

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



Date of Meeting: 29 July 2024 Time: 6:05 pm

1] Administration

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

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve Doran welcomed everyone to the meeting. Steve informed the Board of the trustees' apologies.

Apologies

Leon Mallard, Liz Lombard and Natalia Solomon

Conflict of Interest

Steve Doran—Team Turf (new employer): Steve will have no voting rights or receive any financial gain from any quotes the school may receive.

Action Points of Previous Meeting – 26.05.24

1. Ray will look into establishing a relationship with the Panmure Basin Yachting Club in the coming months.

2. Ray will continue to look into shade options for Rimu Area and possible grants.
3. Ray will not purchase a new water trough, as three are currently down there. He will look at upgrading these.
4. Ray has consulted with the staff on Cohort Entry; he will now consult with the community via a brochure drop, including a QR code for feedback.
5. Ray to added to the agenda items for this meeting, the following will be confirmed at the next meeting:
 - Confirmation of the 2025 BOT dates
 - Principal's – Delegate of Authority – a draft was tabled at the meeting. Ray will adopt this template to reflect the school and present it at the next meeting.
6. Ray completed the OIA questionnaire on Gender and sent a copy to Steve via email.

2] Strategic Aims

2.2 **Principal's Report** – The Board briefly discussed the following:

- Attendance – The school currently has 41% of students at 90% attendance. The Ministry has set a target of 70% of students attending at 90% by the end of the year.
- Flooding - As previously mentioned, the drains have been cleared, but the school is still waiting on the report from the drain layers regarding the camera inspection.
- Property –
 - Ray is still awaiting a start date for the work of Rooms 4-6. The indication is during the following school holidays. These classrooms will not be getting Autex on the walls.
 - Ray informed the Board that the plan is to lay turf in the senior playground. The turf and shade sails could be combined in a grant application.

- The school will need to look at the senior playground, as bark will not be allowed due to new health and safety regulations coming into force next year.

The Board thanked Ray for his report.

3] Governance Information & Legal Compliance

3.1 **Policies** – The following policies were presented to the Board for review; these will be approved at the next meeting:

- Concerns and Complaints
- Media: We would like this to reflect the Delegation document currently under review. Ray will make this change and present it back to the Board.
- Performance Management
- Professional Development
- Protected Disclosure
- Staff Conduct
- Staff Leave

3.2 Board Assurances - Term 3

Assured

- Risk Management
- Planning and Preparing for Emergencies, Disasters, and Crises
- Student Attendance
- Reporting to Parents on Student Progress and Achievement.

- Stand-down, Suspension, and Exclusion
- School Records Retention and Disposal
- Equal Employment Opportunities
- Child Protection and Abuse Recognition and Reporting

In Process

- Searches, Surrender and Retention of Property
- Minimising Physical Restraint
- Safety and Welfare for Students on Work Experience

3.3 Te Whakarōputanga Kaitiaki Kura o Aotearoa

Principal Task Checklist

- July Roll Return and Provisional Staffing Notice – completed
- 11% Loading Removal – STCA and ASTCA – not applicable
- Therapists' Pay Equity Settlement – Noted but not applicable
- Recruiting Casual Relief Teachers – completed
- The Board's Role as a Good Employer – noted
- Board Elections – not applicable
- Learning and Development Opportunities – noted
- Housekeeping – completed

Board Task Checklist

- Board Elections - completed
- Finance & Property – completed

- Student Achievement – completed
- Board Policy Review – completed
- Learning and Development Opportunities – completed
- Housekeeping - completed

4] Finance & Asset Management

- 4.1 **Financial Reports** – Steve Doran informed the Board that the accounts look good, with the expected \$38,000 deficit.
- 4.2 **Auditors Management Letter** – This report was tabled at the meeting; the Board briefly discussed it but requested additional time to review it. Steve Doran will send a digital copy via email and a motion for the Board to accept and approve. Once approved, Ray will send it to the Ministry.

5] Strategic Decision

- 5.1 **Cohort New Entrant Entries** - The Board briefly discussed the feedback from the staff and options should this be implemented. Ray will now organise a pamphlet drop to all houses in the school zone, including a QR Code for feedback, from the community.
- 5.2 **2025 Out-of-Zone Ballot** – The Board briefly discussed, and the following was decided:
- 10 (ten) New Entrant places
 - Priority is given to siblings (no other family members) of a student currently enrolled at Bailey Road School.

The following motion was proposed:

There will be 10 (Ten) New-Entrant places for the 2025 Out-of-Zone Ballot; priority will be given to siblings of current enrolled students.

Proposed: Michelle Love **Seconded:** Max Guptill

Result: All in Favour ~ motion carried.

Ray will organise, along with Phillipa Kahika (Office Manager), the process for the 2025 out-of-zone ballot.

5.3 BOT Meeting Dates -The Board has requested that the dates be emailed. They will check them and confirm them at the next meeting.

The 7th April 2025 meeting date may need to be changed.

5.4 Mid-Year Data - Ray Kelly briefly explained his report. Mid-year data results are always problematic due to teachers being more conservative compared to the data results at the end of the year. Next year, the school will introduce a quick mid-year test. Although the data results are not good, he does expect all groups to achieve by the end of the year. Higher new entrants and students unable to speak English have also impacted the results.

BSLA is showing encouraging results, and this will be extended to include year four students. The Board briefly discussed the results, which are as expected.

The school has ceased its contract with DMIC as it was not seeing the expected progress in Mathematics. The school will use a structured maths programme and develop a programme that suits it better.

They look forward to the end-of-year results.

Ray to remove the names on the report and give a copy to Michelle.

5.5 Student Management System - Ray Kelly informed the Board that the school has recently had an issue with eTap, which was not resolved in a timely manner. The school tried on many occasions to contact them via email, phone, and even going to their offices with no success. Ray asked the Board if he could look into Hero as an alternative for 2025 onwards. Although this system would be more expensive, the benefits

would be better. The Board briefly discussed and agreed to his request.

Ray will review this and report to the Board at the next meeting.

5.6 **Mid-Year Reports** - The Board briefly discussed all the mid-year reports and asked Ray to pass on their thanks to the staff for all the detailed reports.

5.7 **Delegation of Authority** - Ray Kelly tabled a draft, which he will adapt for the school and present at the next meeting for approval.

5.8 **EZ Sport** – The Board was pleased to see that the Y8 Boys Netball Team have qualified for the Auckland Champs. Ray informed the Board that the team had been acknowledged for their sportsmanship and friendliness. The Board has asked Ray to pass on their congratulations.

6] General Business

6.1 **2025 Board Elections** - Steve Doran has asked the Board to consider whether they attend to stand or retire from the Board. He would also like the Board to consider who could be asked to stand and invite them to future meetings.

7] Motions

Minutes of the previous meetings

The meeting minutes held on 1st July 2024, were read and accepted as a true reflection of that meeting.

Proposed: Michelle Love

Seconded: Ray Kelly

Result: All in Favour ~ motion carried.

Abstained: Maua Collins-Kamuhemu

Correspondence

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

Proposed: Max Guptill

Seconded: Michelle Love

Result: All in Favour ~ motion carried.

Financial Reports

A motion was proposed to accept and approve the financial accounts for June 2024 and the bills to be paid.

Proposed: Steve Doran

Result: All in Favour ~ motion carried.

8] Agenda Items for Next Meeting

- Policies – approval at the next meeting
- Confirmation of the 2025 BOT dates
- Principal's – Delegate of Authority

9] In Committee – Personnel

Steve moved that:

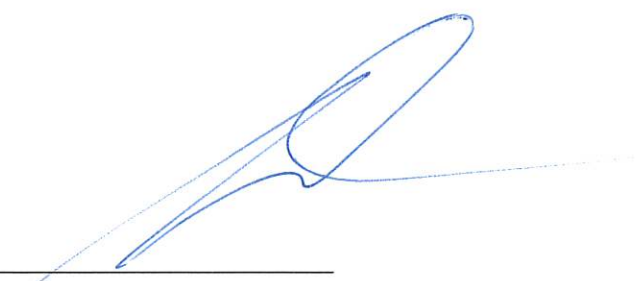
The meeting moved into committee, and pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public is excluded from the remainder of the meeting to give confidentiality to and to protect the privacy of individuals concerned as follows: "that the matters being discussed are of a personal and private nature."

The Board moved out of In-committee.

10] Closure

Steve thanked everyone for attending.

7:30 pm



Signed: Board Chairman
Stephen (Steve) Doran

Date 2/6/8/20

ACTION POINTS FROM THE MEETING OF

29th of July 2024

No.	ITEM	WHO	WHEN
1.	Ray will continue to look into shade options for Rimu Area, along with the turf for the senior playground, possibly by using grants.	Ray	
2.	Michelle G., to email Steve a copy of the Auditors Management Letter so he can send out a Motion.	Michelle G / Steve	
3.	Ray to organise a pamphlet drop to the community regarding Cohort Entry.	Ray	
4.	Ray to organise the 2025 Out-of-Zone ballot.	Ray / Phillipa	
5.	Ray to add to the agenda for the next meeting: Policies – to be approved at the next meeting Confirmation of the 2025 BOT dates Principal's – Delegate of Authority	Ray	
6.	Ray to look into Hero Management System.	Ray	
7.	Ray to remove the names on the Mid-Year Data Report and give a copy to Michelle G.	Ray / Michelle G	

8.	Ray to thank the staff for their Mid-Year Reports.	Ray	
9.	Ray to congratulate the EZ Y8 Netball Team	Ray	