



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

Date of Meeting: 13 March 2023

Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (Chairperson) (in the chair), Max Guptill (Deputy Chairperson), Natalia Solomon, Liz Lombard, Maua Collins-Kamuhemu, Michelle Love (Staff Representative) and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder).

Welcome

Steve welcomed everyone to the meeting.

Absent

Leon Mallard

Conflict of Interest

None

Action Points of Previous Meeting – 13.01.23

1. The Hui was held on 08.03.23, which was well supported. Ray sent the Board the Community Event Schedule after the meeting. The Fono will be held on 22.03.23.
2. Ray will apply for a Mazda Foundation grant in 2023 when he has decided what the school should apply for.

3. Ray has nearly completed the new lockdown process. The school will ask for snack food from the community for the classroom.
4. Due to the weather, the Board will do a walk-through at the next meeting. Ray to add to the agenda along with the pool fencing discussion.
5. The flyer drop is scheduled to happen before the end of the term. Ray will check with Fia.
6. Ray tabled the Matrix Security quote at the meeting and is awaiting two more quotes.
7. The Physical Restraint policy will be discussed later in the meeting.

1] Strategic Aims

Ray briefly explained his report and the following were discussed in more detail:

- 1.1 **Basic Facts** – Ray briefly explained his report to the Board. He stated that research shows that if students master basic facts it helps with everything else.
- 1.2 **Banqer** – Ray Informed the Board that he has taken full management of this in Term 1 so that the school can fully utilise this programme to assist with numeracy. This is being used as a reward system for PB4L in Kowhai & Rimu team.
- 1.3 **Hui** – Natalia informed the Board that she received very good feedback from the community. The event was well attended and enjoyed. The Fono is on 22.03.23.
- 1.4 **Electrical Testing** – Ray informed the Board that the electrical testing has been carried out, with the non-compliant appliances disposed of.
- 1.5 **Roll Numbers** – The school roll currently sits at four fewer students than this time last year.

- 1.6 **Security** – Ray explained that the alarm call-outs are higher this month. There is no obvious reason for this. The current system needs upgrading as the system is old and it is getting harder to get the parts needed.
- 1.7 **Property** – Ray informed the Board of the following:
- 5YA additional funding paperwork has been signed and sent back to Steve Waters.
 - Cyclical Maintenance – Graeme will be working on this during the year.
- 1.8 **Rimu Attendance Award** – Ray is currently doing a reward for attendance in the Rimu area. A student receives \$10 per week for each week they have attended school every day. He will continue this till the end of the term.
- 1.9 **Beach Picnic** – The picnic went well with a focus on health and fitness.
- 1.10 **Policies** – The following policy was discussed, the remaining policies are currently with the community for feedback. These policies will be approved at the next meeting. Ray to add to the agenda.
- Physical Restraint Policy – the following was briefly discussed and the following motion was proposed:
- A motion to accept and approve the Physical Restraint Policy.
- Proposed:** Maua Collins-Kamuhemu **Seconded:** Natalia Solomon
- Result:** All in Favour ~ motion carried.
- 1.11 **Kahui Ako** – Ray informed the Board that Nick Coughlan has been appointed Lead Principal.
- 1.12 **Board Assurances**
- The following were assured:

- Charter / Strategic Plan and Annual Report – is available for the public to view (e.g. on the school website od SchoolDocs site).

The Board thanked Ray for his detailed report.

2] Governance Information & Legal Compliance

2.1 **Physical Restraint** – Ray informed the Board that non-teaching staff are not allowed to physically restrain a student that is endangering another student, staff member or themselves, unless they are approved by the Board. The staff member is to be given full training and the Board is required to approve the staff member. The Board discussed and agreed that it was better to be prepared and the following staff members agreed on:

- Rodney Pauli
- Cassandra Keepa

Ray will meet with these employees and see if they are happy to do this. The following motion was proposed:

A motion was proposed to approve Rodney Pauli and Cassandra Keepa to be able to perform physical restraint on a student, who poses a danger to themselves, other students and staff members. They are to be given full training and an understanding of the school policy.

Proposed: Maua Collins-Kamuhemu **Seconded:** Liz Lombard

Result: 6 Accepted

Max Guptill abstained from voting, due to his personal connection with one of the staff members.

Motion carried.

3] Finance & Asset Management

3.1 **January / February Financial Reports** – Liz briefly explained the financial accounts to the Board. The bank accounts are good and there are funds in there to cover building projects. Budgets are tracking as expected, but Liz has suggested the school look at spending going forward. There have been additional expenses due to the break-in and the school has logged insurance claims with the Ministry and Crombie Lockwood.

3.2 **2022 Draft Annual Accounts** – The Board briefly discussed and the following motion was proposed:

A motion was proposed to accept and approve the 2022 Draft Annual Accounts.

Proposed: Liz Lombard

Seconded: Max Guptill

Result: All in Favour ~ motion carried.

Michelle informed the Board that the Auditors are visiting on 26.04.23.

4] Strategic Decision

4.1 **ERO Visit** – Ray informed the Board that ERO will be visiting in the first week of Term 2. There will be a Zoom meeting beforehand that Steve Doran, Ray Kelly, Fia Salesa and Anna Voyce will attend.

While on-site they will meet with staff, students and the community.

4.2 **Security Company** – Our current provider, Global Security, service has been poor over a period of months. Ray tabled the quote for Matrix Security, the Board briefly discussed and would like an additional two quotes. Ray will email the quotes to the Board. Steve will then send a motion to the Board.

4.3 **Security Cameras** – Ray explained that he would like a total of 32 cameras around the school for nearly full coverage. The Board briefly discussed and agreed that it makes sense and that the cost can be achieved within budget. Ray will send a map of the proposed sites and a quote when received. The Board would also like Ray to discuss this with the security company.

4.4 **Junior Play Area Upgrade** – Ray informed the Board that he was told this would be completed, except for the turf in 6 weeks.

GoFund has requested an extension for the Grants we received last year, one of these has only been extended to 07.04.23. If we do not present them with a summary of this being spent we will have to refund the grant. Ray informed the Board he will be making a \$70,000.00 progress payment. In future, the school will include a penalty clause in contracts.

5] General Business

5.1 **Principal / Teacher Strike** – The Board briefly discussed and agreed to the school closing on this day. A letter has been sent home to the community explaining the situation. Support Staff will be on-site.

6] Motions

Minutes of the previous meetings

The Board discussed, and the following needs to be removed from the minutes:

- Elections of Board Secretary – remove the name of the seconded by, as this is not required.

The minutes of the meeting held on the 13th of February 2023 were read and accepted as a true reflection of that meeting.

Proposed: Michelle Love

Seconded: Natalia Solomon

Result: All in Favour ~ motion carried.

Correspondence

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

Proposed: Natalia Solomon

Seconded: Michelle Love

Result: All in Favour ~ motion carried.

Financial Reports

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

Proposed: Liz Lombard

Seconded: Max Guptill

Result: All in Favour ~ motion carried.

7] Agenda Items for Next Meeting

- Board to walk around the school.
- Policies Approved

8] 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."

Board moved out of In-committee.

9] Closure

Steve thanked everyone for attending.

7.15 pm

A handwritten signature in blue ink, consisting of a large, sweeping loop at the top and several horizontal strokes below it, positioned above a horizontal line.

Signed: Board Chairman
Stephen Doran

Date 8/5/23

ACTION POINTS FROM THE MEETING OF

13th of March 2023

No.	ITEM	WHO	WHEN
1.	The Hui was on the 15.03.23 and was well attended. The Fono will be on 22.03.23. No date has been set for Bi-Lingual Class visits.	Ray	
2.	Ray will continue applying for a Mazda Foundation grant in 2023 but will need to decide what he will be targeting the funding too.	Ray	
3.	Ray has nearly completed the new lockdown process, procedures and improvements and will present it to the Board. The school will ask the community for snack food in the next newsletter.	Ray	
4.	The Board will do a school walk-around at the next meeting. Ray to include in the Agenda	Board/Ray	
5.	Ray to arrange a flyer drop this term.	Ray	
6.	Ray to get two more quotes from security companies. Ray to send out a motion to accept a new security company.	Ray	
7.	Policies to be approved at the next meeting.	Ray	

8.	Ray to send out a map with the proposed new cameras.	Ray	