



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

Date of Meeting: 12 September 2022      Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (Chairperson) (in the chair), Max Guptill (Deputy Chairperson), Liz Lombard, Fia Salesa (Deputy Principal/Acting Staff Representative) and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder).

Welcome

Steve welcomed everyone to the meeting and explained that Max would arrive soon.

Apologies

Leon Mallard and Natalia Solomon

Conflict of Interest

None

Action Points of Previous Meeting – 08.08.22

1. Bi-Lingual Class visits and the Hui & Fono's are on hold due to Covid19 settings. Ray will inform the Board of the new dates when confirmed in 2022.

2. Ray has put applying for a grant from the Mazda Foundation on hold, as the previous quotes have expired and until he has time to start the process again.
3. Ray met with Graeme Brown to discuss the roofing report (and other property needs).
4. The Principal's Appraisal process changes have been included in the pack and will be discussed in the meeting.
5. Michelle Ginders has updated the Declaration of Interest register.
6. Ray continues to review the lockdown process, procedures and improvements.
7. Ray to action the recommendations and requirements from SchoolDocs. The Board will approve the policies later in the meeting.
8. Fia has organised the BOT email addresses to help with the issues of document sharing.
9. Ray passed on the Board's congratulations to Karishma for her new article in Interface magazine.

## 1] Strategic Aims from Principal's Report

Ray briefly explained his report. The following were discussed in more detail:

1.1 Covid-19 Response – Ray tabled a letter from the Ministry outlining the changes that take effect from midnight tonight. The school will make the following changes tomorrow:

- Mask-wearing is optional from tomorrow
- There will be no restrictions on on-site visitors, parents, or gatherings.

1.2 Property

- Ray informed the Board that the school is still awaiting a start date for the junior upgrade area. At this stage, the fencing is up,

but the ground is still too wet to bring in heavy machinery. Ray will keep the Board informed.

- Ray is still awaiting the report from the Ministry's Property Consultant's recent visit.
- Ray informed the Board that there is \$157,953.99 unallocated 5YA and an outstanding roofing project.
- Ray informed the Board he had received a complaint from a neighbour regarding damage to his pool from rocks thrown over the fence. Ray has responded and is awaiting his response and will keep the Board informed.

1.3 School Roll – The school currently has 415 students. Ray informed the Board that 52 Year 8 students leave at the end of the year. He also explained that the school currently has high numbers of Year 6 & 7 students; unless we see higher enrolments in the next two years, we will continue to see the roll reduce. Fia will arrange for another brochure drop to be done.

#### 1.4 Board Assurances

- The following are assured:
  - Appraisal of the Principal
  - School Swimming Pool
  - Physical Restraint
  - Risk Management
- In Progress
  - Safety Management System.

- Surrender and Retention of Property and Searches – Ray is currently working on this but will be assured at the next meeting.
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  - Not applicable to us
    - International Learners
- 1.5 Curriculum Refresh and associated restructuring through our Strategic Plan – Ray explained the restructuring being considered. Three teams, instead of four, will result in three Team Leaders / Support Teachers and 4 Leaders of Learning. A business plan will be produced, which will need the Board’s approval. Ray is currently consulting with staff and will get back to the Board. The Board briefly discussed and requested a flow chart to be included.
- 1.6 Attendance – The school has introduced two prizes in Term 3 to help with attendance, a rainy day attendance and a class prize for the best attendance percentage for that week.
- 1.7 SEP – Ray informed the Board that staff are currently working on these.

The Board thanked Ray for his detailed report.

## 2] Governance Information & Legal Compliance

2.1 **Policy Reviews** – The following policies were discussed and reviewed by the Board. The following motions were proposed:

- To accept the Child Protection Policy

**Proposed:** Steve Doran

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

- To accept the Sun Protection Policy

**Proposed:** Steve Doran

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

- To accept the Harassment Policy

**Proposed:** Steve Doran

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

Ray has included the following policies to be reviewed in the newsletter:

- Student Wellbeing
- Abuse Recognition and Reporting
- Care and Management of Students
- Supporting Student Wellbeing
- Staff Wellbeing and Safety
- Staff Wellbeing

### 3] Finance & Asset Management

- 3.1 **August Financial Reports** – Liz informed the Board that the school is still in a good position, still showing a deficit. Liz expects to see payments for the Junior Upgrade Area to start before the end of the year. Ray explained that he is currently working on the 2023 budget.

### 4] Strategic Decisions

- 4.1 **2023 BOT Meeting Dates** – The Board briefly discussed. Max, will check the dates and get back to the Board. Steve will send a motion to the Board on Friday to accept these dates.

- 4.2 **Principal and Deputy Principal's Appraisals** – The Board discussed the proposal in the pack. The proposal was quite detailed, and they acknowledged that it was more expensive than the current appraiser but happy to engage him. The following motion was proposed:

A motion was proposed to accept Peter Ayson, of Ayson Connect Education Support proposal and appoint him to conduct the appraisals of Ray Kelly, Fia Salesa and Anna Voyce.

**Proposed:** Max Guptill

**Seconded:** Liz Lombard

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

- 4.3 **Strategic Plan** – Ray is currently working on this and will present it at the November meeting.

- 4.4 **NZSTA Special Annual General Meeting Delegate** – The Board briefly discussed this meeting at the upcoming NZSTA Conference; Steve and Max will be attending this meeting. The Board briefly discussed and the following motion was proposed:

To appoint Steve Doran as the Delegate for the NZSTA Special General Meeting and his voting instructions are as follows:

Free – Your delegate is free to vote as they see fit.

**Proposed:** Steve Doran

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

Michelle to complete the paperwork and Steve to come in on Friday to sign.

- 4.5 **Risk Management Assurance Report** – Ray explained that the school has three reports in the pack, including the Near Miss Report. Fia is currently working on these reports and will consolidate these into one place, and these reports will be shared with the Board when completed.

4.6 **Brochure Drop** – The Board briefly discussed the benefits of doing these brochure drops and agreed that the cost is worth it. Fia will organise this for early next term. The Board has asked that the school set up a spreadsheet to note how they heard about the school when enrolling.

5] **General Business**

5.1 **Parking in School's Carpark Afterhours** – The hall hirers informed the school that the neighbour's cars (up to 6) are parked in the car parks on the hall driveway. The hirers find it hard for them to find parking, especially when the Church also has an event at the same time. The Board briefly discussed, and the following suggestions were made:

- School Use only Signs (first step)
- Letters left on the cars
- Tow Away Signs (if above not working)
- Parking Permits to be displayed on Vehicles

6] **Motions**

**Minutes of the previous meetings**

The minutes of the meeting held on the 8th of August 2022 were read and accepted as a true reflection of that meeting.

**Proposed:** Ray Kelly

**Seconded:** Liz Lombard

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

**Correspondence**

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

**Proposed:** Max Guptill

**Seconded:** Liz Lombard

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

## Financial Reports

A motion was proposed to accept and approve the financial accounts for August 2022 and the bills to be paid.

**Proposed:** Liz Lombard

**Seconded:** Max Guptill

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

## 7] Agenda Items for Next Meeting

None

## 8] In Committee – Personnel

Steve 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.

## 9] Closure

7.00 pm



Signed: Board Chairman  
Stephen Doran

Date 17/10/22



## ACTION POINTS FROM THE MEETING OF

Monday the 12th of September 2022

| No. | ITEM   | WHO | WHEN |
|-----|--|-----|------|
| 1.  | Bi-Lingual Class visits and the Hui & Fono's are on hold due to Covid19 settings. Ray will inform the Board of the new dates when confirmed in 2022. | Ray |      |
| 2.  | Ray will apply for a grant from the Mazda Foundation at a later date   | Ray |      |
| 3.  | Ray will review the lockdown process, procedures and improvements and report to the Board.   | Ray |      |
| 4.  | Ray to keep the Board updated on Property matters (Building Report, Neighbour's pool damage)   | Ray |      |
| 5.  | Ray will review the lockdown process, procedures and improvements and report to the Board.   | Ray |      |
| 6.  | Ray to send the Board when completed the Restructuring Plan.   | Ray |      |
| 7.  | Ray to accept the proposal and appoint the new Senior Leaders Appraisal Consultant.  | Ray |      |

|     |  |                     |  |
|-----|--|---------------------|--|
| 8.  | Steve to send out the following motions:<br><br><ul style="list-style-type: none"> <li>2023 BOT Meeting Dates</li> </ul> | Steve               |  |
| 9.  | Michelle to complete NZSTA SGM appointment of delegate and Steve to sign on Friday.                                      | Michelle /<br>Steve |  |
| 9.  | Ray to share the new Risk Management Plan & Reports when completed.  | Ray                 |  |
| 10. | Fia to organise a brochure drop for early term four.   | Fia                 |  |
| 11. | Ray to organise a spreadsheet for new enrolments to track how they heard about the school.                               | Ray                 |  |
| 12. | Ray to organise signs to be displayed in the school's parking area by the hall.  | Ray                 |  |