

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



**Date of Meeting:** 13 October 2025

**Time:** 6:00 pm

**1] Administration**

**Present:** Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson), Abbie Gunning, Zoe Foster (Staff Representative) and Ray Kelly (Principal)

**In Attendance:** Michelle Ginders (Minute Recorder), Fia Salesa (Deputy Principal).

**Welcome**

Ray welcomed everyone to the first meeting of the new Board.

**Apologies**

Erin Cairney and Simon Kahika

**Conflict of Interest**

Steve Doran – Senior Playground and Turf, as he works within this industry.

Max Guptill – As previously and his daughter who is an employee of Bailey Road School.

Zoe Foster – Staff and Students in her Class.

Abbie Gunning – Auckland Council, as she is an employee there and her daughter who is a student.

### Election of Office Holders

Ray called for nominations for Chairperson of the Board of Trustees for 2025.

Stephen (Steve) Doran was nominated by Zoe Foster and seconded by Max Guptill. Ray asked Steve Doran if he agreed to this nomination, and he accepted.

As no further nominations were received, Steve Doran was duly elected as the Chairperson.

Ray handed the meeting over to Steve.

Steve thanked the Board for re-electing him Chairperson, for which he is very honoured. He explained to the Board the rules of the meeting, the difference between management and governance. Decisions, regardless of your opinion, will be united as a Board. All in-committee discussions are confidential and all correspondence is to be destroyed or deleted.

Steve called for nominations for Deputy Chairperson of the Board of Trustees 2025.

Max Guptill was nominated by Steve Doran and seconded by Ray Kelly. Steve asked Max if he agreed to this nomination, and he accepted.

As no further nominations were received, Max Guptill was duly elected as the Deputy Chairperson.

Steve called for nominations for Board Secretary of the Board of Trustees 2025.

Michelle Ginders was nominated by Max Guptill and seconded by Ray Kelly. Steve asked Michelle if she agreed to this nomination, and she accepted.

As no further nominations were received, Michelle Ginders was duly elected as the Board Secretary.

The office of Finance Officer will be decided at the next meeting.

**Action Points of Previous Meeting – 8.09.25**

1. Playground quotes & final designs will be discussed in this meeting.

**2] Senior Playground & Turf**

Fia Salesa explained the four different plans and quotes to the Board, which were tabled at the meeting. The Board robustly discussed the different companies and cost. The equipment chosen has had student, staff and community feedback before a final decision was made. Steve briefly explained the different turf options available. The budget for this project is \$225,000.00 and Graeme Brown will be employed by the school to project manage this project.

The following motions were proposed:

To accept the Park Supplies & Playground quote of \$133,012.45 (incl. GST) to supply & install the Senior Playground.

**Proposed:** Ray Kelly      **Seconded:** Zoe Foster

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

To accept the Team Turf quote of \$105,687.00 (excl. GST) to supply & install the turf for the Senior Playground.

**Proposed:** Ray Kelly      **Seconded:** Zoe Foster

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

**Abstained:** Steve Doran

Fia will let the companies know and arrange for deposit invoices to be sent to the school.

Fia Salesa left the meeting at 6:40 pm.

### 3] Strategic Aims

3.1 **Principal's Report** – The Board briefly discussed the following in more detail:

- Stand-downs – Ray briefly explained the reasons for the stand-downs.
- Property
  - The MOE has inspected the water damage in Rooms 20 and 21, and we are awaiting emergency funding once quotes have been sent to them.
  - Room 4-6 should be completed by the end of week two.
  - Life Church has been in doing volunteer work in the Kowhai area and have done a lovely job.
- Principal Additional Hours Reporting – Steve explained to the new members why this is reported. The Board is monitoring his health and wellbeing due to his recent health condition.
- Strategic Plan – Ray will email this to the Board for any feedback.
- PB4L – Ray will share the PULSE Report to the Board.
- Attendance – The school is working hard to achieve the Ministry's target of 75% at or above 90% attendance.
- Policies – Steve explained SchoolDocs to the new members. Policies will be reviewed at one meeting, feedback sent to Ray. Then they will be approved at the next meeting.
- Kāhui Ako – will be finishing at the end of the year but the Principals will still meet.
- Board Assurances:
  - Assured
    - Risk Management

- Planning and Preparing for Emergencies, Disasters, and Crises
- Opening & Closing the School
- Income
- Gifts
- Pending
  - Protected Disclosure
  - School Swimming Pool
- Not Applicable
  - Daily School Bus
  - International Learners Policy

The Board thanked Ray for his report.

#### **4] Governance Information & Legal Compliance**

**4.1 NZEI Strike** – Ray informed the Board that there has been a formal notice of the strike on 23<sup>rd</sup> October, of Principals, Teachers and Support Staff. The Board discussed and have asked the school to do the following:

- Letter to Parents – informing them of the strike, and to register if they require assistance. Max will send a copy of the letter sent out by One Tree Hill College.
- Look at the register on Friday 17<sup>th</sup> October, to make a final decision.
- Teacher/Student ratio 1 – 15-29 students.
- Send emails, texts, Facebook & Seesaw notices.

The following motion was proposed:

Motion to close the school on Wednesday 23<sup>rd</sup> of October 2023, due to the NZEI Strike.

**Proposed:** Max Guphill

**Seconded:** Abbie Gunning

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

**Abstained:** Ray Kelly and Zoe Foster

- 4.2 **School Board Orientation Courses** – Steve explained to the Board that these courses are beneficial if you wish to do. Also the annual conference is worth attending, which is in Auckland next year.
- 4.3 **Motions** – Steve explained that sometimes the Board is required to send out motion via email, due to time constraints. Therefore Board members will need to check their emails on a regular basis. The Board discussed starting a WhatsApp group, Abbie will look into setting this up.

## **5] Finance & Asset Management**

- 5.1 **September 2025 Financial Accounts** - Steve briefly explained the financial reports. The accounts are still in good standing, and we have received great funding for the senior playground. New members are welcome to send any questions they have and Abbie will send through her questions. Steve has asked that receipts include the surcharge amount and to look into getting a debit card.
- 5.2 **Receipts** - Steve has asked that receipts include the surcharge amount and to look into getting a debit card. Also he would like the teachers to put their receipts in within a month.
- 5.3 **Financing the Senior Playground** – Ray explained to the Board his reasoning for wanting to finance the playground using a finance company, as this will free up the school funds to complete more projects around the school and also keeps funds in the bank accounts. The Board discussed and would like Ray to meet with them to get additional information and inform Steve and Max at their Friday meeting, Steve will then send a email motion.
- 5.4 **Board Members Recognition** – The Board briefly discussed recognising the Board Members that have left at the end of year Prizegivings. Ray

will arrange for them to be invited and arrange for a gift, following the gifts policy.

**6] Strategic Decision**

**6.1 School Walk Around** – This will now happen at the next meeting.

**6.2 End of Year Staff Function** – Steve explained to the Board that some staff members have expressed that they cannot relax, their concerns and discomfort of attending due to Board Members being present. The Board discussed and would like Zoe to see how many staff feel this. The Board feel this is an opportunity for them to mix with the staff in an informal environment. Steve also explained that the Board funds this function. The Board will discuss this at the next meeting.

**6.3 Kahui Ako Attendance Report** – The Board briefly discussed the report and found it interesting.

**6.4 Grant Applications** – Ray briefly explained the report from Stephanie Maitland on the progress of the grant applications. The Board discussed and agreed that there is currently limited funding available.

**7] Te Whakarōputanga**

None

**8] General Business**

None

9] **Motions**

**Minutes of the previous meetings**

The meeting minutes from 8 September 2025, were read and accepted as a true and accurate reflection of the meeting.

**Proposed:** Steve Doran

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

**Abstained:** Abbie Gunning and Zoe Foster

**Correspondence**

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

**Proposed:** Abbie Gunning

**Seconded:** Zoe Foster

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

**Financial Reports**

A motion was proposed to accept and approve the financial accounts for September 2025 and to pay the bills.

**Proposed:** Steve Doran

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

Max Guphill left the meeting at 7:30 pm.

10] **Agenda Items for Next Meeting**

1. Walk around the School
2. End of Year Staff Function



11] In Committee – Personnel

Steve moved that:

The meeting moved into committee, and the 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 the In-committee.

12] Closure

Steve once again welcomed the new members and again encourage them to ask questions at the meeting and email any they might have between the meetings.

8:00 pm



Signed: Board Chairman  
Stephen (Steve) Doran

Date 10/11/25

## **ACTION POINTS FROM THE MEETING OF**

**13th of October 2025**

<b>No.</b>	<b>ITEM</b>	<b>WHO</b>	<b>WHEN</b>
1.	Senior Playground & Turf <ul style="list-style-type: none"><li>• Fia to inform the companies of the Board decision.</li><li>• Deposit payments to be paid</li></ul>	Ray/Fia	
2.	Ray to send the Strategic Plan to the Board for feedback.	Ray/Board	
3.	Strike Day (23.10.25) <ul style="list-style-type: none"><li>• Max to send a copy of the letter from OTHC.</li><li>• Ray to send a letter to the community informing them of the strike and asking if any families need childcare assistance. They must register by 12 noon 17.10.25.</li><li>• If the childcare assistance is too high a motion (via email) will be needed to close the school.</li></ul>	Ray/Ray/Steve	
4.	Abbie to set up a WhatsApp group for the Board.	Abbie	

5.	Inform the cleaners of when the BOT meetings are and ask them not to clean during the meetings.	Michelle	
6.	<p>Finance</p> <ul style="list-style-type: none"> <li>• Ray to meet with Spiers Finance to discuss the proposals in more details. Report back to the Board and an email motion to be sent.</li> <li>• Teachers to send reimbursements on a monthly basis (so receipts are not more than a month old).</li> <li>• Make sure surcharges are recorded on Visa receipts.</li> <li>• Look into getting a Debit Card.</li> <li>• Ray to organise the gifts for the Board members that have left.</li> </ul>	Ray/Steve/Michelle	
7.	Zoe to check with staff in regards to the end of year dinner.	Zoe	
8.	Send out the dates for important events to the Board.	Michelle	