

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



**Date of Meeting:** 31 March 2025

**Time:** 6:00 pm

**1] Administration**

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

**In Attendance:** Michelle Ginders (Minute Recorder)

**Welcome**

Steve welcomed everyone to the meeting, especially the visitors. He informed the Board of his apologies. Max also sent his apologies, as he was running a little late (arriving at 6:07 p.m.).

**Apologies**

Natalia Solomon and Leon Mallard.

**Conflict of Interest**

None

**Action Points of Previous Meeting – 10.03.25**

1. Ray checked how long Across School Mentors can hold this position in Kahui Ako. It is usually only two years, but if there are no other applicants, they can stay in the role.

2. Natalia is still to respond to the email motion to accept & approve the 2025 Budget; Steve will email Natalia.
3. Michelle has disposed of the school documents.

**2] PB4L Presentation by Gillian Lolesi**

Gillian presented a slideshow (a hard copy has been added to the board pack) explaining Positive Behaviour for Learning, Restorative Practice, and Peer Mediators and how the school implements them throughout the school.

All incidents are recorded in eTap and investigated twice a term. Teachers are required to teach a lesson every week and are given the resources to do so. Expectations are clearly explained and documented. Data is reported twice a term.

There are different tiers. The school is currently in Tier One but will start Tier Two in term two.

The Board thanked Gillian for her report.

**3] PATs Data Analysis Presentation by Libby Flashman**

Libby presented a slideshow (a hard copy has been added to the board pack) and explained the Progressive Achievement Test (PATs) and the different scale scores and stanines.

The data for Reading Comprehension, Mathematics and Te Reo Māori was compared with term four 2024 test results and term one of this year.

The following are the main points for each subject.

Mathematics:

- The school-wide mean stanine held steady at 4.2, and the national norm was 5. Overall, these results are good.

- Strong improvements in Years 6 and 7.
- The bulk of students of concern are Years 4 to 6.
- Students achieving below expectations in Years 1 to 3 and 7 to 8 are already receiving additional support.
- Year 4 students were using digital testing for the first time.
- Are these results due to the consistent professional development across the school?

#### Reading Comprehension:

- The school has the highest Term One Achievement scores, with most cohorts trending upward or stable (apart from Year 4).
- Year 4 cohort has achieved the lowest mean scores in years,
  - BSLA in Years 1 to 3 focuses on decoding rather than comprehension.
  - BSLA in Years 4 to 6 has far more comprehension elements.
- Years 7 and 8 have had the most gains across the school, which could be attributed to their mixed-ability programme. High expectations are benefitting their cohort, which has a strong comprehension focus.
- Years 4 to 6 have introduced BSLA for students working below expectations this year. Preba Moodley, a literacy support teacher, also works with small groups.
- Is the covid effect finally gone from the school?

#### Te Reo Māori:

- The bulk of the school is at Stage 1.
- The students achieving the highest level of this success are more likely due to whānau support than school-based programmes.
- The year 8 cohort is performing above other levels; is this due to past programmes within the school?

- The school will introduce a new Te Ao Māori plan in term two, which will hopefully increase achievement in term four test results.

The Board thanked Libby for her presentation.

Libby and Gillian left the meeting at 6:45 pm.

#### 4] Strategic Aims

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

- School Roll - We are ten students less than at the same time last year, but we have eight new entrants starting next term.
- Stand-downs - There have been two stand-downs, both of which involved six-year-olds who were naughty and continuously did not follow adult instructions. Ray has met with the parents and will meet with them when they return.
- Basic Maths Data Report – Ray briefly explained his report to the Board.
- School Lunches – The school has been receiving lunches from Compass for the last two weeks. Sometimes, these are just a scroll with a pizza spread. Ray was informed by another Principal, that they are limping through to the holidays where they hope to get ahead of production.
- Restraint of Students – All staff that were required have completed their training.
- Curriculum Requirements – The school is at 98% success, with the 2% not achieved was due to the swimming carnivals.
- Property:
  - Senior turf is completed and looking great. The school will be providing a video endorsement for TeamTurf.
  - The topsoil and grass seeds have been spread.

- Ray informed the Board that the flagpole structure needs considerable work to meet current health and safety rules. He would like the Board to consider demolishing it and replacing it with seating.
  - A drainage quote for the work required near Child's Time has been sent to the Ministry for additional emergency funding.
- 2026 Start & End Dates – Staff have been consulted, and a revised start date, 2<sup>nd</sup> of February 2026, has been accepted. The school year would end on the 14<sup>th</sup> of December 2026. The school is required to be open for 191 days in 2026.
- School Attendance - The school is working hard in this area. We have funding for the attendance officer until the end of term two, which will then be reviewed. Ray briefly explained the report to the Board.
- Policies – All policies have been updated.
- Kahui Ako
  - Nick Coughlan, Lead Principal, finishes at the end of this term.
  - New Lead Principal Thomas Bartlett has shared his vision and planning for the Kahui Ako in 2025 and 2026.
  - One Tree Hill College:
    - Enrolment process for 2026 and the Open Days for 2025.
    - Almost certain only zoned enrolments, unlikely able to accept siblings).
    - 70<sup>th</sup> Reunion
- Board Assurances:
  - Assured
    - School Planning & Reporting
    - Learning Support
    - Health Education
    - Safety Management System & Working Engagement, Participation, and Representation

- Healthcare
- Digital Technology and Online Safety
- Not Applicable
  - Boarding House / Hostel Policies

The Board thanked Ray for his report.

## 5] Governance Information & Legal Compliance

5.1 **Policies** - The following policies, Dogs in School and Pool Usage Procedure, have been updated in SchoolDocs, and the following motions were proposed:

To accept and approve the updated Dogs in School Policy,

**Proposed:** Liz Lombard      **Seconded:** Max Guptill

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

To accept and approve the updated Pool Policy:

**Proposed:** Max Guptill      **Seconded:** Ray Kelly

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

The following policies are currently under review and will be approved at the next meeting:

- Employment Policy
- Equal Employment Opportunities

The Board briefly discussed the policies today, and they were shared with the staff. Ray feels the school is hitting all the targets regarding equal employment opportunities.

## 6] Finance & Asset Management

- 6.1 **Draft 2024 Annual Financial Statement** – Liz briefly explained the statement; the school had a slight deficit but, overall, a good year. The bank balance is good but advised that the school will need funding for big projects in the future.
- 6.2 **Trust Funding** - Ray had included his thank you letters for the funding received for the Senior Area Turf. Both Ray and Fia will take over the role of applying for trust funding from GoFund; they are currently working on a replacement for the senior playground. The Board raised concerns that this would add to their workloads and discussed other options, such as hiring someone solely who works on commission or a wage, but at this stage, Ray would like to do this process. He is aiming to increase the revenue the school can bring in.

## 7] **Strategic Decision**

- 7.1 **BOT Elections**—Ray informed the Board that Simon Kahika was unable to attend this meeting but appears keen to put his name forward. Ray has a couple of parents in mind and will approach them. The Board has requested that the school start advertising in the newsletter and on Seesaw for anyone interested in becoming a member of the Board.

Steve will check whether this election will be a mail or email election with Te Whakarōputanga. Michelle informed the Board that she had started postal or online preparations by getting the school to check addresses and emails.

## 8] **Te Whakarōputanga**

Max informed the Board that there was a bit going on at the national level, which was why he was slightly late for this meeting. He is unable to discuss this with the Board at this stage but will keep them updated.

**9] General Business**

- **MOE Attendance Meeting**—Ray briefly outlined the recent meeting with the Ministry on attendance. The Ministry was very pleased with the progress and programmes we had set up and asked us to document our programmes, which the Ministry will share.
- **Greg Fleming, National MP for Mangakeikei, Meeting** – Ray briefly outlined the recent meeting with Greg in response to a teacher's letter supporting the Reading Literacy Support Teacher. He listened to the school's points and concerns about whether this programme should be taken away. The minister also looked at the current school lunches, the issues the school has experienced, and the time staff members spend sorting these. It was a good meeting, and he said he would go back and discuss it with the appropriate departments.

The Board briefly discussed, and Ray explained to the Board why the Reading Literacy Teachers are important to a school and how training teachers in school could become problematic going forward.

**10] Motions**

**Minutes of the previous meetings**

The meeting minutes held on 10<sup>th</sup> March 2025 were read and accepted as a true reflection of that meeting.

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

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

**Correspondence**

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

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



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

### **Financial Reports**

There are no financial reports at this meeting.

### **11] Agenda Items for Next Meeting**

- Employment Policy and Equal Employment Opportunities approval.

### **12] In Committee – Personnel**

Steve moved that:

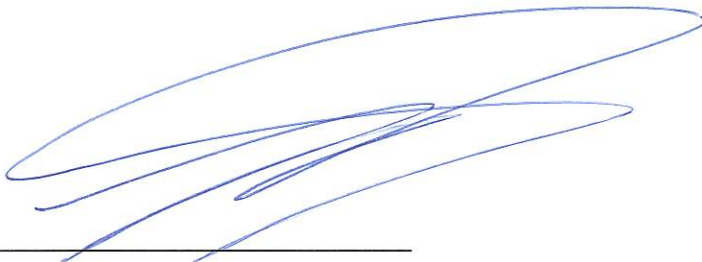
The meeting moved into committee, and pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public is excluded from the remainder of the meeting to give confidentiality to and to protect the privacy of individuals concerned as follows: "that the matters being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

The Board moved out of In-committee.

### **13] Closure**

Steve thanked everyone for attending.

7:45 pm



Signed: Board Chairman

Stephen (Steve) Doran

Date

16/5/25

## **ACTION POINTS FROM THE MEETING OF**

**31st of March 2025**

<b>No.</b>	<b>ITEM</b>	<b>WHO</b>	<b>WHEN</b>
1.	Steve to contact Natalia, to respond to the approval of the 2025 Budget email motion.	Steve	
2.	The Board will consider what to do regarding the flagpole structure.	Board	
3.	Ray / Board will approach prospective new Board Members. Also, advertise in the newsletter, Seesaw and Facebook.	Ray/Board	