



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

Date of Meeting: 14 March 2022

Time: 6:00 pm

1] Administration

Present: Max Guptill (Deputy Chairperson) (in the chair), Kerry Bell (arrived 6.30 pm), Leon Mallard, Natalia Solomon, Liz Lombard, and Ray Kelly (Principal)

Graeme Brown (Property), Zoe Foster and Karishma Kumar (Teachers)

In Attendance: Michelle Ginders (Minute Recorder) and Fia Salesa (Deputy Principal)

Welcome

Max welcomed everyone to the meeting and passed on Steve's apologies, as he is unwell and explained that he has been asked to chair the meeting tonight.

Apologies

Stephen (Steve) Doran (Chairperson)

Conflict of Interest

None

## Action Points of Previous Meeting – 14.02.22

1. Ray is awaiting costing from Graeme Brown, for the building of bleachers and entertainment area and thinks this project should be put on hold till 2023.
2. Bi-Lingual Class visits and the Hui & Fono's are still on hold due to Covid-19 restrictions and will be held as soon as possible.
3. Ray continues to work with School Docs regarding the changes to the Behaviour Management Policy, which he is currently waiting for them to send through.
4. The policies to be reviewed have been sent to the staff and community and Ray has received no responses to date.
5. Ray passed on the Boards congratulations to Karishma Kumar on her Interface Article.

### 1] Appointment of new Staff Representative

Fia Salesa has agreed to become the Staff Trustee while Michelle Love is on a leave of absence as the elected Staff Trustee, during her maternity leave. The Board briefly discussed and the following motion was proposed:

Fia Salesa has been appointed the Staff Representative, during Michelle Love's Leave of Absence; Fia has been granted speaking rights but will not have voting rights.

**Proposed:** Max Guptill

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

## 2] Property

Graeme Brown entered the meeting at 6.15 pm to discuss the areas of the school needing repairs; maintenance and what should be considered a priority for additional 5YA expenditure (refer to item 4.2 on the agenda and item 2 in the pack).

Graeme explained that this is a draft proposal with different options for the Board to consider, he also informed the Board of the areas needing urgent consideration due to health and safety concerns.

Heat pumps can be installed in all classrooms but these will need to be replaced in 10 years and the school will need to budget for this. Air purification is a priority of the Ministry but the current heating source of gas will become obsolete. If the school goes ahead with this he thinks the best option would be to do half the school this year and the balance out of the next funding.

He explained the different ministry tiers, that have to be followed when spending 5YA funding.

The following are the areas needing to be prioritised:

- Main Switch Board
- Jessop House (this will be a Board funded project)

The Board discussed and thanked Graeme for his report, estimated costing and all his hard work.

Graeme left the meeting at 6.32 pm.

The Board briefly discussed and Max informed the Board that the main switchboard is very urgent. The Board would like more information on the cost of heat pumps also the ongoing maintenance and replacement costs before a decision is made. Although Jessop House would be Board funded they

understand and agree that the roof, deck and painting need to be done. The following motion was proposed:

The Board accepts the draft proposal of the property repairs, maintenance and 5YA projects.

**Proposed:** Liz Lombard

**Seconded:** Natalia Solomon

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

The Board would like Ray to inform Graeme of their decision and would like him to now get costings and approval from the Ministry.

### 3] Maungakiekie Kahui Ako

3.1 Within School Coaches Report - Max welcomed Zoe Foster and Karishma Kumar to the meeting at 6.36 pm and explained to them that their report has been read by the Board. Zoe and Karishma briefly explained their report to the Board and what is currently happening and what will be happening in their roles this year. They will meet with Ray this Tuesday to discuss and arrange meetings with the leadership team and teachers on what will be happening this year. They explained they are happy to report to the Board regularly if this is what the Board would like.

The Board briefly discussed and Max thanked them for their report and what they are doing. The Board is happy with the current structure of reporting.

Zoe and Karishma left the meeting at 6.41 pm.

3.2 Ray informed the Board of the upcoming combined Board of Trustees Zoom meeting scheduled for the 7<sup>th</sup> April, if there is enough attendance from the schools. The Board briefly discussed and are happy with this date. Ray to confirm with Rebecca and send out the Zoom link. Max put in his apologies.

3.3 Ray informed the Board that the Across School Mentors have been appointed.

#### 4] Strategic Aims from Principal's Report

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

##### 4.1 Staffing

- Ray informed the Board due to several staff and students away the school is merging classes where possible.
- A member of the support staff has resigned to pursue a career goal and if the Board would like to have an exit interview this will need to be done via Zoom.
- All but one staff member are fully boosted. This staff member has to wait an additional 90 days, as advised by the MOH. Ray will have to seek an exemption for this employee.

4.2 **Nga Hau e Wha** – Ray informed the Board that the class has started well and is awaiting new furniture.

4.3 **Ruapotaka Marae Visit** – Ray explained that the powhiri and visit, attended by Principals, Board Trustees and Teachers, was to discuss the potential of the marae to play a bigger part in the development and growth of te ao Maori in the Maungakiekie Kahui Ako schools. We found the marae staff very knowledgeable and enthusiastic about the services they can provide and we look forward to working with them in the future. They sent out a survey which we have completed and returned.

Dave Muir and Sharon Riley have met with them to discuss and develop a plan specifically for our school.

The Board briefly discussed and look forward to hearing about the progress in the future.

- 4.4 **Profiles** – Ray has asked that the rest of the Board send through their profiles which will be included on the website and newsletters.
- 4.5 **Swimming Pool** – Ray informed the Board the painting has been completed and is looking good. The new fencing should be completed after the April school holidays.
- 4.6 **Bi-Lingual Class** – The class has commenced and has been going well. Leon Mallard has been supporting in class when possible. The room has been named Ngā Hau e Wha – The Four Winds. Ray will provide the Board with progress reports at each Board meeting.
- 4.7 **Attendance** – Ray briefly explained that attendance is averaging 195 students daily. Two students have to be removed from the roll due to non-attendance, the parents have been informed and have been told they will need to reapply to attend school in the future. Ray is going to meet with ACES to discuss what options are available going forward to increase the attendance of reluctant families.

The Board thanked Ray for his detailed report.

## 5] Governance Information & Legal Compliance

- 5.1 **Policy Reviews** – Ray has sent all the policies to the staff and community and is awaiting feedback. The Board will approve these policies at the next meeting. The Board is happy with the recommended changes by SchoolDocs, to the Covid-19 Information and Procedures.

## 6] Finance & Asset Management

- 6.1 **January/February Financial Reports** – Liz informed the Board that there has been a slow start to spending and at this early stage the school is looking good.

6.2 **2022 Budget Adjustment** – Liz informed the Board that the depreciation value on the capital expenditure was not calculated correctly. The Board briefly discussed and the following motion was proposed:

To accept and incorporate the new depreciation figures into the 2022 Budget.

**Proposed:** Liz Lombard

**Seconded:** Kerry Bell

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

6.3 **Draft Annual Accounts** – Liz briefly explained the annual accounts and asked if there were any questions. Liz had asked about the increase in Administration – Other. Ray explained that this amount includes the Healthy School Lunch Programme, which has to be reported but the school does not handle these funds.

The Board discussed and the following motion was proposed:

Motion to accept the Draft Annual Accounts for 2021.

**Proposed:** Liz Lombard

**Seconded:** Kerry Bell

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

## 7] Strategic Decisions

7.1 **Trust Funding** – The Board passed, via digital process, to apply for funding for the Junior playground from the following organisations:

- Lion Foundation \$50,000.00
- Rano Community Trust \$20,000.00
- The Trusts Community Foundation \$20,000.00

The school will also be applying to the Mazda Foundation for funding of up to \$10,000.00 for the beautification and painting of the pool area.

The following motion was proposed:

To apply for funding of up to \$10,000 from the Mazda Foundation for the beautification and painting of the pool area.

**Proposed:** Ray Kelly

**Seconded:** Natalia Solomon

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

- 7.2 **Rimu Camp Report** – Fia informed the Board that the camp was awesome and would recommend going back to this camp again. The smaller number of students allowed for more flexibility in the activities/programmes, the food was excellent and the staff were able to get to know their students better. The students experienced glamping/cabins for two nights each and were split into their gender groups. The students all enjoyed themselves.

The Board briefly discussed and enjoyed the photos and agreed that this camp did offer more than Camp Adair. They are also pleased that this happened at the start of the year as it helps build better relationships with students and teachers. Although the numbers were low they were pleased that the camp was able to go ahead.

The school will be having a camp out at school in week nine for the Rimu students. The school has been donated 6 tents from Kings College and Kerry offered tents from her school if needed. The school will also be having a Camp Movie premiere this Friday.

The school was also donated funding from staff and community, which Ray will be personally thanking with a phone call, card or certificate and possible link to the movie.

The Board thanked Fia for her report and the hard work by the staff to make this camp happen.

- 7.3 **Ka ora, ka ako** – Ray explained that the school has regular meetings and things are improving. The TIP report included in the pack are the items that are discussed and as you can see are very detailed.





These reports will now be sent to the Ministry and Auditors.

7.7 The following was briefly discussed by the Board:

- Electrical Safety Report
- Camp Donations – Ray/Fia will be personally thanking these donors. The electrical testing company donated \$500 towards the camp

8] General Business

None

9] Motions

Minutes of the previous meetings

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

**Proposed:** Liz Lombard                      **Seconded:** Ray Kelly

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

Correspondence

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

**Proposed:** Liz Lombard                      **Seconded:** Ray Kelly

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

Financial Reports

A motion was proposed to accept the financial accounts for January/February 2022 and the accounts to be paid.

**Proposed:** Liz Lombard

**Seconded:** Leon Mallard

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

10] Agenda Items for Next Meeting

Policies reviewed at the next meeting.

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 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.

12] Closure

7.40 pm



Signed: Board Deputy Chairman

Max Guptill

Date

11/4/22

## ACTION POINTS FROM THE MEETING OF

Monday 14 March 2022

No.	ITEM	WHO	WHEN
1.	Bi-Lingual Class visits and the Hui & Fono's are all on hold due to lockdown. Ray will inform the Board of the new dates when confirmed in 2022.	Ray	
2.	Ray continues to work with School Docs regarding the changes to the Behaviour Management Policy.	Ray	
3.	Policies to be reviewed at the next meeting. Add to agenda for the next meeting.	Ray	
4.	Ray to work with Graeme Brown on the priority repairs and maintenance needed around the school.	Ray	
5.	Ray to apply for the grant from the Mazda Foundation.	Ray	
6.	Ray to send the Annual Reports to the Ministry and Michelle to send to the Auditors	Ray/Michelle	Done
7.	Ray/Fia to thank the Camp Donors	Ray/Fia	