



Bailey Road Primary and Intermediate School

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date of Meeting: 7 December 2020

Time: 5.30 pm

1] Administration

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

In Attendance: Fia Salesa and Anna Voyce (Deputy Principals), Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the last meeting for this year, which has been a very strange year.

Apologies

Leon Mallard

Conflict of Interest

None

Action Points of Previous Meeting – 16.11.20

1. Libby and Maria are still working on getting quotes for the Art and Te Ao Maori budget requests.
2. Fia still working on the costings for sports uniforms.
3. Michelle has contacted the cleaners to check that their alarm areas are set correctly before leaving.

4. The Board to confirm 2021 meeting dates, during the meeting.
5. Ray to inform the Board that no students required financial assistance to attend camp.
6. Ray and Liz have met, to discuss the budget and to get ASK Accounting to look over it.
7. Ray sent the grant application to the Mt Wellington Foundation
8. Max Guptill attended the NZSTA Auckland Mini-Conference and informed the Board that he found it very interesting and good. He briefly explained what the different speakers spoke about.

2] Curriculum Reports

None

3] Strategic Aims from Principal's Report

Ray briefly explained his report to the Board and the following was discussed in more detail:

- 3.1 **Swimming Pool** – Ray explained to the Board at this stage there is no fixed date for the repairs to be done but he will contact them again before the holidays.
- 3.2 **Staffing** – Ray informed the Board the both Michelle Love and Sumiyyah Mussa have resigned from the MaCoL Within School Coaches and he will be interviewing on Tuesday to appoint new coaches.
- 3.3 **Property** – Ray informed the Board that the following areas are currently progressing and will continue throughout the holidays:
 - Room 7
 - Room 15
 - Room 13

3.4 **Camp** – Ray informed the Board the camp went well with a few disciplinary issues that are being sorted. Unfortunately, on the last night, a student broke his collar bone and was taken to Ascot Hospital. He does not require an operation at this stage but will need to wear a sling.

3.5 **Solar Panels** – Ray explained to the Board that Mercury no longer has a solar department. Although we could go ahead they are not offering the same support. The Board briefly discussed and has asked Ray to get a refund. He will also see what Genesis Energy may offer next year. The following motion was proposed:

To get a refund from Mercury Energy for the cancelled Solar Panel project.

Proposed: Natalia Solomon **Seconded:** Michelle Love

Result: All in Favour ~ motion carried.

3.6 **Funding a Teacher** – Ray would like the Board to consider funding another junior teacher with this refund from the solar panels and explained how this would benefit the school. The Board briefly discussed and the following motion was proposed:

To fund a Junior Teacher in 2021 using the refund from the Solar Panel project that has been cancelled.

Proposed: Kerry Bell **Seconded:** Max Guptill

Result: All in Favour ~ motion carried.

3.7 **School Lunches** – Ray informed the Board that Spotless has secured the contract to provide the school lunches, which will start on the first day. Ray will be meeting with them on Friday and will inform the parents throughout the holidays when they get further information. The school will also be checking food allergies, religious and dietary needs with the parents.

- 3.8 **Fundraising Opportunities** – Ray informed the Board that he would like to employ Go Fund Me to help with getting grants for the school and how he thinks it would benefit the school. He explained that there is a setup cost of \$650.00 and \$650.00 per application, whether you receive a grant or not. He would like to apply for two grants and see how things go. The Board discussed and are happy for Ray to proceed.
- 3.9 **2021 Meeting Dates** – The Board briefly discussed and Kerry needs to check a couple of dates and will get back to Ray on Tuesday.
- 3.10 **2021 Te Maori Programme** – Ray informed the Board that programme will run differently in 2021, with Whaea Maria working alongside the class teacher. He would also like to start a bi-lingual class in 2022 for Year 0-3 and then continue with the other years yearly. He has a teacher in mind but will inform the Board at a later date.

This teacher will have full professional development and training to introduce this programme effectively. There will be consultation with the community. Anna explained to the Board why this would be a good opportunity for the school.

The Board briefly discussed and all agreed that this would be good for the school and this has been discussed before and is glad it is moving forward. They feel this is well overdue and look forward to hearing more about it next year.

- 3.11 **2021 Boys Class** – Ray informed the Board the school will be having a boys-only class, in which both Ray and Max will spend time in class with the students. He explained the benefits of this class and the Board briefly discussed. Ray would like Kerry to speak with the senior management team and would like to visit Kelston Boys High School to see how their programme runs. Kerry will speak with the Principal and get back to Ray.

- 3.12 **Line Wise Software** – Ray explained to the Board that this is a higher level of cyber protection for the schools' devices and it includes a community package. The Board briefly discussed, Steve explained to the Board in regards to an incident that happened recently at home with his child and that with this software you get an alert. If this cost can be included in the budget the Board he able to go ahead with it.

The Board thanked Ray for his detailed report.

4] **Governance Information & Legal Compliance**

None

5] **Finance & Asset Management**

- 5.1 **Draft 2021 Budget** – The Board briefly discussed and the budget is looking good. Ray explained that he needs to include the following additional amounts into the budget
1. \$5,000.00 for a school production
 2. Line Wise software subscription, \$8.00/student - \$4-5,000.00/year.

Overall the budget is looking good, showing a small surplus. Ray will work on it during the holidays and will present the final budget at the first meeting next year.

- 5.2 **Budgeted Financial Statement** – The Board discussed and the following motion was proposed:

To accept the Budgeted Financial Statement presented by ASK Accounting.

Proposed: Liz Lombard **Seconded:** Michelle Love

Result: All in Favour ~ motion carried.

Steve thanked Liz for all her hard work on the finances this year.

5.3 Ray informed the Board that The Warehouse rebate has been received and Direct Group has the Uniforms.

6] **Strategic Decisions**

6.1 **Leadership Conference** – Ray explained to the Board that he would like to attend a leadership conference in Australia in July 2021. He will send further details to the Board and will wait to see what happens in regards to Covid19.

6.2 **Data Reporting** – Ray tables his report at the meeting and briefly explained it. The report compares 2019 to 2020 data. The Board can email any questions to Ray.

6.3 **Cyclical Maintenance** – The Board briefly discussed the plan and the following motion was proposed:

To approve the Cyclical Maintenance plan.

Proposed: Kerry Bell **Seconded:** Liz Lombard

Result: All in Favour ~ motion carried.

7] **General Business**

None

8] **Motions**

Minutes of the previous meetings

The minutes of the meeting held on 16 November 2020 were read and accepted as a true reflection of that meeting.

Proposed: Max Guptill **Seconded:** Michelle Love

Result: All in Favour ~ motion carried.

Correspondence

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

Proposed: Kerry Bell **Seconded:** Natalia Solomon

Result: All in Favour ~ motion carried

Financial Reports

A motion was proposed to accept the financial accounts and the accounts be paid for November 2020.

Proposed: Liz Lombard **Seconded:** Steve Doran

Result: All in Favour ~ motion carried.

9] Agenda Items for Next Meeting

None

10] In Committee – Personnel

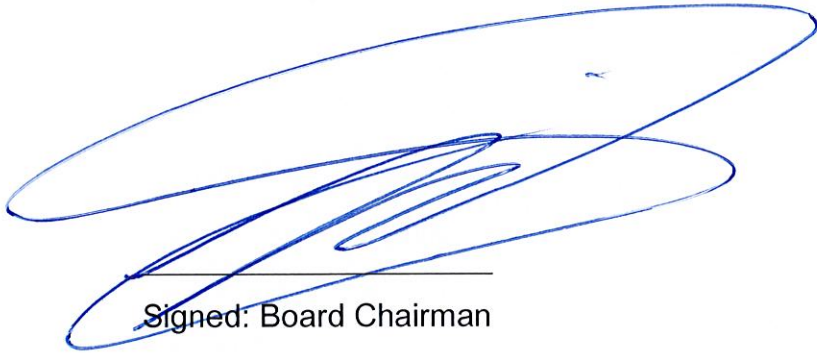
Stephen moved that:

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

11] Closure

6.45 pm



Signed: Board Chairman

Stephen Doran

Date 23/2/2021

ACTION POINTS FROM THE MEETING OF

Monday 7 December 2020

No.	ITEM	WHO	WHEN
1.	Fia to get costings for a sports uniform	Fia	
2.	Ray to contact the pool painters	Ray	
3.	Ray to ask for a refund from Mercury for the cancelled solar panel project,	Ray	
4.	Ray to proceed with the Go Fund Me for fundraising opportunities	Ray	
5.	Kerry to get back to Ray to confirm the 2021 meeting dates.	Kerry	
6.	Kerry to ask if the school could visit Kelston Boys if we could visit in regards to the boys-only class.	Kerry	
7.	Ray to keep the Board informed of the Bi-lingual class in 2022.	Ray	
8.	Ray to proceed with the LineWise cyber protection.	Ray	
9.	Ray to keep the Board informed of the Leadership conference in Australia.	Ray	
10.	The Board to email any questions they have on the date reports presented at the meeting.	Board	