

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



Date of Meeting: 5 July 2021

Time: 6:00 pm

1] Administration

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

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the meeting and thanked Max Guptill for chairing the last meeting in his absence.

Apologies

Natalia Solomon

Conflict of Interest

None

Action Points of Previous Meeting – 14.06.21

1. Fia is still to get costings for a sports uniform, which is nearly done.
2. Ray has included an update on the lunch scheme in his report.
3. Ray informed the Board that MSD has been in contact with 3 O'clock Dash but to date have not met with them.
4. Ray still to look into what is required for School Docs – Abuse Recognition & Reporting.

5. Ray has included an update on the progress of the interior refurbishment of Jessop House in his report.
6. Ray is still to check with SchoolDocs on the trip ratios.
7. Ray would like to discuss the wish list requirement later in the meeting.
8. Michelle will arrange for the document needing to be destroyed to be sent in T4.
9. Ray has included one quote in the pack and will get two more security quotes. In the quote included in the pack, the company informed Ray that a bed down cannot be done in under 30 minutes.
10. Ray reminded the staff about the security procedures for when they are on-site after hours or at the weekend.
11. Michelle has added Leon to the security emergency contact list, he has been given a key and his alarm code has been activated.
12. Michelle corrected the name in the IC Minutes.

## 2] Strategic Aims from Principal's Report

The following correspondence and reports were tabled at the meeting:

- Security Comparison
- NZSTA Fixed Term Agreement in Schools
- Finance Reports

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

- 2.1 **School Roll** – Ray informed the Board that the July Roll Returns show a decrease from last year, which will affect the school's funding allocation in 2022.
- 2.2 **Wishlist** – Ray informed the Board that the school will be purchasing reading books for the school and use some funds on the beatification of the school areas, especially the junior area. This will hopefully attract families to the school. Ray informed the Board that he would rather use the surplus on employing teachers in 2022 at this stage.

- 2.3 **Stand Downs** – Ray informed the Board that the main reason for the many stand-downs is vaping, which is a concern across most schools, even at just primary schools.
- 2.4 **Community Evening** – Ray invited the Board to attend the upcoming community evening on Wednesday if they were able to.
- 2.5 **Enrolment Zone** – The Board would like Ray to look into running an Open Day/Evening for the upcoming enrolment ballot.
- 2.6 **Funding Applications** – Ray informed the Board that the current application is in progress. Ray also informed the Board that Ria Henty has done fundraising at her previous school and will start doing this here.
- 2.6 **Property** – Ray informed the Board of the following:
- Tiger Turf – Ray included the preferred option in the pack. The Board discussed and were happy with these options presented and decided to keep the name on the pads for the post. Ray also explained that the netball court will be slightly shorter than recommended size and the football field will go in the opposite direction.
  - Fencing – The fencing around the shade structure has been completed.
  - Security Cameras – will be installed during the school holidays.
  - Jessop House – Ray is meeting with Graeme Brown to discuss the options for refurbishing Jessop House.
  - Flag Pole Structure (Kowhai Area) – Ray informed that he would like to change this to bleachers and an entertainment area. The Board briefly discussed and would like Ray to look into costing and funding options.
  - Junior Area – Ray will look into what the school could do to make this area more presentable to prospective new parents. He will look into costing and funding options for this as well.

- Pool – Ray informed the Board that he would like to change the fencing around the pool. He will look into costing and funding options for this as well.
- 2.7 **School Lunches** – Ray informed the Board that the lunches are getting better. The school has had a visit from the local MP, Priyanca Radhakrishnan, who was interesting in seeing how the scheme was running. She has taken the feedback we gave her back to the Ministry. The Ministry also informed us that unless the current food supplier contract is cancelled by them, then we will have them for the next three years.
- 2.8 **Bilingual Class** – Ray informed them that due to staffing issues the teacher has not been able to visit other schools to see how their programme is run. The recent weekend Noho-a-Kura was another success and a great experience for the students, teachers and parents. Steve would like Ray to pass on his thanks for a wonderful weekend.
- 2.9 **Staffing** – Ray informed the Board that he has employed another Teacher Aide and Phillipa Kahika has been employed to cover Muta Filoa's maternity leave.
- 2.10 **Policy Reviews** – Ray informed the Board that he sent out the policies changes to the school community and only got one response from both a teacher and student. He will complete all the outstanding policies by the end of the term. Ray also advised the Board of the changes that School Advisory makes behind the scenes.
- 2.11 **Attendance** – Ray informed the Board that in term three, the target families, will be invited to attend a meeting to discuss how the school can help get their child(ren) to school.
- 2.12 **Health & Safety** – Ray informed the Board that the Health & Safety Committee has established a Near Miss Register. Also, the school has not had a fire activation in the past two weeks.

The Board thanked Ray for his detailed report.

### 3] Governance Information & Legal Compliance

3.1 **Policy Reviews** – The policies presented to the Board in the monthly pack were reviewed and briefly discussed by the Board. Only the following change was required:

- Visitors – remove the word must (first line) and replace it with are encouraged to. This can be changed if it becomes a legal requirement in the future.

### 4] Finance & Asset Management

4.1 **Surplus** – Liz informed the Board that the surplus is still looking good but there are still payments for the building projects to come out.

4.2 **Bank Staffing Refund** – Ray informed the Board that the amount of the refund is correct and was due to a Ministry adjustment at the end of the financial pay year.

4.3 **Budget Spending** – Liz explained that some of the budget codes are tracking above but these are due to the start of year expenses but overall, they are looking good.

4.4 **Professional Development** – Ray explained that the conference that Fia Salesa attended in Christchurch was part of the Pasifika programme, which the school has received funding for. Fia is organizing a Fono at Bailey Road School that Damon Salesa will be attending, as a guest speaker.

4.5 **Wish list** – Liz has suggested that funding tagged for wish list purchases or staffing in 2022, be put into a term deposit.

- 4.6 **Tiger Turf** - The quote and options were discussed earlier in the meeting and the following motion was proposed:

To accept the Tiger Turf quote of \$42,600.00 + GST with the preferred options stated in this quote.

**Proposed:** Leon Mallard

**Seconded:** Kerry Bell

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

## 5] Strategic Decisions

- 5.1 **Staffing / Unit Reduction** – Ray informed the Board that the expected roll for next year, by using the latest July Roll Returns figures, looks like it will be down. Which will mean losing 1.7 teachers and funding of 3 units. He would like the Board to consider using the surplus to employ additional teachers next year.

The Management Team will be working on this next term and will let the Board know. The Board briefly discussed and will look at it again once the Management Team has come up with their recommendation and requirements for next year.

The Board would like to review the staffing policy next term and asked Ray to include it in the policy reviews next term.

- 5.2 **Enrolment Zone** – The Board would like Ray to check the zoning of the new housing development on Commissariat Road it is in our zone.

The Board discussed and the following motion was proposed:

The 2022 Enrolment Zone ballot places are as follows:

Y1-2 30

Y3-4 6-8

Y5-6 0

Y7-8 0

**Proposed:** Max Guptill

**Seconded:** Liz Lombard

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

The enrolment zone process will start at the beginning of next term.

- 5.3 **Donation Scheme** – The Board briefly discussed and the following motion was proposed:

To accept the Donation Scheme offered by the Ministry of Education for the 2022 financial year.

**Proposed:** Kerry Bell

**Seconded:** Michelle Love

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

- 5.4 **Security** – Ray asked the Board if they would consider stopping the bed-down service provided by the security company, as he feels that the service we receive is not worth the cost. The quote included in the monthly pack was more expensive but the Board did like the tagging system used during the bed-down service. The Board briefly discussed and would like the following before a decision is made:

- Two more quotes.
- Contact the current provider in regards to the current issues – doors left opened and unlocked and have not been picked up during the bed-down service.
- Meeting with current provided to discuss their service and what they can do to approve.

- 5.5 **Data Reports** – Ray briefly explained the reports and the Board discussed them. The Board thought the reports were good and like that they were able to see the comparisons to previous reports. Michelle Love explained to the Board what has been happening within the school in regards to structure, leadership/curriculum teams and professional

development. All these combined are starting to have an impact on the data results in a positive way.

## 6] General Business

6.1 **Shade Structure Opening** – Jenny-May Clarkson, Breakfast Host and 2 Auckland Blues players have been confirmed to open the shade structure. The Board has suggested that there be an adult/student netball game organised.

6.2 **Auckland Netball Competition (Thursday)** – There was a complaint lodged by Fia Salesa against a parent from another school in regards to her action and behaviour towards the school team. The parent had taken issue with a game and verbally complained to the players and coaches, all of the complaints that she stated did not happen.

6.3 **School Song** – The Board would like this to be a focus of learning and to regularly sang at school assemblies in the future.

6.4 **Elite Athlete** – This sponsorship programme is on hold till next year.

## 7] Motions

### Minutes of the previous meetings

The minutes of the meeting held on 14 June 2021 were read and accepted as a true reflection of that meeting.

**Proposed:** Kerry Bell                      **Seconded:** Michelle Love

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

### Correspondence

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

**Proposed:** Max Guptill                      **Seconded:** Leon Mallard



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

**Financial Reports**

A motion was proposed to accept the financial accounts for May 2021 and the accounts 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**

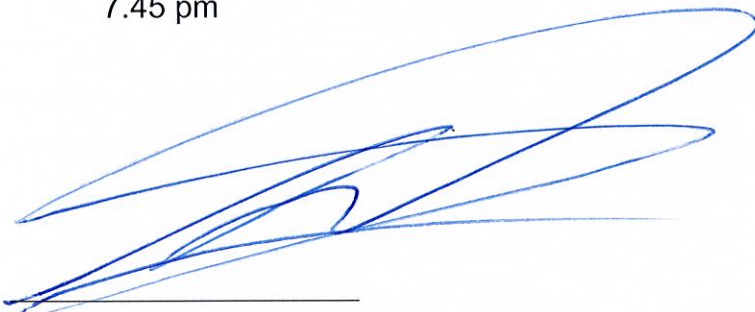
Steve moved that:

The meeting moved into committee and 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.

**10] Closure**

7.45 pm



Signed: Board Chairman  
Stephen (Steve) Doran

Date

26/10/21

## ACTION POINTS FROM THE MEETING OF

Monday 5 July 2021

No.	ITEM	WHO	WHEN
1.	Fia to get costings for a sports uniform	Fia	In Progress
2.	Ray will continue to update the Board on the progress of 3 O'clock Dash OSCAR and Work and Income funding applications.	Ray	
3.	Ray is still to look into what is required for School Docs – Abuse Recognition & Reporting, EOTC Trip Ratios and the changes to the policy reviewed at this meeting, he will complete these before the end of the term.	Ray	
4.	Ray to get two more quotes from security companies and the Board would like Ray to meet with Ironman to discuss the quality of service the school is receiving and the recent issues.	Ray	
5.	Ray to look into hosting an Open Day / Evening close to the Enrolment Ballot.	Ray	
6.	Ray to get costing and possible funding options to build bleachers and an entertainment area near the shade structure.	Ray	
7.	Ray to pass Steve's and the Boards personal thanks for another successful Noho-a-Kura.	Ray	
8.	Ray to review the staffing policy, along with the unit allocation for 2022, at the next meeting	Ray	
9.	Michelle to send an electronic copy of the reports to Liz.	Michelle	Done
10.	Ray to check if Commissariat Road is in our school zone.	Ray	Done
11.	Ray to get the staff and students to learn the school song and it to be included in school assemblies.	Ray	

12.	Michelle to check if the Board had already accepted (with a motion) the MOE School Donation Scheme for 2022.	Michelle	No
13.	Michelle to change the wording in a section of the IC Minutes from June.	Michelle	Done