

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



Date of Meeting: 22 February 2021

Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson), Kerry Bell, Leon Mallard, Liz Lombard, Michelle Love (Staff Trustee), and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the first meeting of the year and hoped everyone has had a good break.

Steve Doran stepped down as Chairperson and handed the meeting over to Ray.

Ray also welcomed everyone to the meeting.

Election of Office Holders for 2021

Ray then called for nominations for Chairperson for the Board of Trustees for 2021.

Stephen (Steve) Doran was nominated by Leon Mallard, seconded by Liz Lombard. Ray asked Steve if he accepts this nomination and he accepted.

No other nominations were given and Stephen Doran was duly elected as the Chairman.

Ray then called for nominations for Deputy Chairperson for the Board of Trustees for 2021.

Max Guptill was nominated by Kerry Bell, seconded by Steve Doran. Ray asked Max if he accepts this nomination and he accepted.

No other nominations were given and Max Guptill was duly elected as the Deputy Chairman.

Ray then called for nominations for Finance Trustee for the Board of Trustees for 2021.

Liz Lombard was nominated by Steve Doran, seconded by Michelle Love. Ray asked Liz if she accepts this nomination and she accepted.

No other nominations were given and Liz Lombard was duly elected as the Finance Trustee.

Ray congratulated all the Office Holders and handed the meeting over to Steve.

Apologies

Natalia Solomon

Conflict of Interest

None

Action Points of Previous Meeting – 7.12.20

1. Fia is still looking into the costings of a sports uniform.
2. Ray has arranged for the pool painting repairs to be done in April and has warned them that the school will look at other options if this is not done.
3. The refund from Mercury Energy has been received.

4. Ray has included the GoFund fundraising opportunities and details are included in this pack.
5. Kerry confirmed by email, the 2021 BOT meeting dates.
6. Kerry confirmed that Kelston Boys have confirmed the school can visit and is currently planning this with her students.
7. Ray informed the Board that planning is underway for the introduction of a Bilingual class in 2022. He has approached the teacher and they are very keen, he will now organise a hui with the community. The Board briefly discussed and are happy with the process and look forward to hearing more about this in the future.
8. To be discussed later in the meeting.
9. Ray informed the Board that he will not attend the Leadership Conference in Australia now.
10. The Board had no questions on the December data reports.

2] Promotional Video and School Walk Around

Ray went to show the school's promotional video to the Board but due to technical issues, he will forward the video to the Board.

The Board then went and looked at the current and completed property work around the school. Ray also explained to the Board his ideas and vision for the school.

3] Strategic Aims from Principal's Report

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

- 3.1 **Principal Recommendations** – Ray explained to the Board the school has worked very hard on raising the standards academically and behavioural and this will continue to evolve and improve. Ray would now like the Board to consider looking at improving the presentation of the buildings and grounds, as this will help prospective parents to decide where to send their children.

- 3.2 **Health & Safety Committee** – Ray informed the Board the committee has not met this year due to the recent Covid19 lockdown.
- 3.3 **Healthy School Lunches** – Ray informed the Board that there has been a few teething and staffing issues. The school charges the company whenever the school staff are used. So far there has been no waste, the fruit is used the next day and any leftover meals are handed out at the end of the day to the community.
- 3.4 **Go Fund Grant Applications** – Ray informed the Board that to complete the funding application the Board needs to decide on their preferred contractors for the turf, security cameras and fencing. The Board briefly discussed the original quotes and the following motions were proposed, see attached Appendix 1.
- 3.5 **Attendance** – Ray informed the Board that attendance varies daily but Anna follows up with the families. As of Tuesday if families have still not returned since the latest lockdown will be referred to ACES to follow up.
- 3.6 **Uniform Policy Review** – The policy requires the supplier name to be changed. The Board briefly discussed and the following motion was proposed:

To change the supplier's name on the policy to Direct Group Ltd.

Proposed: Ray Kelly **Seconded:** Liz Lombard

Result: All in Favour ~ motion carried.

The Board also discussed the current policy on shoes and after a brief discussion the following motion was proposed:

To include on the policy that only Black or Navy Blue Shoes to be worn.

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

Result: All in Favour ~ motion carried.

Ray will make these changes and inform the community and have this implemented by term three.

There have been a few complaints about the quality and supply of the uniforms. Direct Group is rectifying the supply issue as quickly as possible but this is mainly due to Covid19 delivery issues. They have also asked that any uniforms that are faulty to be returned for exchange or refund.

- 3.7 **Te Reo Strategy** – Ray explained the school strategy has changed to slowly upskill every staff, classes have a word and phrase of the week. Michelle Love explained what has been happening in the school from a teachers perspective.

This year Maria works alongside the class teacher, which builds the teachers knowledge and confidence. Ray acknowledge that the school needs to do more but hopefully, the Bilingual class will help.

The Board thanked Ray for his detailed report.

4] **Governance Information & Legal Compliance**

None

5] **Finance & Asset Management**

Liz briefly explained the draft December accounts to the Board. The Draft Annual Accounts are due soon. The school funds are looking good but expect capital spending to start and the shade system payment will come out in the next few months, which the funding has been received already.

5.1 **Draft 2021 Budget** – Ray explained that the Teacher Aide pay increases, the school pays for the new grades given and the Ministry pays the new translation rates. The schools' cost is about \$36,000.00 a year. This final draft is showing a deficit amount but he hopes with additional funding from grants will improve this over the year.

The Board briefly discussed and the following motion was proposed:

To accept the 2021 Budget presented to the Board at this meeting.

Proposed: Liz Lombard **Seconded:** Leon Mallard

Result: All in Favour ~ motion carried.

6] Strategic Decisions

6.1 **Strategic Plan** – Ray briefly explained his report to the Board. The Board briefly discussed and the following motion was proposed:

To accept the Strategic Plan presented to the Board.

Proposed: Max Guptill **Seconded:** Kerry Bell

Result: All in Favour ~ motion carried.

The Board thanked Ray for his detailed strategic plan for the school.

6.2 **Annual Plan** – Ray will email this to the Board.

6.3 **Student Tracking Tool** – Ray informed the Board that no other school is using this to track a students progress and it is helping to move students.

6.4 **Cleaners** – The Board briefly discussed the quote from a new cleaning company. After a brief discussion, the Board decided to stay with the current cleaners.

6.5 **Attendance Report** – This report showed a lot of information, some concerning but Ray explained that other schools are showing the same. These results were expected and the school is working hard on this but acknowledges that last year Covid19 has had an impact on these results.

6.6 **NZSTA Conference** – Kerry informed the Board that she has secured accommodation at the Distinction Hotel in Rotorua for both this Board and the One Tree Hill College Board. That requires numbers and names and she will forward the details for Michelle to follow up.

The following Board Members will be attending and will forward their registration form to Michelle to register them.

- Max Guptill (One Tree Hill has registered him)
- Kerry Bell
- Leon Mallard
- Natalia Solomon (Steve will confirm with Natalia)
- Liz Lombard
- Ray Kelly
- Michelle Love

Steve is unable to attend.

Michelle will register the Board and contact Heather from One Tree Hill in regards to accommodation.

6.7 **2022 Rimu Camp** – Ray informed the Board that a camp has been tentatively booked for February 2022 at the Kauaeranga Valley Christian Camp. Fundraising will happen during this year.

The Board briefly discussed and are happy with this camp venue.

7] General Business

None

8] Motions

Minutes of the previous meetings

The minutes of the meeting held on 7 December 2020 were read and accepted as a true reflection of that meeting.

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

Result: All in Favour ~ motion carried.

Correspondence

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

Proposed: Liz Lombard **Seconded:** Kerry Bell

Result: All in Favour ~ motion carried

Financial Reports

A motion was proposed to accept the financial accounts and the accounts be paid for December 2020.

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

Result: All in Favour ~ motion carried.

9] Agenda Items for Next Meeting

None

10] In Committee – Personnel

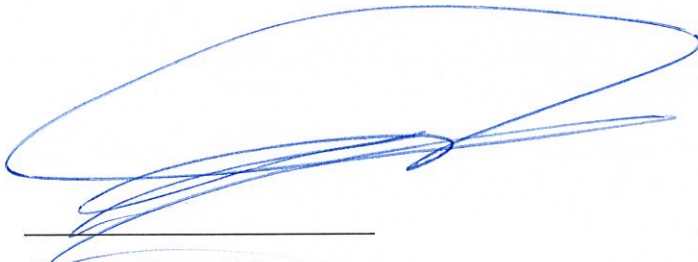
Stephen moved that:

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

11] Closure

7.55 pm



Signed: Board Chairman
Stephen Doran

Date

16/3/2021

ACTION POINTS FROM THE MEETING OF

Monday 22 February 2021

No.	ITEM	WHO	WHEN
1.	Fia to get costings for a sports uniform	Fia	
2.	Ray to send the professional video to the Board	Ray	
3.	Michelle to write an appendix for the funding contractors for Go Fund applications.	Michelle G	
4.	Ray to make the changes to the uniform policy.	Ray	
5.	Ray to send the Annual Plan to the Board by email.	Ray	
6.	Michelle to register the Board for the conference and confirm the accommodation details for both Bailey Road and One Tree Hill College.	Michelle G	

Appendix 1

Go Fund Application

Ray informed the Board that to finalise the applications for the turf, security camera and fencing for the Shade Structure, they would like the Board to endorse their preferred contractors to complete these installations. Ray tabled the quotes previously sent to the Board.

The Board discussed the quotes and the following motions to select their preferred contractors were proposed:

For the installation of the turf for the Shade Structure the Board selects Tiger Turf as their preferred contractor.

Proposed: Max Guptill

Seconded: Liz Lombard

Result: All in Favour ~ motion carried.

For the installation of the security cameras for the Shade Structure the Board selects Entity Hub Limited as their preferred contractor.

Proposed: Kerry Bell

Seconded: Max Guptill

Result: All in Favour ~ motion carried.

For the installation of the fencing for the Shade Structure the Board selects Fencing New Zealand as their preferred contractor. The Board would like to go with Option 2 from Quote# 7201.

Proposed: Liz Lombard

Seconded: Kerry Bell

Result: All in Favour ~ motion carried.