



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

Date of Meeting: 18 March 2024

Time: 6:00 pm

1] Administration

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

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

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

Apologies

Leon Mallard

Conflict of Interest

None

Action Points of Previous Meeting – 19.02.24

1. Policies will be approved later in the meeting.
2. Ray & Liz has met to go over the Budget and the 2024 Budget (Final) was tabled at the meeting.

3. Ray is still looking into establishing a relationship with the Panmure Yacht Club.
4. Ray has completed the wording for the Cellphone Policy and will pass on to SchoolDocs to amend.
5. The Principal's Professional Growth Cycle 2024 report was tabled at the meeting.
6. Ray is still looking at shade options for the Rimu Area and looking into funding options.
7. Ray will look into purchasing a water trough for the Rata team.

## 2] Strategic Aims

### 2.2 **Principal's Report** – The following were discussed in more detail:

- **Attendance** – Ray informed the Board that attendance is going well. The school has introduced a weekly attendance completion within the Whanāu Team, to help encourage attendance. There are also PB4L points on offer as well.
- **School Rolls** – There are currently 359 students enrolled, this is 16 students down from this time last year. The school is mainly enrolling new entrant student at this stage.
- **Staffing** –
  - Anna Voyce has resigned and the Board wish her well in her new Principal's role. Plans are well underway for her leaving assembly.
  - The school may need to employ another New Entrant Teacher sooner than expected.
  - Ray informed the Board that at this stage the school will be budgeting for 1 less teacher next year.
  - Lionel Flashman has been employed as a Teacher Aide, currently one day but is on call as back up for two days a week.
- **Standdowns / Restraints**
  - Standdowns – 8 (Term)

- Restraints – 7, the number looks high but the school is reporting everything
- **Property** – Ray is awaiting another quote for line marking around the school.
- **Ngā Hau e Wha** – The school has received a cultural grant for this class and this will be split between two staff members. The school will increase the amount of Māori being spoken in class. The school will use PAT testing on students (Year 4 upwards) as an assessment tool. Ray will report back to the school.
- **Uniforms** – The management of school uniforms has now moved to teachers to monitor daily. The focus has now moved to shoes. The school has currently 90% of students wearing the correct uniform.
- **CRT and Literacy Support Team** – Are focusing on targeted, measurable intervention which will be accessed every 5 weeks. Ray will share the report with the Board.
- **Data Tracking** – Ray informed the Board that Malcolm Stenersen will be looking at out tracking data for free, he has signed a Confidentially Agreement.
- **The Briefing Report** – Ray briefly explained the report and the Board discussed briefly. The feedback from the students was interesting and the writing data results are looking good. The data comparison is looking better than in previous years and Ray is hopeful for this years data results.
- **Tabled reports at the Meeting**
  - Kāhui Ako Minutes
  - Sports Report – T Ball
  - 2024 Budget (Final)

The Board thanked Ray for his detailed report.

### 3] Governance Information & Legal Compliance

3.1 **Policies** – Ray informed the Board that there was no community feedback from the community. The following motion was proposed:

Motion to accept and approve the following policies:

- Board Responsibilities
- Community Conduct Expectations
- Communicating with Parents
- Documentation & Self Review
- Parent Involvement
- Reporting to Whanau on Student Progress & Achievement
- School Planning & Reporting
- Te Tiriti o Waitangi

**Proposed:** Michelle Love

**Seconded:** Liz Lombard

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

### 3.3 **Board Assurances**

- Assured – no new from the last meeting
- In Process
  - School Planning and Reporting
  - Health Education (Annually)

### 4] Finance & Asset Management

4.1 **Financial Reports**—Liz informed the Board that there has been a lot of payment, nothing unusual for this time of the year.

4.2 **2024 Budget (Final)** - Liz briefly explained the changes that were made from the last draft budget. The final budget shows a small surplus. The Board briefly discussed and the following motion was proposed:

The meeting minutes held on the 11<sup>th</sup> of December, 2023, were read and accepted as a true reflection of that meeting.

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

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

The Board thanked both Ray Kelly and Liz Lombard for their hard work.

## 5] Strategic Decision

5.1 **Principal's 2024 Professional Growth Cycle Report** - Ray briefly explained his report and explained what happens after each cycle.

5.2 **Deputy Principal** – Ray explained to the Board that at this stage the school will not be appointing a new deputy principal, however they will give professional leadership opportunities to the current staff. The Board briefly discussed and are happy with this decision but are mindful of the extra workload and the impact on the wellbeing of both Ray Kelly and Fia Salesa. They would monitor the situation and would like both to speak up if they have any concerns.

5.3 **NZSTA Remits** – The Board has no remits to submit to NZSTA.

5.4 **NZSTA Conference** - The Board is looking at sending 1-2 trustees to the conference (6<sup>th</sup> - 9<sup>th</sup> June) this year. Michelle Ginders to look for registration details and brochure.

5.5 **St Bernadette's Parish** – Has raised concerns in regards to the schools use of their property. Students are playing and walking on their gardens

after school. Also the driveway has experience increase wear and tear due to our parents using their carpark. They have asked for financial assistance to remedy the driveway potholes, that the students do not play in their property and that hall hirers not use their carpark. Ray and Fia have done a walk around and taken photos. The Board discussed and agree that they wish to continue a good relationship with them. The following was decided:

- Quotes are required, then the Board will make a decision on any financial assistance.
- If the school was to give financial assistance, we would like assurances/agreement of continued use of their carpark.
- Send photos to Natalia Solomon.
- The school will monitor this area afterschool, so students are not playing and damaging the gardens.
- The school will add to the hall hire agreement, the the church carpark is not to be used.

**5.6 Document Disposal** – The Board briefly discussed the request and the following motion was proposed:

The Board give permission for the following records to be disposed of by secure shredding, these will be in accordance with the Ministry of Education, School Records – Retention and Disposal Schedule:

- Financial Documents
- Main Filing System Documents
- Personnel Files
- Student Records

**Proposed:** Liz Lombard

**Seconded:** Maua Collins-Kamuhemu

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

5.7 **Education Review Office** – The unconfirmed reports have been signed by Steve Doran and returned to ERO as requested. A school has received a confirmation that they have received these.

6] **General Business**

The Rotary was very complimentary of the school, students and grounds at the recent presentation event. The Board was very pleased to hear this.

7] **Motions**

**Minutes of the previous meetings**

The meeting minutes held on the 19<sup>th</sup> of February, 2024, were read and accepted as a true reflection of that meeting.

**Proposed:** Maua Collins-Kamuhemu      **Seconded:** Michelle Love

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

**Abstained** – Natalia Solomon

**Correspondence**

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

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

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

**Financial Reports**

A motion was proposed to accept and approve the financial accounts for January-February 2024 and the bills to 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

Steve moved that:

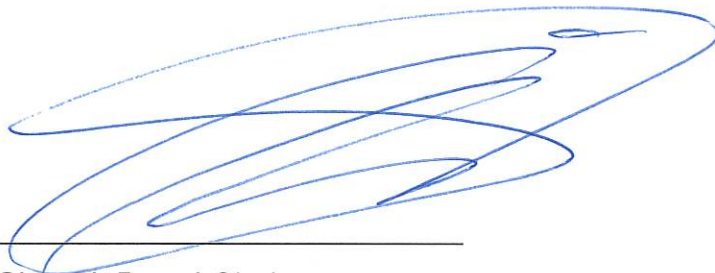
The meeting moved into committee, and the pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public is excluded from the remainder of the meeting to give confidentiality to and to protect the privacy of individuals concerned as follows: "that the matters being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

The Board moved out of In-committee.

10] Closure

Steve thanked everyone for attending.

7:45 pm



Signed: Board Chairman  
Stephen (Steve) Doran

Date

6/5/24



## ACTION POINTS FROM THE MEETING OF

18th of March 2024

No.	ITEM	WHO	WHEN
1.	Ray will look into establishing a relationship with the Panmure Basin Yachting Club.	Ray	
2.	Ray will amend the policy statement in the Cell Phone Policy to reflect the school.	Ray	
3.	Ray will look into shade options for Rimu Area and possible grants.	Ray	
4.	Ray to purchase a new water trough.	Ray	
5.	Michelle to check the NZSTA Conference for brochure.	Michelle	
6.	Ray to get quotes from the Church on driveway repairs and to send photo to Natalia.	Ray	