

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



Date of Meeting: 10 December 2018

Time: 5.30 pm

1) Administration

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

Michelle Ginders (Minute Recorder)

Welcome

Max Guptill warmly welcomed everyone to the meeting and thanked everyone for all their hard work this year.

Jody welcomed everyone to the meeting.

Apologies

None

Conflict of Interest

None

Action Points of Previous Meeting

1. Jody has arrange to purchase the items selected from wish list.
2. Jody will arrange for Talo to paint the pool, after next year swim season has finished.
3. Jody has spoken to the MOE in regards to the supervision of students and their response is included in her report.

4. Michelle will have all data reports separate from weekly correspondence in the future.

1] **Strategic Arms**

2019 Charter & Strategic Plan

Jody Hayes explained her draft report to the Board and the change of style. This report still requires additional information and the final draft will be presented to the Board at the next meeting. The Board discussed and are happy with the progress of the reports. They like the new style and found it easy to read

2] **Key Point Indicators**

None

3] **Curriculum Discussions**

Term 1/2019 Calendar of Events

Jody informed the Board the school will be hosting a Family Night in Term 1 2019. This event is designed to be an informal meet the teachers evening. Jody is hoping that a local sporting clubs would run an event during the evening. There will be a short talk by each team leader and Jody would like Board to attend if able.

The PTA will host a disco in term one, the date to be confirmed.

The Elite Athlete Programme will be moved till a later date.

4] **Governance Information & Legal Compliance**

None

5] Finance & Property

Finances

Steve Doran informed the Board the this year the finances have been well controlled, budget wise. He has suggested Jody look at the over/under spends for the budget next year.

Hall Damaged

Jody updated the Board on the damaged to the hall foyer, from the bus hitting it, and the progress so far. The bus company has been notified and we are awaiting their response. The damaged will not be repaired till next year as we await insurance accessors and response. The Board discussed and would like the schools insurance company notified and to check with Steve Waters if the entrance is safe to use.

PTA Donation

Michelle to journal the donation from the PTA to the school to go towards the shade sail.

6] Staff Management

None

7] Asset Management

The following assets have been purchased from the wish list:

- Classroom furniture and whiteboards
- Shade Sail

However the concrete path requires permission from the Ministry before this can go ahead. Board discussed and would like Jody to proceed with obtaining permission and one approval has been given to arrange for this to be done.

School Owned Property Valuation

The Board discussed the quote from Auckland Valuations and would like Michelle to accept the quote and arrange for the valuations to be done.

8] Health & Safety

Supervision of Students – Before School

Jody has not got any further with this, as the Ministry suggest that the Board Chair to contact NZSTA for their advice. The Board discussed what other schools are doing and realise that cost is a factor for paid before school care.

9] Strategic Decisions

None

10] P.T.A

None

11] General Business

None

12] Motions

Minutes of the previous meetings

The minutes of the meeting held on 19 November 2018 were read and accepted as a true reflection of that meeting.

Proposed: Maua Kamuhemu **Seconded:** Kerry Bell

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 November 2018.

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

Result: All in Favour ~ motion carried.

13] Agenda Items for Next Meeting

None

14] 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.

15] Closure

Max thanked everyone for the year, especially with a member down, for all their hard work throughout the year. Next year is the elections and would like the Board to think about who is going to stand again.

6.45 pm



Signed: Board Chairman

Max Guptill

Date 4/2/18

ACTION POINTS

1. Jody to contact Steve Waters on hall foyer damage.
2. Michelle to contact insurance company on hall damage.
3. Michelle to journal the donation from the PTA.
4. Jody to proceed with gaining permission from MOE for the concrete path.
5. Michelle to arrange for Auckland Valuation to value the school owned assets.
6. Max to contact NZSTA in regards to before school care.