

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



Date of Meeting: 18 March 2019

Time: 6.00 pm

1] Administration

Present: Max Guptill (in the chair), Steve Doran, Maua Kamuhemu, Kerry Bell, Michelle Smith (Staff Trustee) and Jody Hayes (Principal)

Danielle Wilson (MaCol Within School Coach)

Michelle Ginders (Minute Recorder)

Welcome

Max Guptill warmly welcomed everyone to the meeting, especially Danielle Wilson and thanked her for attending the meeting.

Max also acknowledged the tragic and shocking events on Friday in Christchurch and briefly explained events in other countries.

Jody explained to the Board that a letter has been sent home to families regarding the schools' current lockdown procedures and the policies the school has in place for notifying parents and caregivers.

Jody also welcomed and thanked Michelle Smith & Danielle Wilson for presenting the MaCoL data results.

Apologies

Fia Salesa

## Conflict of Interest

None

## Action Points of Previous Meeting

1. Jody included the additional Elite Athlete budget amount into the budget.
2. Michelle has looked into the requirements of the BOT Returning Officer and has registered as the Returning Officer.
3. Michelle has sent the valuation to insurance company.
4. Michelle explained to the Board that she will wait until a new principal has been appointed before changing the Credit Cards, but will cancel Jody Hayes's school credit card.

## 2] Curriculum Reporting

### Kāhui Ako – End of Year Data

Michelle Smith and Danielle Wilson jointly presented and briefly explained the report to the Board. They also explained to the Board how the professional development is helping them in their role and how they are passing this on to the teachers. They are currently running an opt-in spiral of inquiry sessions for teachers, one on one sessions for teachers and will run full professional development staff meetings.

The Board discussed and thanked them both for coming along to the meeting. Danielle Wilson left the meeting at 6.10pm.

## 3] Strategic Aims

### Prayer Space for Muslim Students

Jody explained to the Board that as part of her thinking around inclusiveness in our school she is planning a prayer space for our Muslim students. She has been in communication with other schools that offer this and with a teacher on

our staff, as what is needed to do this respectfully. The Board discussed and have given permission for the room of the annex to be used if the teacher is still willing to do this, due to the recent events. The Board would also like to know what is needed for this room and the number of students that will be involved. Jody will speak with the teacher and purchase any needed resources.

### Principal's Report

In the Principal's Report, links are included in the report if the Board would like further details, but a digital copy of the report is required. If you would like this please let Jody know.

### Maths Professional Development

Jody explained the Leadership Team and Maths Curriculum Team will all attending a Jo Boaler professional learning day in Hamilton.

### PB4L Report

Jody explained to the Board that Fia Salesa was unable to attend the meeting to present her report.

### Principal Health & Well Being Survey

Jody briefly explained this report to the Board and what the process was for this survey. Jody feels the Wellbeing at School survey would be helpful for the school. She explained that Fia Salesa is to lead this and already has the login etc that is needed. The Wellbeing at School survey also links with our PB4L review and refresh.

### Lockdown Procedures

As a result of the recent Christchurch schools' lockdown, a big issue that has come out of it was the lack food for students and access to a bathroom. Jody would like to purchase the following, however this is not in the budget:

- a bucket with lid along with plastic bags gloves and toilet roll, for each class.
- a can opener for each class.
- Plastic spoons (50 per class)

To ask parents to send a can of food to school with their child's name on it, that they would be willing to eat cold. This will be returned to them at the end of the year and the school .

To distribute the emergency water supply to each class.

The Board discussed and are happy for these non-budgeted items to be purchased.

#### Complaints Procedure

The Board discussed and would like the procedure to be displayed in all classrooms and on the website.

#### 4] Governance Information & Legal Compliance

##### 2019 BOT Elections

Michelle Ginders explained to the Board the necessary requirements have been done for the up coming elections.

#### 5] Finance & Asset Management

##### Fitness Trail

Steve is awaiting a reply from the company for the order is has placed for two new stations.

## Entrance Sign

The Board discussed and the following motion was proposed:

To accept the quote from Speedy Signs for new entrance sign for \$1956.38 with graffiti film to be applied for \$1503.55.

**Proposed:** Jody Hayes                      **Seconded:** Kerry Bell

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

## School Accounts

Steve Doran has been through the accounts, he would like another member of the Board to sign off on the Torpedo purchases and the Board Meetings payment. The accounts are looking good at this stage.

## Credit Cards

Refer to Appendix 1 at the end of these minutes.

## Annual Audited Accounts

The draft annual accounts are due and these will need to be approved by email, can all Board members please reply all when approving these account.

## 6] Strategic Decisions

### NZEI Strike

The Board discussed and if a strike goes ahead the school will close for instruction.

### NZEI Union Meetings

Jody informed the Board that the union meetings have been postponed.

7] P.T.A

The PTA will hold a Disco on the 22<sup>nd</sup> of March.

8] General Business

Panmure Worship Church

Jody informed the Board the members of the church stayed overnight on Saturday, as Father Avele rang to say he had found two boys in the ground acting suspiciously. He gained permission from myself and we contacted the security company. A meeting of the parent of one of the boys had been arranged for tomorrow.

Our Schooling Futures: Stronger Together Report

Max has a copy if anyone would like to read this report and encouraged the Board members to attend a public meeting if they able to.

Principal's Resignation

The Board all personally thanked Jody Hayes for her service, dedication, loyalty, honesty and hard work she has given the school. They fully understand her reasons for leaving and are sad that she is leaving.

Jody thanked the Board for their kind words, explained that it was a hard decision for her to make and is working to leave things, with enough information for the next Principal. She has been proud to work with the teachers at this school. She informed the Board that she will be a new entrant teacher at Grey Lynn School from the beginning of term two.

9] **Motions**

**Minutes of the previous meetings**

The minutes of the meeting held on 10 December 2018 were read and accepted as a true reflection of that meeting.

**Proposed:** Kerry Bell

**Seconded:** Steve Doran

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

**Correspondence**

Motion proposed to accept all incoming and outgoing correspondence.

**Proposed:** Maua Kamuhemu

**Seconded:** Michelle Smith

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

**Financial Reports**

Motion proposed to accept the financial accounts and the accounts be paid for January - February 2019.

**Proposed:** Steve Doran

**Seconded:** Michelle Smith

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

10] **Agenda Items for Next Meeting**

None

11] **In Committee – Personnel**

Max 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.

12] Closure

7.15 pm

  
Signed: Board Chairman  
Max Guptill

Date 1/06/19

ACTION POINTS

1. Jody to look into Muslim pray space.
2. Principal Report if you would like this electronically from now please let Michelle know.
3. Jody to purchase emergency supplies for classroom.
4. Jody to arrange for the entrance sign to be purchased.
5. Michelle to arrange for Max to sign of on the Torpedo purchases.
6. Michelle to arrange for the school credit card limit to increase and cancel Jody's school card.



Appendix 1

Credit Card

With the resignation of the principal and the cancellation of their credit card, the Board discussed the remaining credit card holders and their limits. Michelle Ginders informed the Board she has decided to hold off applying for the new credit cards, to remove Jim Stafford-Bush's name from the statement, until after the new Principal has been appointed. The following motion was proposed:

Motion proposed to increase the credit limit on Michelle Ginders school credit card to \$3000.00 and cancel Jody Hayes school credit card, until a new Principal has been appointed.

**Proposed:** Steve Doran      **Seconded:** Kerry Bell

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

  
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Signed: Board Chairman  
Max Guptill

Date 10/3/19

