

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



Date of Meeting: 12 April 2021 Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson) (Arrived 6.03 pm), Kerry Bell, Leon Mallard, Natalia Solomon, Liz Lombard, Michelle Love (Staff Trustee), and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to meeting.

Apologies

None

Conflict of Interest

None

Action Points of Previous Meeting – 15.03.21

1. Fia still getting the costings for a sports uniform.
2. Ray still to send the professional video to the Board.
3. Ray has made the changes to the Annual Plan.
4. Kerry to arrange a meeting for Ray with the Principal of Kelston Boys.
5. Ray has included the links to the policies & procedures, tabled at the meeting.
6. Ray has made the following changes to the policies.
7. Ray has contacted Vector in regards to the power issue.

8. Michelle has made the changes to the BOT Minutes as requested by Max.
9. Michelle has removed the word ZOOM from the IC Minutes.

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** – Ray explained to the Board that the roll has stabilised at the moment. Room 1 students will be moving to a new class with the new teacher at the beginning of term two.
- 2.2 **Teacher Only Days** – Ray informed the Board that due to Covid19 last year the school did not have any Teacher Only Days so they will be having a few more this year. On these days the staff will be having professional development session, the first being with Jade Speaks Up, in which Michelle Love briefly explained to the Board what this was.
- 2.3 **Go Fund Grant Application** – Ray informed the Board that the funding application is being processed at the moment and will keep the Board informed.
- 2.4 **Property** – Ray informed the Board of the following:
 - Room 15 – Heat pumps have been installed.
 - Shade Structure – The poles are currently being galvanised and powder coated and they should be installed over the holidays.
 - Room 13 – Heat pump still be installed.
 - Room 7 – Pailings still to be completed.
- 2.5 **School Lunches** – Ray informed the Board that he has been a meeting with the Ministry and Spotless Catering in regards to the issues the school has had. Ray explained that processes are being refined and KPI's set up. Any issues that arise are to be sent to Spotless as they occur. Spotless is to organise the training of their onsite employees and provide wet weather gear for them. The school lunch scheme has

been extended for the next three years. Our current contract with Spotless Catering is for one year but the Ministry can terminate if not satisfied.

2.6 **Staffing** – Ray informed the Board that he has employed Sharon Riley to take over in Room 17, while Jesica Restauro continues on maternity leave. Fiona Gooch is moving to Room 6 to cover Sumiyyah Mussa while she is on maternity leave.

2.7 **PTA** – Ray informed the Board that the school has decided to dismantle the PTA and instead establish a "Friends of the School" group that the school would call upon to help with fundraisers when needed. The school will do their own fundraising in the future. The Board briefly discussed and like this decision.

The PTA currently has about \$4,000.00 in the bank account and the school will transfer this to the school as a donation.

2.8 **Uniform Policy** – The Board discussed the uniform policy and the following changes and inclusion are required:

- Shoes – change wording - solid dark colours (black or navy blue), remove or mainly white.
- Socks – change wording - plain navy blue or black socks, remove white socks.
- Hats – add – without logos beside navy blue bucket hat.
- Jewellery – change wording – Jewellery that can be worn - one plain stud per ear, watch, religious/cultural taonga (add) medical alerts
- Hair Accessories – add – Hair accessories must be navy blue, black or teal
- Nail Polish – change the wording – Nail polish and tattoos not permitted.
- Hair Colouring – add – Students are allowed to dye their hair natural colours

The Board discussed the wearing of religious and cultural taonga as part of the school uniform and the following motion was proposed:

Religious / Cultural Taonga can be worn as part of the school uniform.

Proposed: Ray Kelly **Seconded:** Liz Lombard

Result: All in Favour ~ motion carried.

- 2.9 **Noho e Kura** – Steve thanked and congratulated the staff for the great weekend that was enjoyed by students and the community.
- 2.10 **Enrolment Zone** – Ray informed the Board that the school will follow the Ministry Enrolment Scheme ballot dates this year but will not have a ballot for Year 7/8 students.
- 2.11 **Attendance** – Ray informed the Board that Anna Voyce is ringing every day any students who are away that day. She is also arranging to collect and drop students off when required. Both Fia and Anna are working with families whose children are not attending to get them back to school. The Board briefly discussed.
- 2.12 **Security** – Steve has asked that the school follow up with the security company in regards to the call he received on Saturday even though they were informed of the events happening at the school.

The Board thanked Ray for his detailed report.

3] Governance Information & Legal Compliance

- 3.1 **NZSTA AGM Remits** – The board discussed and all agreed that Max Guptill, the appointed delegate is “free to vote as he sees fit”.
- 3.2 **NZSTA Conference** - Ray informed the Board that his wife will be attending the conference with him and he will pay for any additional costs that may occur.

4] Finance & Asset Management

4.1 **Finance Reports** – Liz briefly explained the finance reports. The school still has a good surplus, there is still the Ministry funding and grant money received that has not been spent yet. The school has also received ACC funding. The school has also put \$200,000.00 into a term deposit.

5] Strategic Decisions

5.1 **ESOL Funding** – Ray informed the Board that the school has received \$36,000.00 in funding which exceeds the amount that was in the budget.

5.2 **Teacher Aides** – Ray briefly explained to the Board that he can employ teacher aides in a fixed-term position only if it is for a specific reason or project. He has currently employed two new teacher aides and to inform him if they know of people in the community wanting a short term position. It currently costs approximately \$2500 a term for 10 hours a week which is funded by the school. He is looking at raising funds to employ more teacher aides in the future.

5.3 **Ellerslie Rotary Grant** – Ray informed the Board that the school has received a \$3,000.00 grant from Ellerslie Rotary and has used this to employ a fixed-term teacher aide. The Ellerslie Rotary has also invited the school to attend their Quiz Night on the 22nd of May.

5.4 **Emergency Funding** – Ray informed the Board the school has received \$6,500.00 in emergency funding from the Ministry and again has used this to fund a fixed-term teacher aide.

6] General Business

6.1 **Bi-lingual Class** – Ray informed the Board that he spoke with the community at the recent Noho e Kura weekend and the feedback he received was very positive. Ray will now contact the Ministry Advisor on what the school needs/requirements are and what funding is available. He will also visit other schools and get their feedback. He will also arrange for a community hui and focus group to be set up.

At this stage, the class will be for Y0-3 for 20-28 students and introducing more years and classes in future years. The Board discussed and look forward to hearing what developments and progress there is over the next few months.

6.2 **School Pool** – Ray informed the Board that Fisher Painting will be visiting the school on Friday and the pool will be emptied on Thursday. The repairs should be completed in the holidays.

7] Motions

Minutes of the previous meetings

The minutes of the meeting held on 15 March 2021 were read and accepted as a true reflection of that meeting.

Proposed: Kerry Bell **Seconded:** Michelle Love

Result: All in Favour ~ motion carried.

Correspondence

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

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

Result: All in Favour ~ motion carried

Financial Reports

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

Proposed: Liz Lombard

Seconded: Max Guptill

Result: All in Favour ~ motion carried.

8] Agenda Items for Next Meeting

None

9] 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 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

7.50 pm



Signed: Board Chairman
Stephen Doran

Date 14/5/21

ACTION POINTS FROM THE MEETING OF

Monday 12 April 2021

No.	ITEM	WHO	WHEN
1.	Fia to get costings for a sports uniform	Fia	
2.	Kerry to arrange a meeting for Ray with the Principal of Kelston Boys (who is happy to meet) after the school holidays.	Kerry	
3.	Michelle to transfer the PTA funds held in the school bank account to the school and get Anna to write a donation letter to the school.	Michelle/Anna	
4.	<p>Ray to make the following changes to the Uniform Policy:</p> <ul style="list-style-type: none"> • Shoes – change wording - solid dark colours (black or navy blue), remove or mainly white. • Socks – change wording - plain navy blue or black socks, remove white socks. • Hats – add – without logos beside navy blue bucket hat. • Jewellery – change wording – Jewellery that can be worn - one plain stud per ear, watch, religious/cultural taonga (add) medical alerts • Hair Accessories – add – Hair accessories must be navy blue, black or teal • Nail Polish – change the wording – Nail polish and tattoos not permitted. • Hair Colouring – add – Students are allowed to dye their hair natural colours 	Ray	
5.	Michelle to look into the security call Steve received on Saturday.	Michelle	
6.	Ray to discuss a payment plan with 3 O'clock Dash for the overdue amount and explain that	Ray	

	they are required to pay the current account on time.		
7.	Michelle to issue Kerry Bell with a new gate key.	Michelle	
8.	Ray to speak with Paster Avele in regards to the cars parking in the construction area.	Ray	