

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



Date of Meeting: 14 June 2021

Time: 6:00 pm

1] Administration

Present: Max Guptill (Deputy Chairperson) (in the chair), Kerry Bell, Leon Mallard, Natalia Solomon, Michelle Love (Staff Trustee), and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Max welcomed everyone to the meeting. Ray tabled a new agenda at the meeting.

Apologies

Stephen (Steve) Doran and Liz Lombard

Conflict of Interest

None

Action Points of Previous Meeting – 10.05.21

1. Fia still to get costings for a sports uniform
2. Ray to meet with the Principal from Kelston Boys High School next term.
3. Ray informed the Board that Kahlia has asked Jenny-May Clarkson (Coffin) from the Breakfast Show to open Shade Structure, we are awaiting a reply.
4. Ray asked the Health & Safety Committee to include Misses/Near Misses in their meetings, which was discussed at the meeting and actioned.

5. Ray has included an update in his report on the school lunches.
6. Ray is in the process of organising a school Hui for the Bi-lingual class and will keep the Board informed.
7. Ray still to look into what is required for School Docs – Abuse Recognition & Reporting.
8. Ray has sent a copy of the Code of Conduct to Natalia.
9. Michelle has sent the Audited Annual Accounts to the Board and Steve has sent a motion to accept these reports.
10. Ray will wait until the Staff Banking underuse amount is received before checking with the Ministry.
11. Ray has spoken with Chaz from 3 O'clock Dash to discuss the contract, OCSAR and WINZ funding. To date, this still has not been done but they are waiting on a response from OSCAR and will keep Ray informed of their progress. Max informed the Board that the Church is working with them to coordinate the holiday programme.
12. Ray has informed Auckland Transport that the Board is happy with the proposal.

## 2] Strategic Aims from Principal's Report

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

- 2.1 **Stand Downs** – Ray informed the Board that a large number of stand-downs were due to two vaping incidents. This is quite a common occurrence in intermediate school. Leon informed Ray that he has noticed a large group of senior boys congregating behind the hall in the morning. Ray has not heard of any incidents but will look into, he said that when the security cameras are installed this will help monitor these areas.
- 2.2 **Bilingual Class** – Ray informed the Board that a Noho-a-Kura has been arranged so students and the community can attend the Ruapōtaka Marae festival of lights celebration. The school has met with Ruapōtaka Marae, which was very productive. They have been invited to attend

the Hui when arranged. However due to staffing issues the school has been unable to visit other schools. Ray will continue to keep the Board informed of the progress.

- 2.3 **Banquer** – Ray informed the Board that Banquer is nearly ready to go, he still needs to work out the rent costs but hopes to have this up and running in term three.
- 2.4 **School Lunches** – Ray informed the Board that the local Minister is coming to school to look at how the programme works here, this should be sometime this term. The Board asked about wastage, Ray informed them that most days the school can give them away, however some days are harder and these are thrown away.
- 2.5 **Shade Structure Fencing** – The Board are happy with the fencing option chosen and the lights are working well.
- 2.6 **Property** – Ray informed the Board that he has met with Graeme Brown to discuss the option for refurbishing Jessop House, he will contact him for an update.

The Board thanked Ray for his detailed report.

### 3] Governance Information & Legal Compliance

- 3.1 **EOTC Supervision Policy** – The Board discussed the following:
- Smoking – Adult supervising on trips are required to follow the rules of the venue. Adults are given a briefing before trips but the consensus is that there is no smoking while on a school trip.
  - Parent to Student Ratios:  
Y0-4 1:6  
Y5-5 1:8  
Y7-8 1:10  
Water Activities 1:4  
Special Need Students 1:1

Ray will check with SchoolDocs to see if these ratios can be included in the policy and then represent to the Board. If unable, Ray to add a procedure to this policy.

#### 4] Finance & Asset Management

- 4.1 **Auditor-General** – Ray explained to the Board that every three years the Auditor General will appoint a new Auditor to school or keep the existing Auditors for the next three years.
- 4.2 **Annual Accounts** – Michelle Ginders informed the Board that the Audited Annual Accounts and Management Letter have been sent to the Ministry.
- 4.3 **Classroom Resources** – Liz sent an email (tabled at the meeting and read out by Ray) requesting the board discuss spending \$20 – 30,000.00 of the surplus on classroom resources. The Board briefly discussed and have asked Ray to ask the teachers for a wish list and present it to the Board at the next meeting.

#### 5] Strategic Decisions

- 5.1 **Wellbeing Surveys** – The Board briefly discussed the reports. Ray informed the Board that he saw an improvement in the teacher survey from last year but acknowledged that there were fewer teachers. Michelle commented that she did chase teachers to complete the survey last year. The student's survey showed improvement in some areas however of concern is that more students are feeling unsafe. Ray hopes to see improvement next year.

These reports help the school senior management team to plan what is needed going forward. He will present to the staff at the next staff meeting for their feedback.

- 5.2 **Disposal of Documents** – The Board briefly discussed and the following motions were proposed:

To dispose of documents filed in the main filing system, following the guidelines and instructions set out in the school's Record Retention Policy, for the years up to and including 2013.

**Proposed:** Kerry Bell                      **Seconded:** Natalia Solomon

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

To dispose of the school's financial account documents, following the guidelines and instructions set out in the school's Record Retention Policy, for the years up to and including 2013.

**Proposed:** Kerry Bell                      **Seconded:** Leon Mallard

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

Michelle will organise a secured shredding company to collect these documents before the end of this year.

- 5.3 **Security** – The Board discussed the large increase in the security cost from Ironman Security. An option suggested by Ray was to stop the daily bed down service, which is no longer being done by the subcontractor Countrywide and we have not been informed who is currently doing this. However, the Board would like Ray to get three quotes from other companies before a final decision is made. Ray informed the Board that the security cameras are being installed in the October school holidays.
- 5.4 **Pool Fencing Quote** – The Board briefly discussed but no decision was made.
- 5.5 **School By-laws** – The Board discussed and agreed that when changes are made to existing school rules or new rules are made that the school will need to consult with the community. The school will publish

these in the school newsletter, with a link for feedback, for the community and email the teachers.

- 5.6 **Character Reference** – The Board asked what this reference was for, Ray was not sure but it was a reference from Dave Muir rather than officially from the school. Max also informed the Board that the school has given a character reference before and spoke about his observation and knowledge of this person.

6] **General Business**

None

7] **Motions**

**Minutes of the previous meetings**

The minutes of the meeting held on 10 May 2021 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:** Kerry Bell                      **Seconded:** Michelle Love

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

**Financial Reports**

A motion was proposed to accept the financial accounts for May 2021 and the accounts to be paid.

**Proposed:** Michelle Love                      **Seconded:** Kerry Bell

Result: All in Favour ~ motion carried.

8] Agenda Items for Next Meeting

None

9] In Committee – Personnel

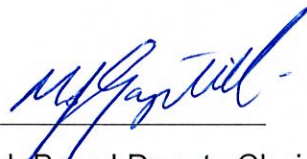
Max moved that:

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

10] Closure

7.15 pm



Signed: Board Deputy Chairman  
Max Guptill



Date

## ACTION POINTS FROM THE MEETING OF

Monday 14 June 2021

| No. | ITEM  | WHO      | WHEN |
|-----|---|----------|------|
| 1.  | Fia to get costings for a sports uniform  | Fia      |      |
| 2.  | Ray to continue to keep the Board informed of the progress of the school lunch scheme.  | Ray      |      |
| 3.  | Ray informed the Board that 3 O'Clock Dash is still in the process of applying for both OCSAR and WINZ funding, they are waiting for OSCAR to get back to them. He has asked Chaz to keep him informed. | Ray      |      |
| 4.  | Ray to look into what is required for School Docs – Abuse Recognition & Reporting.  | Ray      |      |
| 5.  | Ray to get an update on the progress of Jessop House interior refurbishment options.  | Ray      |      |
| 6.  | Ray to check with SchDocs if ratios for EOTC trips can be changed/included in the policy.   | Ray      |      |
| 7.  | Ray to ask teachers for a wishlist for classroom resources.   | Ray      |      |
| 8.  | Michelle to arrange for the documents required to be destroyed to be sent to the company before the end of the year.  | Michelle |      |
| 9.  | Ray to get 3 quotes from security companies.  | Ray      |      |
| 10. | Ray to remind staff about the security procedures for when they are on-site after hours.  | Ray      |      |
| 11. | Michelle to add Leon to the emergency contact list and arrange for an alarm code and key.   | Michelle |      |
| 12. | Michelle to correct the name in the IC Minutes.   | Michelle |      |