



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

Date of Meeting: 13 November 2023 Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson), 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

Liz Lombard, Maua Collins-Kamuhemu and Leon Mallard

Conflict of Interest

None

Action Points of Previous Meeting – 16.10.23

1. Ray shared the link for SchoolDoc for the policies to be reviewed & added the policies for approval onto the agenda for this meeting.
2. Max checked the BOT Meeting dates for 2024. There are a couple of clashes, but he will be late to those meetings. The schedule for BOT

Meetings for approval was added to the agenda for approval at this meeting.

2] Strategic Aims

2.2 **Principal's Report** – The following has been amended in the Principal's Reports.

- **Data Reports** – Ray briefly discussed the reports; and is now working on the comparisons/movement of these results with the previous year. Once these are completed, he will email these reports to the Board, and if there are any questions, the Board can ask them before the next meeting.
- **Security** – The security call-outs have been very little since we moved to Matrix Security.
- **Stand-downs** – The school is working hard on student behaviour to try and reduce the number of stand-downs. However, following the correct procedures, the school had to restrain a student on Friday.
- **Health & Safety** – The Board mentioned that some planks on the hall steps are loose; Michelle Ginders will look into this.
- **Property**
 - The Sandpit Cover has been extended and returned.
 - The Junior Area Upgrade – Stage 3 quote is included in the pack. The school will be applying for funding of \$70,000.00 to help with the cost in the new year. Ray is hoping this will be completed by mid-2024, but this does depend on the 5YA building work in this area being completed.
 - 10YPP is included in the pack and will be discussed in more detail later in the meeting.
- **Attendance** – There has been a slight improvement since this time last year. The school has undertaken quite a few initiatives to help improve attendance at the school, from ringing every day, attendance awards and working with Whānau. The school will

receive \$2,500.00 from the Kahui Ako, our portion of the funding allocation from the Ministry, to help with attendance. The school has been looking at the Sylvia Park School model for tackling attendance.

3] Governance Information & Legal Compliance

3.1 **Policies** – The policies were shared with the Board via the link to SchoolDocs, and from now on, this will be done this way. The Board briefly discussed, and the following motion was proposed:

To accept and approve the following policies:

- Curriculum & Student Achievement Policy
- Distance Learning
- Health Education
- Home Learning
- Religious Instruction
- Student Achievement Information

Proposed: Max Guptill

Seconded: Natalia Solomon

Result: All in Favour ~ motion carried.

4] Finance & Asset Management

4.1 **Financial Reports** – Steve briefly discussed the reports; the school is sitting where the Board expected at this time of the year. Ray informed the Board that Teachers have been moved from teacher salaries to bulk grants to balance Staff Banking.

4.2 **Staffing Allocation & Funding** – Ray informed the Board that there may be some growth next year in the schools' staffing allocation and funding.

5] Strategic Decision

5.1 **BOT Meeting Dates Schedule** – Max informed the Board that a couple of meeting dates clash with his other commitments, but he will just be a little late to the meetings. The following motion was proposed:

To accept and approve the BOT Meeting Dates scheduled for 2024.

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

Result: All in Favour ~ motion carried.

2.2 **Draft ERO Bailey Road School Profile** – Ray explained the draft Preliminary Report from ERO and that the final draft will be improved. The Board briefly discussed the profile.

2.3 **Principal's Term 4 Checklist** – Ray informed the Board that the following has been completed:

- Recruitment and Induction Webinar
- Surplus Staffing
- Professional Coaching (and Well-being) Support Fund Declaration
- Professional Growth Cycle Actions
- Fair Pay Agreement Bargaining for Cleaners – Not applicable to the school
- Collective Agreement Changes
- Student Representative Elections – Not relevant to the school
- Housekeeping
- Learning and Development Opportunities

The following are pending:

- Individual Employment Agreements – there is one pending

5.4 **Board Term 4 Checklist** – The Board briefly discussed, and the following have been completed:

- Board Elections

- School Planning and Reporting (In Pack)
- Finance & Property
- Board as Employer
- Learning and Development Opportunities
- Housekeeping

The Board would like to engage the school community in the planning and reporting process through a Hui or Fono, focus groups, community events and other schools.

5.5 **Sports Reports** – The Board is pleased to see sports events at the school and inter-zone competitions.

5.6 **Property**

- Junior Area Upgrade Stage 3 – This will be done after the 5YA jobs have been completed in this school area.
- 10YAA – see attached Appendix 1

6] **General Business**

Check Natalia Solomon's email is working correctly.

7] **Motions**

Minutes of the previous meetings

The meeting minutes held on the 16th of October, 2023, were read and accepted as a true reflection of that meeting.

Proposed: Michelle Love **Seconded:** Ray Kelly

Result: All in Favour ~ motion carried.

Abstained – Natalia Solomon

Correspondence

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

Proposed: Michelle Love

Seconded: Leon Mallard

Result: All in Favour ~ motion carried.

Financial Reports

A motion was proposed to accept and approve the financial accounts for October 2023 and the bills to be paid.

Proposed: Max Guptill

Seconded: Michelle Love

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 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.

7:05 pm

Signed: Board Chairman
Stephen (Steve) Doran

Date

ACTION POINTS FROM THE MEETING OF
13th of November 2023

No.	ITEM	WHO	WHEN
1.	Ray will email the Data Comparison Report to the Board before the next meeting for any questions.	Ray	
2.	Michelle Ginders will ask Talo Vailahi (caretaker) to check the planks on the hall steps.	Michelle	
3.	Michelle Ginders will check Natalia Solomon's email. It is working.	Michelle	

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2] 10YPP Property Plan for 2023/24

The Board discussed the 10-Year Property Plan for 2023/24. Although there will be an overspend of about \$60,000.00 compared to the funding allocation, the Board would like to proceed with all projects. The following motion was proposed:

To accept and approve the 10YPP presented to the Board, with the overspend.

Proposed: Max Guptill

Seconded: Michelle Love

Result: All in Favour ~ motion carried.

Signed: Board Chairman
Stephen (Steve) Doran

Date

11/12/2023