



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

Date of Meeting: 26 June 2023

Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (Chairperson) (in the chair), Liz Lombard, Maua Collins-Kamuhemu, Michelle Love (Staff Representative) (Minute Recorder) and Ray Kelly (Principal)

Welcome

Steve welcomed everyone to the meeting and informed the Board of the apologies from the trustees.

Apologies

Max Guptill (Deputy Chairperson), Natalia Solomon and Leon Mallard

Conflict of Interest

None

Action Points of Previous Meeting – 29.05.23

1. Ray is still awaiting the project quotes and will then apply for the Mazda Grant.
2. Ray has sent the Pink Shirt Kahui Ako video to the Board.
3. Ray has contacted Child's Time on the lease increase. They recognised it but have yet to receive feedback.

2] Strategic Aims

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

- 1.1 **Data** – Ray explained to the Board that they are investigating why the data has gone down. There has been a lingering covid effect, and the data is mid-year which means it is mostly the same as last year. Maori students generally hold their own. Ray will give more of a breakdown at the next meeting, as this is fresh data.
- 1.2 **Strategic Plan** – The strategic plan has high-expectation targets. BSLA and mixed ability grouping is happening in Reading. We have DMIC for Maths. We expect data to improve by the end of this year and next year.
- 1.3 **Attendance Report** – Ray will give a detailed attendance report next meeting.
- 1.4 **Property** – Ray informed the Board of the following:
 - Matrix Security – Matrix Security has started, and there have been no significant issues.
 - 5YA/10YPP - Heat pumps approved in our 5YA. They should be in in the holidays. The network for learning routers has been replaced and upgraded.
 - Junior Sandpit – Ray is still waiting for funding for the sandpit. Ray will chase it up.
- 1.5 **Health & Safety** – Ray informed the Board that Michelle Ginders and Muta Filoa are in charge of that now. They are doing a good job of sending lots of information out.
- 1.6 **School Roll** – The roll has hit 400 for the first time since Ray started and at this time of the year. We are trending not to lose a teacher,

which is excellent news. We put it down to the open borders so students are coming into or back into the country.

- 1.7 **Policies** - Reviews were completed at the last meeting.
- 1.8 **CRT Release** – At the beginning of next year. Teacher's release goes from 1 to 2.5 hours per week. We will need an extra two teachers to fill those release roles. We have one teacher who would like to fill this role and have recruited from South Africa for the other.
- 1.9 **Board Assurances** – All term two Board assurances have been completed.

The Board thanked Ray for his detailed report.

2] Governance Information & Legal Compliance

None

3] Finance & Asset Management

- 3.1 **Financial Reports** – Liz informed the Board that the finances are looking good, and the school has been reimbursed for the break-in from the school's insurers.

4] Strategic Decision

- 4.1 **ERO Documentation**– Ray informed the Board that Steve and himself have signed and sent the documents required to ERO. They were happy with these documents.
- 4.2 **Code of Conduct for Board of Trustees** -- The Board briefly discussed and found nothing surprising in the list. The Board feel they represent the school in good faith.

- 4.3 **SchoolDocs** – The Board briefly discussed and had no questions. School Docs have been the best decision the Board has made. It is helpful and makes updating and reviewing policies much more straightforward.
- 4.4 **Real Clean** - Ray informed the Board that there is an increase in the monthly cleaning contract. Ray negotiated the increase from 10% down to 7%.
- 4.5 **Healthy School Lunches** - Ray informed the Board that we should have an agreement with the lunch company regarding associated costs in place. Ray will need to work out the cost of electricity, hot water, and renting of the space. The Board has asked for past electricity bills to check the time or daily rates to see if there has been a change. Ray is going to check with other schools to see what they charge.
- 4.6 **Child's Time Lease** – Ray will follow up on the notice period needed when increasing the lease.

5] General Business

None

6] Motions

Minutes of the previous meetings

The meeting minutes held on the 29th of May 2023 were read and accepted as a true reflection of that meeting.

Proposed: Maua Collins-Kamuhemu **Seconded:** Liz Lombard

Result: All in Favour ~ motion carried.

Correspondence

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

Proposed: Steve Doran

Result: All in Favour ~ motion carried.

Financial Reports

A motion was proposed to accept and approve the financial accounts for May 2023 and the bills to be paid.

Proposed: Liz Lombard

Seconded: Maua Collins-Kamuhemu

Result: All in Favour ~ motion carried.

7] Agenda Items for Next Meeting

None

8] 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."

Board moved out of In-committee.

9] Closure

Steve thanked everyone for attending.

6.40 pm



Signed: Board Chairman

Stephen Doran *Max Gruptill*

7/8/23

Date

ACTION POINTS FROM THE MEETING OF

26th of June 2023

No.	ITEM	WHO	WHEN
1.	Ray is awaiting quotes from Property Advisor and will work on the application.	Ray	
2.	Ray to break down the data results at the next meeting.	Ray	
3.	Ray is to present a detailed attendance report at the next meeting.	Ray	
4.	Ray to chase up the grant applications for the sandpit.	Ray	
5.	Ray to look into the additional cost associated with the Healthy School Lunch Programme and check with other schools.	Ray	