

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



Date of Meeting: 13 August 2018

Time: 6.00 pm

1] **Administration**

Present: Max Guptill (in the chair), Steve Doran, Maua Kamuhemu, Kerry Bell, Michelle Smith (Staff Trustee) and Jody Hayes (Principal)

Olivia Barclay, Debbie McIntosh & Eric Slade (Teachers)

Michelle Ginders (Minute Recorder)

Welcome

Max Guptill warmly welcomed everyone to the meeting especially Olivia Barclay, Debbie McIntosh & Eric Slade.

Jody welcomed everyone to the meeting and thanked the teachers for attending the meeting to present their reports to the Board. Jody explained that their reports have been read by the Board.

Apologies

None

Conflict of Interest

None

Action Points of Previous Meeting

1. Ballot numbers for the 2019 Out of Zone Ballot will be discussed later in the meeting.
2. Jody asked Stuart Main to attend the next meeting.
3. Max called an extraordinary meeting to discuss the planned teacher's strike.
4. Jody included any known visitors to the agenda.

1] Strategic Aims

Curriculum Report - Technology

The Board discussed the report and were pleased that the 3D Printer has been a good investment and the students are enjoying the process involved from planning to the finished product. They were also pleased to see the term one programme involved healthy lunch options and aligning it with the schoolwide and CPW foci.

The teachers will receive professional development in digital technology over the coming months in preparation for the new expectations from 2020.

The Board thanked Olivia for her great report and for attending the meeting.

Olivia then left the meeting.

Curriculum Report – Gifted and Talented Education

Debbie McIntosh presented a revised report to the Board and briefly explained her report to the Board. The Australian exams has started with a selected group taking part. The introduction of parents paying for these exams and the preparation for exams in before school workshops have caused a few issues. Debbie also shares ideas with class teachers to extend students within the classroom. Dave has taken over the Otago Maths Problem Challenge this year and has been running workshops.

The Board discussed and would like future workshops to be trialled during lunch time. They are also pleased that Debbie is suggesting ideas to teachers to extend student at different year levels. They will discuss the GaTe policy and make any changes that are required.

The Board thanked Debbie for her report and attending the meeting.

Debbie then left the meeting.

Curriculum Report – Physical Education

The Board discussed and are pleased with the notable gains, especially the improvement of the teacher/student involvement. The school has been to different sports tournaments this year, due to different teachers stepping in to coach teams. Eric has also been approached to organise an inter school competition with the different schools in our community, he will be looking into this. Michelle will look to see if there is a shield or cup that has been previously used.

With the increase of attending more sporting events the cost of transport will need to be discussed in the budget for next year.

Eric will also organise a survey to staff and parents on the what they would like to see in this curriculum area moving forward. The Board would be interested to see the results along with the response rate.

The Board thanked Eric for attending the meeting and the success this area has shown this year.

2] Key Point Indicators

PB4L Review

Jody informed the Board that the review is taking a little longer to complete due to new staff and across school understanding. The staff are also refining the rewards systems.

Reggio Emilia

Jody informed the Board that currently there are 75 people attending the professional development being held at the school this week. This is a very good turn out and the school will be providing refreshments.

NZEI Teachers' Strike

Jody informed the Board that Rosalind Muller will be in charge for the non union teachers and support staff and has been given a plan to how best utilise the staff.

3] **Governance Information**

2019 Out of Zone Ballot

The Board discussed the out of zone ballot numbers for the different year levels, across the school in 2019.

The Board would like the enrolment and ballot information to be given to the early childhood centres in our community. They would also like Jody to send a formal letter to the parents of Year 6 & 7 students, to see if they are returning or leaving in 2019. If there is a high number leaving this may alter the ballot numbers.

Due to the high numbers predicted in all levels, the Board feel that there is only 40 out of zone places in the new entrant level.

Pool Insurance Claim

The Board discussed and have asked that Jody asked Stuart Main if is available to attend the next meeting, as most are unable to attend a weekday meeting.

5] **Finance & Property**

Auditors

The Board discussed the proposal from William Buck for the 2018-2020 financial years. The Board have had no issues with these auditors and the price increase is very reasonable therefore are happy to continue with them. The following motion was proposed:

To accept the proposal from William Buck to be the schools' Auditors for the 2018-2020 financial years.

Proposed: Steve Doran **Seconded:** Kerry Bell

Result: All in Favour ~ motion carried.

Michelle to get the proposal and Terms of Engagement signed and sent back to the Auditors.

BOT/Staff Christmas Dinner

The Board discussed and agreed to hold the Christmas dinner at the Genghis Khan restaurant in Epsom on the 30th November at 7pm.

The following finances was discussed:

- **Budgets** to be spent by the end of term three
- **New Photocopiers** – Jody will arrange for quote on the cost of purchasing and leasing.
- **Child's Time Lease** – next year the lease amount should be at market value, Jody will look into this and come back with an amount for discussion.
- **Teacher Resources (2380)** – is this correct, Michelle to look into.
- **Surplus** - if there is a surplus at the October meeting, the Board will decide what assets this will be spent on.
- **New Class Furniture** – Jody is holding off purchasing these till later in the term.
- **Accounts** – Steve went over the accounts last Friday, just a few very minor issue that Michelle will correct.

6] Staff Management

None

7] Asset Management

None

8] **Health & Safety**

Graham Brown has started working with Talo and at this stage, progress is being made. Graham has been unwell the last couple of weeks but hopes to be back this week to work along side Talo. Talo has worked hard around the caretakers area/sheds to tidy this up. The school will need to purchase storage options for the storing of chemical, paints and caretakers tools & equipment.

9] **Legal Compliance**

None

10] **Strategic Decisions**

None

11] **P.T.A**

None

12] **General Business**

Elite Athlete Programme

The Board congratulated Xavier Pham on receiving this award. Michelle to arrange for his name to put on the board.

13] **Motions**

Minutes of the previous meetings

The minutes of the meeting held on 23 July 2018 were read and accepted as a true reflection of that meeting.

Proposed: Kerry Bell **Seconded:** Maua Kamuhemu

Result: All in Favour ~ motion carried.

The minutes of the meeting held on 3 August 2018 were read and accepted as a true reflection of that meeting.

Proposed: Maua Kamuhemu **Seconded:** Steve Doran

ACTION POINTS

1. Michelle to look to see if there is a sports shield or cup.
2. Jody to send a formal letter to the parents of the Year 6 & 7 students in regards to their plans for 2019.
3. Jody to organise the 2019 out of zone Ballot.
4. Jody to arrange for Stuart Main to attend the next meeting.
5. Jody to arrange the BOT/Staff Christmas Dinner.
6. Michelle to look at the finance queries.
7. Jody to look at the Childs Time lease amount for 2019.
8. Jody to get quote for photocopiers.
9. Michelle to put the 2018 Elite Athletes' name on board.