

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



Date of Meeting: 16 March 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: Jayesh Boban – Mercury Energy and Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the meeting.

Apologies

None

Conflict of Interest

None

Action Points of Previous Meeting

1. The stocktake of the pool equipment will take place after the season.
2. The pool painters will come back after the swim season to remove the paint and do a few little repair jobs.
3. Kerry Bell's email address has been corrected and is now receiving emails.
4. Ray has included quotes from Cleaning Companies in the pack.

5. The Cotswald Lane padlock will be changed once community garden is up and running, Kerry to send information on a code padlock.
6. Ray / Fia still making changes to Uniform Policy.
7. The changes asked to the Draft ERO Report, the one we asked to be removed was and the other was reworded.
8. Ray will get quotes from different accounting firms.
9. Ray has made the adjustments to the draft.
10. The final draft budget will be approved at the meeting.
11. Ray made the change to the Strategic Plan.
12. Ray / Steve / Max visited a school with solar power.
13. Ray / Steve met with Child's Time to inform of lease increase.
14. Ray still get numbers from other COL schools if they would like us to book the accommodation for conference.
15. Ray accepted the quote from Wormald and will organise for the work to be done.

2] Strategic Aims from Principal's Report

2.1 Solar Panels

Jaynesh Boban from Mercury Energy explained the different systems available to the school. He went on to explained the differences between the number of panels and inverter distribution panels. No council approval is needed for the panels to be install and the panels come with a 25 year warranty however yearly maintenance is required. The hall is an ideal area for panels to be installed and it links with Enviro Schools. Mercury Energy will donate \$10,000 towards this project but we will need to be a customer of theirs.

The Board thanked Jaynesh for attending the meeting and he left the meeting at 6.20pm.

The Board had a robust discussion and agree this is something they would like to look into further. The Board agree that it will be beneficial for the school and a good teaching opportunity for the students. Ray will

get quotes for the different systems the school could have and present back to the Board. The Board would also like to look at grants and Ray will check if there is Ministry funding to help with the cost.

2.2 Ray briefly explained his report and the following was discussed:

- Absentees Reporting – Ray explained the new process to look into absentees and reward system. Anna Voyce and Danielle Wilson are ringing all parents of Y0-2 students when they are absent and Y3-8 the parents are contact via Seesaw. Ray has set up an awards system to encourage better attendance.
- Health & Safety – The staff has had an emergency meeting in regards to the Covid19 virus. All classes have been given liquid soap, cleaning products and hand towels. Students are being taught how to clean their hands and teachers are cleaning door handle and desk a regular intervals.
- Cleaning Company / Security Company – Ray has met with both of the schools current providers and there has been improvement. The Board discussed and would like Ray to go back to Red Coats and clarify on what the cleaning product are and what the cost would be and also go back to Real Clean to see if there is any movement on the quote. They have also asked Ray to check if there is a notice period required.
- Property - Ray explained to the Board there are areas of the school that needs maintenance that cannot wait till the next 5YA. He would like the Board to think about using some of the surplus on this.

3] Governance Information & Legal Compliance

3.1 Policies

Child Protection

The Board discussed and the following changes are required:

- New name for Child Youth and Family.
- Change the police headquarters to Mt Wellington.

- Add – images remain the property of school.

Attendance

The Board discussed and the following changes are required:

- Add in notification section – or earlier if possible.
- Reword the following paragraph – The attendance register will – if a child records 20 or more.....

4) Finance & Asset Management

4.1 Reports

Liz briefly explained the financial reports to the Board. The school is still in under use in staff banking and will receive a refund in July.

4.2 Surplus

There is a good surplus and Liz suggested that the Board think about spending this during the next two terms on project, repairs, refurbishment and fixed assets that will be beneficial to the school and students.

Liz estimates that the Board could safely spend approximately \$100,000.00. Max explained to the Board, the thinking behind previous Boards, in regards to saving to be able to fund larger projects.

The school and Board to make a wish list which will be presented at the next meeting. The Ministry guidelines on surplus is to have about \$100,000.00 in reserve.

Ray will follow up with the Ministry to see if there has been any progress on their recent visit and additional funding to refurbish Room 13. Due to it being classed as a storeroom, it has now been reclassified as a classroom. Ray will also look into the cost to upgrade this classroom.

4.3 Draft Budget

Liz explained that the changes to the budget were made and is happy with the final draft budget that Ray has presented. The Board briefly discussed and the following motion was proposed:

To accept the 2020 Final Budget of 2020.

Proposed: Liz Lombard **Seconded:** Leon Mallard

Result: All in Favour ~ motion carried.

4.4 Credit Card

Steve explained that a motion is required to organise a credit card for Anna Voyce, new Deputy Principal with a credit limit of \$3000.00. The Board briefly discussed and the following motion:

To apply for a school credit card for Anna Voyce with a credit limit of \$3000.00

Proposed: Liz Lombard **Seconded:** Leon Mallard

Result: All in Favour ~ motion carried.

4.5 Camp Surplus

Ray raised the question of the surplus, approximately \$2,800.00, left over from the last camp in 2018 and whether this could be transferred back to the camp this year. The Board discussed, they will not transfer this back but will fund any overspend within this amount. Michelle will look into putting the camp income and expenses into one bank account.

5] Strategic Decisions

5.1 Covid19

Ray explained to the Board what the school is currently in the process of supporting students if the school is closed. He tabled a plan that the school is currently using and the Board was happy with this.

The Board has asked the school to send home with all students their contact sheets to be checked that the school has their correct contact details, Anna has been contacting all parents to get them connected to Seesaw. Team Leaders are working with their syndicates to arrange digital plan, paper packs and computer programmes that can be used.

The Board briefly discussed and are pleased with what the school has been doing.

5.2 Appraiser for New Deputy Principal

Ray briefly explained that Anna Voyce needs an appraiser and would like to continue with Grant Barnes, who is currently his and Fia Salesa's appraiser. The Board discussed and the following motion was proposed:

To appoint Grant Barnes as Anna Voyce, Deputy Principal appraiser.

Proposed: Stephen Doran

Result: All in Favour ~ motion carried.

5.3 School Docs

Ray informed the Board that there is no update as yet but hopes this will be completed by the end of the holidays.

5.4 Drainage

Ray explained to the Board ongoing blockage issues, the school will need to investigate further. The Board discussed and are happy for to have a CCTV investigation done and will then discussed the outcome at the next meeting.

5.5 Report - Analysis Of Variance

The Board discussed the final report and the following motion was proposed:

To approve the 2020 Analysis of Variance Report.

Proposed: Leon Mallard **Seconded:** Max Guptill

Result: All in Favour ~ motion carried.

Ray to send a digital copy of this to the Board.

5.6 3 O'clock Dash – Contract

The Board discussed the contract and are happy with the contract. The Board would like Ray to have another discussion with them in regards to the usage of the air conditioning unit but understand this will probably be an ongoing issue. They would also like the OSCAR guidelines to be attached to the contract.

5.7 Electrical Compliance Testing

The yearly compliance testing on all electrical equipment has been completed and all noncompliant appliances will be repaired and the failed appliances have been disposed of.

6] P.T.A

None

7] General Business

None

8] Motions

Minutes of the previous meetings

The minutes of the meeting held on 17 February 20120 were read and accepted as a true reflection of that meeting.

Proposed: Kerry Bell

Seconded: Liz Lombard

Result: All in Favour ~ motion carried.

Correspondence

Motion proposed to accept all incoming and outgoing correspondence.

Proposed: Liz Lombard

Seconded: Leon Mallard

Result: All in Favour ~ motion carried.

Financial Reports

Motion proposed to accept the financial accounts and the accounts be paid for January - February 2020.

Proposed: Liz Lombard

Seconded: Michelle Love

Result: All in Favour ~ motion carried.

9] Agenda Items for Next Meeting

None

10] In Committee – Personnel

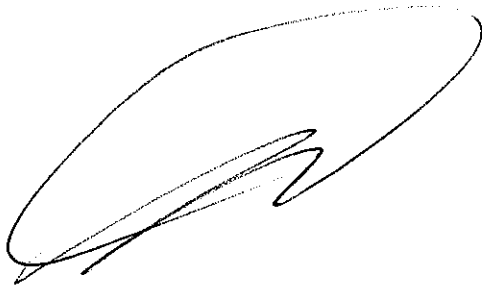
Stephen moved that:

The meeting moved into committee and that pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public be 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 committee.

11] Closure

8.30 pm



Signed: Board Chairman
Stephen Doran

19/5/2020

Date

ACTION POINTS FROM THE MEETING OF

Monday 16 March 2020

No.	ITEM	WHO	WHEN
1.	Changing the Cotswald Lane gate, Kerry to send through the details for a combination lock.	Ray/Kerry	
2.	Ray to complete the Uniform Policy.	Ray	
3.	Ray to get quotes from accounting firms.	Ray	
4.	Ray to get numbers from the CoL leaders, for accommodation requirements for NZSTA Conference.	Ray	
5.	Ray to follow up when Wormald will be upgrading the fire panel.	Ray	
6.	Ray to urgently organise for a form, for each student, to be sent home with contact details to be checked, corrected and updated in eTap.	Ray/Michelle/ Muta	
7.	Ray to go back to Real Clean & Red Coats to negotiate more	Muta	
8.	Ray to make the changes required by the Board to the policies.	Ray	
9.	Room 13 - Ray to speak with the Property Advisor from the MOE about possible extra funding and/or get costings for upgrading this class.	Ray	
10	Ray to organise for the CTTV of the drains outside Room 8/9 to be done.	Ray	
11.	Ray to look further into the options and costs for installing solar panels.	Ray	
12.	Ray to follow up with 3 O'clock Dash on the correct use of the air conditioners.	Ray	