

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



Date of Meeting: 13 September 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)

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the meeting and hoped everyone is doing well in this latest lockdown. He informed the Board that he has sent an email on behalf of the Board to the staff, making sure everyone is doing well and to thank them for their hard work during this time. He acknowledged how tough and challenging these times are for everyone.

Apologies

Leon Mallard

Conflict of Interest

None

Action Points of Previous Meeting – 16.08.21

1. Fia has received the costings for the sports uniforms and they have been ordered.

2. Ray is waiting for a response from his emails to see what the progress is of 3 O'clock Dash's, OSCAR and Work and Income funding applications
3. Ray has included what was required for School Docs – Abuse Recognition & Reporting in the pack.
4. Ray is still to get costing and possible funding options to build bleachers and an entertainment area near the shade structure, this is on hold due to lockdown.
5. Bi-Lingual Class visits and Hui & Fono has been postponed due to lockdown. Once new dates have been organised Ray will inform the Board.
6. Ray will send out the Jessop House upgrade quote to Michelle Ginders after the meeting.
7. Ray has sent the policies needing to be reviewed to the staff, students & community and these are included in the pack.
8. Ray has made the fo changes to the Principal's Report.
9. The lease amount for Child's Time will be discussed later in the meeting.
10. Michelle checked the amounts currently in Term Deposits and informed the Board.
11. Ray is still looking into funding options for the junior playground and will get back to the Board, this is on hold due to the lockdown
12. Ray & Leon are continuing to look into removing the old junior playground structures with the possibility of the fire department (Leon) doing this. Ray is also looking into the community helping out.
13. Student Tracking Data – Ray has sent via Seesaw, an explanation of what these are and ask parents if they need assistance to contact the school.
14. Security Cameras – Ray has organised a policy for the use of cameras in the school and has been included it in the pack. Ray is still looking into the signage requirements.
15. Max has received the email sent from Entity Communications to gain access to the camera via computer or App but is still to download.

16. Ray has accepted the quote from Edward Sounds, which is slightly cheaper as cages are not required. Installation of the new sound system is on hold till after lockdown.
17. Kerry Bell's apologies for this Board meeting was not required due to lockdown and was able to attend.

## 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 **Lockdown L4 Report** – Ray briefly outlined the main points of this report to the Board. There has been a good percentage of the student engaging but still, several students are not. Anna has worked hard on contacting as many families as possible. He acknowledged that engaging younger male students is hard and the impact this lockdown will have on data results and the impact it will have on learning especially in the Junior school.
- 2.2 **Junior Literacy Support Teacher** – Ray informed the Board, after discussions with Steve, that he has employed a Fixed Term Literacy Support Teacher for the Junior School for the rest of the year. Ray has asked the Board to consider the option of continuing with a support teacher next year to help with student learning from the impacts of Covid over the past two years.
- 2.3 **OTHC Data Report** – Ray explained these reports have shown a marked improvement in the two years that he has been here which is a positive step.
- 2.4 **Community Feedback on Lockdown Learning** – Ray informed the Board that most of the feedback has been positive. There was negative feedback from a parent. Anna Voyce has contacted this parent to discuss the issues raised and will work with them to try and remedy their concerns and issues. Ray explained that the teachers are working

hard and working around families as much as they can. He is seeing mostly support from our parents.

**2.5 Current Issues** – Ray informed the Board of the following:

- Hui and Fono – this has been postponed until sometime in Term Four.
- Term Four Events
  - The Colour Run and Production may be postponed until 2022, Ray will discuss with the staff at the upcoming Staff Meeting.
  - Kerry Bell explained that the Room 19 visit to Kelston Boys High School will need to be cancelled due to time constraints in Term 4. Ray has asked if it would be possible for a brief Zoom visit.
- Go Fund Me Application – Ray is awaiting a response to what the school options are going forward.
- Health & Safety - Minutes of the last meeting was included in this pack along with the Level 3 H& S Plan. Ray explained that he has made the changes required to the plan, that arose from their meeting.
- Shade Structure Sound System – The cost has gone down slightly due to the cages not being required.
- Junior Playground – Ray would like the Board to consider putting this project on hold until the financial impact of this lockdown is known and whether the school may need to employ further teachers in 2022.
- Draft Budget – Ray, Liz and Michelle Ginders will meet, in person or via Zoom, before Ray submits another draft budget to the Board.
- Hall Hirers – Ray informed the Board that no regular users have been charged during the current lockdown.
- Attendance – Anna Voyce has been working hard, to get as many as possible of the students and families engaging in online learning. Every class/teacher are having the same issues with

engagement, which is being reported across all schools nationwide.

The Board thanked Ray for his detailed report.

### 3] Governance Information & Legal Compliance

3.1 **Policy Reviews** – The policies presented to the Board in the monthly pack were reviewed and briefly discussed by the Board. The following changes are required:

- Behaviour Management – include the suggestion made by Anna Voyce to this policy, as follows: Assure the board that a safety management system is in place and understood by staff. This assurance can be given.

The following motion was proposed:

A motion was proposed to accept the Behaviour Management Policy with the change suggested by Anna Voyce.

**Proposed:** Kerry Bell                      **Seconded:** Liz Lombard

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

- SecurityCamera Use/Privacy Consideration – change the wording as follows: The school's Principal and privacy officer are responsible for overseeing the CCTV system. Our privacy officer is Michelle Ginders. Ray to make the necessary changes to the policy and send out a motion to accept, via email, to the Board. Ray will also look into signage for the school and inform the community of the cameras on the school grounds.

### 4] Finance & Asset Management

4.1 **Surplus** – Liz informed the Board that although this month there was a slight deficit overall the surplus is still looking good. But some of this can be due to the current lack of spending. Liz has requested cautious



- 4.6 **Child's Time Lease** – The Bard discussed and agreed to keep the lease amount for the 2021-22 financial year at the same rate as last year. The Board also agreed to deduct the weeks of the current level four and three lockdowns from the Invoice. Ray will draft a letter to Child's Time to inform them of this decision, which he will send to Steve and Liz for final approval. Michelle Ginders to send out an invoice once the letter has been sent to Child's Time.

5] **Strategic Decisions**

- 5.1 **Lockdown L3 Health & Safety Report** – Ray informed the Board that he will not release this document until level three has been confirmed.
- 5.2 **MIQ** – Ray informed the Board that there has been one staff member in a MIQ hotel, as her child had tested positive. Both are now at home but will need to stay at home until given the all-clear by the Ministry of Health.
- 5.3 **Care Packages for Staff** – Steve, Max and Ray previously discussed and agreed to send out a care package to staff, as a thank you for their work throughout the lockdown. Fia Salesa has organised for a large cookie gift box to be sent next week along with a message from the Board.

6] **General Business**

Steve has asked Ray to let the staff know that if they are struggling or need help and assistance during this time to please contact him.

7] **Motions**

**Minutes of the previous meetings**

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

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

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

### **Correspondence**

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

**Proposed:** Michelle Love                      **Seconded:** Max Guptill

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

### **Financial Reports**

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

**Proposed:** Liz Lombard                      **Seconded:** Steve Doran

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

### **8] Agenda Items for Next Meeting**

None

### **9] In Committee – Personnel**

Steve moved that:

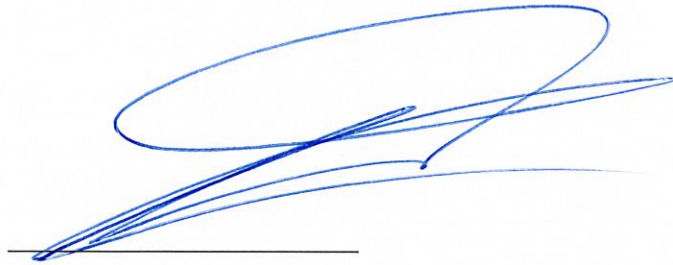
The meeting moved into committee and that pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public is excluded from the remainder of the meeting to give confidentiality to and to protect the privacy of individuals concerned as follows: "that the matters being discussed are of a personal and private nature."

Board moved out of In-committee.

### **10] Closure**

7.05 pm





Signed: Board Chairman  
Stephen (Steve) Doran

Date 26/10/21

## ACTION POINTS FROM THE MEETING OF

Monday 13 September 2021

No.	ITEM	WHO	WHEN
1.	Ray to send Michelle Ginders the updated agenda.	Ray	
2.	Ray is awaiting an update from 3 O'clock Dash, on their OSCAR and Work and Income funding applications, he will then inform the Board.	Ray	
3.	Ray is still to get costing and possible funding options to build bleachers and an entertainment area near the shade structure – this is on hold due to lockdown.	Ray	
4.	Bi-Lingual Class visits and the Hui & Fono's are all on hold due to lockdown, Ray will inform the Board when new dates have been arranged.	Ray	
5.	Ray to send out the Jessop House upgrade quote to Michelle	Ray	
6.	Ray still looking into funding options for Junior Playground.	Ray	
7.	Ray to look into people being on-site during the lockdown.	Ray	
8.	Kerry to look into a possible ZOOM session with her students at Kelston Boys, due to Room 19 being unable to visit them now.	Kerry	
9.	Michelle Ginders to send through the Child's Time lease amounts to Ray, Steve and Liz.	Michelle	Done
10.	Ray to draft a letter to Child's Time on the 2021-2022 Lease Invoice and send it to Steve & Liz.	Ray	
11.	Ray to make the change, suggested by Anna Voyce to the Behaviour Management Policy.	Ray	

12.	Steve to sign the paperwork for the Audit arrangements for the next 3 years and Michelle to send it back to the Auditors.	Steve/Michelle	
13.	Michelle Ginders to send through the invoice from Telfor Young, in regards to valuation of school-owned property, to Steve and Liz for a decision.	Michelle/Steve & Liz	Done
14.	Michelle Ginders to send through the Insurance renewal documents to Liz.	Michelle	Done
15.	<p>Ray to make the following change to Security Camera Policy:</p> <ul style="list-style-type: none"> <li>• Wording Change – to state The school's Principal and privacy officer is responsible for overseeing the CCTV system. Our privacy officer is Michelle Ginders.</li> </ul> <p>Ray to send an updated version to the Board via email for approval then send it out to the community.</p>	<p>Ray</p> <p>Ray</p>	
16.	Ray to send through the details for the Combined BOT Kahui Aku ZOOM Meeting to the Board.	Ray	Done