

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



Date of Meeting: 15 June 2020

Time: 6.00 pm

1] Administration

Present: Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson), Kerry Bell, Natalia Solomon, Liz Lombard, and Ray Kelly (Principal)

Via Zoom Leon Mallard and Michelle Love (Staff Trustee)

In Attendance: Fia Salesa (Minute Recorder)

Welcome

Steve welcomed everyone to the meeting.

Apologies

Michelle Ginders (Secretary)

Conflict of Interest

None

Action Points of Previous Meeting – 18.06.20

1. Kerry still to send the details in regards to the code padlock for the Cotswald Lane gate.
2. Ray is currently getting more quotes from accounting firms.
3. The repairs to thr swimming pool will be done before the start of the new swimming season.

4. Ray thanked the staff on behalf of the Board for their hard work during lockdown.
5. Ray still working on the health report through school docs.
6. The wish list has been included in the pack.
7. Ray will organise for 2 bins to be delivered to remove the rubbish.
8. The drain repairs will happen in the July holidays.
9. The IRD paperwork was sent to them and Michelle has gained access to this site.

## 2] Strategic Aims from Principal's Report

Ray briefly explained his report to the Board and the following was discussed:

- 2.1 Enrolment - the advert for the newspaper has been sent for the period and numbers stated in the report.
- 2.2 Year 3 is the schools' issue as the numbers are low in this area.
- 2.3 Wellbeing - Kahui Ako meeting > the Board discussed the information shared from the report.
- 2.4 Property – Ray explained to the Board that Steve Waters had come in to discuss the following:
  - 5YA projects
  - Shade sail proposal (itemised) and the plan to turf.
  - Room 15 needs work in the interim the carpet is pretty poor and the windows upgraded.
- 2.5 Wormald fire system upgraded has been completed.
- 2.6 NE class numbers are looking good.
- 2.7 The school will need to employ a Tech teacher for Term 3 onwards.
- 2.8 ECE recruitment strategy the school is looking at doing a promo video.

- 2.9 The Board read the Enviro report from Carla Wintle.
- 2.10 Ray informed the Board that the Pataka Kai is going well.
- 2.11 The Board read the report from Cassey Keepa the Sports Co-ordinator.
- 2.12 Eric Slade will be teaching Technology for the remainder of this term, the Board may want to do another exit interview with him.
- 2.13 PTA - will meet with the new PTA representatives at the beginning of Term 3.
- 2.14 Kahui Ako – the school will participate in a collective movie at the end of the year.
- 2.15 School Donation Scheme - has to be approved at the end of the year for the following year (approx October). The Board would like to see what benefits this scheme has had on the school this year.
- 2.16 Covid 19 update – the school managed this period well. All families/students have returned and there has been a good return of the devices. The Board passed on their thanks for the handling of the Covid19 period by the school.
- 2.17 Attendance – the Board briefly discussed the report which was tabled at the meeting.
- 2.18 Wellbeing Survey – Ray will make this happen soon.

### 3] Governance Information & Legal Compliance

- 3.1 School Docs – Ray explained to the Board that he has completed the first part of transferring the policies into School Docs. They will now go

through the review stage. Hopefully in the next few weeks he will be able to share with them with the Board.

- 3.2 **Health Report for School Docs** – Ray informed the Board that this report is required for the School Docs, the Board discussed and to their knowledge they have not done this before. Ray will look into further and write the report.

#### 4] **Finance & Asset Management**

- 4.1 **Reports** - Liz briefly explained the financial reports to the Board. There has been some moving around of funds as the new codes were not in the system at the time of coding the payments. This is the reason you are seeing changes in budget values. A high number of payments in March are the start of year expenses. Michelle also explained that all invoices received during the lockdown period have been paid.
- 4.2 **Bank Term Deposits** – Liz informed the Board that the school currently has two term deposits a \$250,000 which matures in the next few months and a \$350,000 which matures later in the year.
- 4.3 **Surplus** – The surplus amount is still good and Ray will look into a Wishlist and will present to the Board for consideration.

#### 5] **Strategic Decisions**

- 5.1 **Covid19** - Ray informed the Board what the school is currently following the Ministry of Education and Ministry of Health guidelines and all is going well.
- 5.2 **Mid-Year Reports** – These will now be sent the second week of term three to allow for additional data results to come through.
- 5.3 **Lockdown Level 2 Plan** – Ray informed the Board that all is going well at this stage.
- 5.4 **LSC Report** - Steve informed that he had spoken with Danielle Wilson to see how she was enjoying the role. She showed great passion, is very engaged which is good to see. The Board were pleased with her report and had no questions.
- 5.5 **Rubbish Clearing** – The Board briefly discussed the response from Child's Time in regards to sharing the cost of removing this rubbish. The

Board was surprised by their response but accepted that they will not be contributing any funding to have this rubbish removed. Ray will organise for a bin to be delivered.

5.6 **3 O'clock Dash Before & After School Care** – Ray has met with Moka and they are following the school's health and safety precautions. Caregivers have to ring them when dropping off and collecting their children and they will collect or deliver the children from the gate.

5.7 **Room 8/9 Drain Repair** – The Board discussed the quote for the repairs to the drain. This has been an ongoing issues and now needs to be fixed. The following motion was proposed:

To accept the quote from Abbotts Drainage of \$9037.43 (excl GST) for the repair of the Room 8/9 drain.

**Proposed:** Max Guptill

**Seconded:** Kerry Bell

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

5.8 **Wormald Fire Upgrade** - Ray informed the Board that the upgrade was completed last week and the report has been sent to Argest for the Building Warrant of Fitness.

5.9 **Executive Office Holder** – Michelle Ginders explained to the Board that we are required to appoint an Executive Office Holder for the purpose of accessing the online services provided by the Inland Revenue Department.

Refer to Appendix 1

6] **P.T.A**

None

7] **General Business**

None

## 8] Motions

### Minutes of the previous meetings

The minutes of the meeting held on 16 March 2020 were read and accepted as a true reflection of that meeting.

**Proposed:** Liz Lombard

**Seconded:** Natalia Solomon

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

The minutes of the Zoom meeting held on 14 April 2020 were read and accepted as a true reflection of that meeting.

**Proposed:** Leon Mallard

**Seconded:** Michelle Love

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

### Correspondence

Motion proposed to accept all incoming and outgoing correspondence.

**Proposed:** Liz Lombard

**Seconded:** Leon Mallard

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

### Financial Reports

Motion proposed to accept the financial accounts and the accounts be paid for March & April 2020.

**Proposed:** Liz Lombard

**Seconded:** Max Guptill

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

## 9] Agenda Items for Next Meeting

None

10] In Committee – Personnel

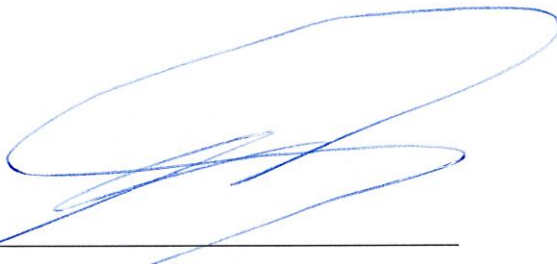
Stephen moved that:

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.

11] Closure

7.10 pm



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Signed: Board Chairman  
Stephen Doran

27.07.20

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Date