklet on Maiā Pasifika Education was included in the pack.
8. Fia will organise a brochure drop before the end of term four.
9. Policies still to be completed.
10. Ray purchased the cameras from Entity after checking the budget.
11. Ray resent the 5YA Property meeting invite, which has now been moved to 23.11.22. Liz and Steve will be attending.
12. Ray resent the Kahui Ako Combined BOT meeting invite.
13. Steve has completed two exit interviews but will meet with Maria if possible.

1] Strategic Aims

Ray briefly explained his report, and the following were discussed in more detail:

- 1.1 School Roll – Ray briefly explained that the school roll has stabilised and thinks that the school will start in 2023 with ten fewer students than the current roll. Advertising could be a factor in helping stabilise the roll.

- 1.2 Junior Playground Upgrade – Ray explained that the playground upgrade does not have a start date. The reason is that they required hard, solid ground to get the heavy machinery to this area. However, this was not explained to the school when the school accepted the contract. Ray has asked for the work to start in the holidays, and the fencing has been removed until then.
- 1.3 Curriculum Reports – The Board were happy with the reports and commented that the LSC data results were good. The Board acknowledged that some students' lack of academic progress is due to being absent, but this is a concern at other schools as well.

Also discussed were what incentives ideas could be adopted from other schools that we have not already tried, pizza awards for individuals, families and classes, and Chromebook prizes to boost attendance rates. Ray is also working with the Kahui Ako Principals in this area.

The Board has asked Ray to offer Covid19 tests to the community.

- 1.4 Property – The 10YPP meeting has been postponed till the 23rd of November, and board members are welcome to attend. The Ministry has begun its preparation by sending contractors to the school to access and report on the state of the school's roofing, plumbing and electrical. Currently, the approval time is around six weeks.

Cyclical Maintenance – Ray informed the Board that Graeme Brown had advised the Board not to proceed with the current schedule. Due to some areas not being required to have work done, he is also having difficulty securing good contractors due to their workloads. The Board briefly discussed, and the following motion was proposed:

To postpone any cyclical maintenance requirements for this year till 2023.

Proposed: Liz Lombard

Seconded: Michelle Love

Result: All in Favour ~ motion carried.

1.5 School Events – Ray informed the Board that there had been many events and sports trips happening and are still to occur before the end of term.

1.6 Kahui Ako – Ray included an update from Kahui Ako in the pack.

1.7 Strategic Plan – The Board discussed and acknowledged it was a very detailed report. Ray explained that the information aligns with job descriptions and visual pictures to be added. The following motion was proposed:

To accept the Strategic Plan for 2023-25, with the addition of visual pictures.

Proposed: Ray Kelly

Seconded: Max Guptill

Result: All in Favour ~ motion carried.

The Board thanked Ray for all his hard work on this report.

1.8 Board Assurances

- The following were assured:
 - Staff Usage and Expenditure (SUE) Reports
 - Risk Management
 - Provisionally Certificated Teachers
 - Teacher Registration
 - Appointment Process
 - Length of School Year
 - Reading Recovery / Literacy Support

- Partial assurance and currently been worked on:
 - Evacuation / Emergency Kits & Supplies
- Not applicable to us
 - Monitoring and Auditing School Bus
 - International Learners

The Board thanked Ray for his detailed report.

2] Governance Information & Legal Compliance

2.1 **SchoolDocs** – Ray asked the Board to email any changes to the policies due to be reviewed (included in the pack). He informed the Board that these would be sent to the community for feedback, and he will present these at the next meeting for approval.

Max has requested Ray check the Fraud policy is up to date and when this is due to be reviewed.

2.2 **New Board Representative** – Maua Collins-Kamuhemu has been co-opted onto the Board till the next election. Refer attached email motion.

3] Finance & Asset Management

3.1 **October Financial Reports** – Liz informed the Board that the school is on track to meet the budget. The deficit is mainly due to the board-funded teachers, but capital spending is light.

Ray explained to the Board that the grant funding for the Junior Upgrade Area cannot be carried over to the 2023 budget and will show as extra capital spending next year, which we can explain to the Auditors. We have only completed the audit paperwork for The Trust Commission grant at this stage. Ray will contact Go Fund and ask them to explain the situation and apply for an extension if required.

Ray presented and briefly discussed the draft budget. Some figures have changed as Ray continues to work on and the Teacher Aide budget amount will be lower in 2023. Liz and Ray will meet to go over this in more detail.

4] Strategic Decisions

- 4.1 **Norcon Quote** – The Board briefly discussed the quote from Norcon for the technology partnership. The school has a good working relationship with Entity and, at this stage, is happy to stay with them. Ray to contact Norcon with their decision.

- 4.3 **Bunnings Support** – Ray informed the Board that staff from Bunnings Mt Wellington have recently volunteered at the school, tidying and planting the gardens, supplying products and painting areas around the school. The school is very grateful for all they have done.

- 4.3 **Paid Union Meetings** – Ray informed the Board that staff would attend the paid union meetings in week six. There will be no interruption to school, and teachers will participate in two teams and split classes.

- 4.4 **NZSTA Te Tiriti Workshop** – The Board briefly discussed and is to let Michelle Ginders know if they wish to attend.

- 4.5 **Risk Management** – Ray verbally assured the Board that all documentations are in place and can be viewed at any stage.

- 4.6 **Provisionally Registered Teachers Induction Programme** – The Board briefly discussed and found it a very detailed programme.

5] General Business

Max asked Michelle to download the new 2022 School Governance – A guide for NZSTA member boards and send it to the Board.

Board.

6] Motions

2023 BOT Meeting Dates

To accept the presented BOT 2023 meeting dates, with the change to the June meeting date.

Proposed: Steve Doran

Result: All in Favour ~ motion carried.

Minutes of the previous meetings

The minutes of the meeting held on the 17th of October 2022 were read and accepted as a true reflection of that meeting.

Proposed: Michelle Love

Seconded: Liz Lombard

Result: All in Favour ~ motion carried.

Correspondence

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

Proposed: Max Guptill

Seconded: Michelle Love

Result: All in Favour ~ motion carried.

Financial Reports

A motion was proposed to accept and approve the financial accounts for October 2022 and the bills to be paid.

Proposed: Liz Lombard

Seconded: Steve Doran

Result: All in Favour ~ motion carried.

7] **Agenda Items for Next Meeting**

None

Steve thanked Salavao Masimino for attending the meeting. Michelle to pass on her contact details to Steve.

8] **In Committee – Personnel**

Steve moved that:

The meeting moved into committee, and the 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.

9] **Closure**

7.20 pm



Signed: Board Chairman
Stephen Doran

Date 12/12/22

ACTION POINTS FROM THE MEETING OF

14th of November 2022

No.	ITEM	WHO	WHEN
1.	Bi-Lingual Class visits and the Hui & Fono's are on hold due to Covid19 settings. Ray will inform the Board of the new dates when confirmed in 2023.	Ray	
2.	Ray will continue applying for a Mazda Foundation grant in 2023.	Ray	
3.	Ray has nearly completed the new lockdown process, procedures and improvements and will present it to the Board.	Ray	
4.	Ray to keep the Board updated on Property matters (Building Report, Neighbour's pool damage)	Ray	
5.	Ray to change the 5.06.23 BOT meeting date to 30.05.23.	Ray	
6.	To update the Conflict of Interest Register.	Michelle	
7.	Ray to offer Covid19 tests to the community.	Ray	
8.	The Board is to send any changes to the policies presented to Ray (via email), and he will make any changes from the community	Ray	

	<p>and board and present them at the next meeting.</p> <p>Ray to check that the Fraud Policy is up to date and when it is due to be reviewed.</p>	Ray	
9.	Ray to contact Go Fund in regards to grants.	Ray	
10.	Ray & Liz to meet to discuss the budget in more detail.	Ray/Liz	
11.	Ray declined the quote from Norcon's proposal.	Ray	
12.	Please let Michelle know if you wish to attend the NZSTA Te Tiriti Workshop.	Board	
13.	Michelle to get the new 2022 School Governance – A guide for NZSTA member boards and send it to the Board.	Michelle	