



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

Date of Meeting: 23 July 2018

Time: 6.00 pm

1] **Administration**

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

Dave Muir, Anna Voyce & Rachel Stiers (Teachers)

Michelle Ginders (Minute Recorder)

Welcome

Max Guptill warmly welcomed everyone to the meeting especially Dave Muir, Anna Voyce & Rachel Stiers.

Jody welcomed everyone to the meeting and thanked the teachers for attending the meeting to present their reports to the Board.

Apologies

Steve Doran

Conflict of Interest

None

Action Points of Previous Meeting

1. The NZSTA AGM Delegate form was signed.
2. Jody informed Steve Waters that the Board accepts his recommendations for the 10 Year Plan.
3. Michelle has removed the Petty Cash Policy & reconciled and banked the Petty Cash.
4. The school has actioned EdTech's recommendations on board funded teachers.

1] **Strategic Aims**

MaCoL Within School Coaches

Both Rachel Stiers and Michelle Smith explained to the Board what has been happening within the school in term two. They then went on to explain what the focus and continued support that will be offered in the coming months.

Michelle informed the Board that she is enjoying her new role and has received lots of help and support.

The Board discussed and thanked both of them attending the meeting.

Rachel then left the meeting.

Literacy & Mathematics Mid Year Reports

Both Dave Muir and Anna Voyce presented and explained their reports, which were tabled at the meeting. The school is using PACT tool to track student progress in both these curriculum areas and these reports show where students' are currently at.

Anna explained the new wording in the literacy report to the the Board. The school wide focus this year is reading and the literacy team are running professional development sessions in staff meetings along with in class support. The National Library are also offering professional development in this area as well.

Dave explained what the mathematics team has been focusing on this year, which has been offering opt-in professional development sessions, in class support and resource sharing. Their goal this year is to lift all students achievement levels. The mathematics team is also working on the CAaP plan to include the PACT tool.

The Board discussed and thanked both Dave & Anna for their reports and attending the meeting.

Dave and Anna then left the meeting.

2019 Enrolment Ballot

Jody explained to the Board that the Board will need to fix the ballot numbers for out of zone students for each year level for 2019. The other schools in the area ballot process is completed before the end of term three. The Board discussed and will decide at the next meeting the ballot numbers.

2] Key Point Indicators

Increasingly Digital Project

Jody informed the Board that the school has been invited to attend and present at the ULEARN conference, funding as been provided.

3] **Curriculum Discussions**

School Journal

Jody informed the Board that the students will learn at the next school assembly, whose work has been accepted to be published in the school journal. Jody also explained the process from now on till completion at the end of term three. There will be a book launch with displays of the work, date to be confirmed.

Community Garden

Jody informed the Board that Norma is currently working with a community group to turn the gardens into a community garden. It is still in the discussion stage and they would work along side the school community.

4] **Governance Information**

2018 Out of Zone Ballot – New Entrants

Jody informed the Board that the current ballot received three out of zone new entrants applications, which were accepted and have two left.

Pool Insurance Claim

Jody informed the Board that the insurance claim is not progressing, the Board discussed and would like Jody to organise for Stuart Main to attend the next meeting if possible.

5] **Finance & Property**

Grant Applications

The Board discussed the two grant applications and the following motions were put forward:

To apply for a grant of \$25,392.00 from Four Winds Foundation for Chromebooks and Chrome Management service.

Proposed: Jody Hayes **Seconded:** Michelle Smith

Result: All in Favour ~ motion carried.

To apply for a grant of \$16,894.22 from Mt Wellington Foundation for Digital Microscopes, Lego EV3 Packs and Apple iPads.

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

Result: All in Favour ~ motion carried.

6] Staff Management

New Entrant Class

Jody informed the Board that at this stage has been unable to fill the vacancy for a new entrant teacher as there has been no suitable applicants. The job has been advertised again. Jody will co-teach in this class with Jean D'Souza until a new teacher is employed.

Leave Request

The leave request has been withdrawn.

7] Asset Management

None

8] Health & Safety

None

9] Legal Compliance

NZEI Teachers' Strike

The Board discussed the up coming planned teachers' strike on the 15th of August. If it is a half day strike the school will stay open. However if it is a whole day, Max will send out a motion, via email, on whether the school stays open or is closed on that day.

10] Strategic Decisions

None

11] P.T.A

None

12] General Business

NZSTA Conference

Each Board member shared what they learnt from the recent conference. The Board all agreed that the conference is still worth attending and find the discussion they have with other Boards very valuable. The next conference is in Dunedin. Max then thanked Kerry for organising the accomodation this year.

13] **Motions**

Minutes of the previous meeting

The minutes of the meeting held on 18 June 2018 were read and accepted as a true reflection of that meeting.

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

Result: All in Favour ~ motion carried.

Correspondence

Motion proposed to accept all incoming and outgoing correspondence.

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

Result: All in Favour ~ motion carried.

Financial Reports

Motion proposed to accept the financial accounts and the accounts be paid for June 2018.

Proposed: Michelle Smith **Seconded:** Maua Kamuhemu

Result: All in Favour ~ motion carried.

15] **Agenda Items for Next Meeting**

Jody to include any known visitors to the meeting.

16] **In Committee – Personnel**

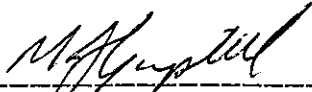
Max moved that:

The meeting moved into committee and that pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public be 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 committee.

16] **Closure**

Meeting Closed: 8.25 pm



Signed: Board Chairman
Max Guptill

Date 13/8/18

ACTION POINTS

1. The Board to think about ballot numbers for the 2019 Out of Zone Ballot, all year levels.
2. Jody to ask Stuart Main to attend the next meeting.
3. Max to send out a motion on the planned teacher's strike, if needed.
4. Jody to include any known visitors to the agenda.