Minutes of the School Board Meeting

Date: 4 May 2026

Time: 5:15 pm – 7:30 pm

1. Administration

- **Present:** Stephen (Steve) Doran (Chairperson), Max Guptill (Deputy Chairperson), Erin Cairney, Simon Kahika, Zoe Foster (Staff Representative), and Ray Kelly (Principal).
- **In Attendance:** Michelle Ginders (Minute Recorder)
- **Apologies:** Abbie Gunning
- **Conflicts of Interest:** None
- **Welcome:** Steve welcomed everyone to the meeting.

2. Matters Arising (Action Points from 09.03.26)

- **Board Profiles:** There was an email issue that has now been sorted. Steve will resend his profile.
- **Land Lease / Appointment:** To be discussed later in the meeting.
- **School Board Conference:** Email was sent.
- **Website:**
  - The Annual reports have been uploaded.
  - The community has been informed of the uniform review and its outcome.
  - The community has been informed of the changes to School Reports.
- **Name Change:** The name has been changed from "Board of Trustees" to "School Board" on the Agenda and Register.
- **Fuel Surcharges:** Ray will set up a register
- **Board Engagement:**
  - Ray will send out a Doc for ideas for the Board to interact with the community.
  - Ray contacted Brand Makers for a shirt/sweatshirt for the Board.
  - Michelle has an order for three so far, and Simon would like to change his to a hoodie. Erin will send in her order.
- **Uniform:** The contract states they will not increase without meeting with the school.
- **Policies:** To be discussed in the meeting.
- **Budgeted / Wishlist Items to be added:**
  - Ray is still looking into ideas and quotes for the pool upgrade and amphitheatre.
  - Ray is contacting other schools for information.
- **Student Leadership:** Ray will arrange for them to attend another meeting in Term 3, maybe to present on where they see the school in 2036.
- **Te Whakarōpūtanga:** Abbie, Zoe & Simon have been registered, and Erin will let Michelle know.
- **Agenda Items -** The following items were included for this meeting:

- o Finance – remove Liz and add Steve.
- o Approval of the latest Cyclical Maintenance
- o Uniform
- o School Reporting
- o Policies Review

3. Strategic Aims & Principal's Report

- **School Roll:** The school roll is currently at 303, 43 students down from this time last year.
- **Attendance:** Currently at 83.04%, and the school is working closely with Navigator, the Attendance Officer, to increase attendance.
    - Students who have had 100% attendance in Term 1 will receive a certificate.
    - The school currently has 54 students on our watchlist.
    - Attendance results to be included on the Website/Facebook.
    - Banqer reward system for attendance has started.
- **Positive Behaviour for Learning (PB4L):** The programme is going well.
- **Annual Reports:** These have been uploaded to the website.
- **Property:**
    - Shade Structure - has been completed.
    - Netball/Volleyball Poles - the holes have been redrilled in the Junior Area.
    - Junior Turf - will start this week; there has been a delay due to the weather. The temporary fencing has been installed.
    - Pool Bathrooms - the renovations to these bathrooms have halted for the time being. The damaged floors are up and replaced with plywood. The rest of the renovations will now take part as the school pool heating and beautification project.
- **Website/Facebook:** The Board has requested that the following be included on the Website/Facebook:
    - Data results (including BSLA results).
    - Celebrations Page.
- **Board Assurances:**
    - Assured:
        - Risk Management
        - Planning and Preparing for Emergencies, Disasters, and Crises
        - School Planning and Reporting
        - Safety Checking and Police Vetting
        - Teaching Staff
        - Performance Management
        - Appointment Policy, Staff Conduct and Professional Development
        - Child Protection and Abuse Recognition and Reporting
        - Curriculum and Student Achievement Policy
        - Cellphones and Other Personal Digital Devices
    - Pending
        - Employment Policy and Equal Employment Opportunities.
    - Not Applicable:

- Boarding House/Hostel Policies
- **Kāhui Ako:** Meeting with the Education Minister, Erica Stanford, at Ellerslie School.

4. Governance Matters & Legal Compliance

- **Policy Reviews:** The Digital Technology & Online Safety and Cellphones and Other Personal Devices policies were reviewed and discussed by the Board. The following questions were raised:
  - Does BRS have any current guidance for staff on the use of generative AI tools, particularly where student information, images, learning support information, copyright, or school communications are involved? - *Yes, the staff may use Gemini or Copilot, which are in the school bubbles, so data is not shared. A student may not use an AI tool unless the teacher has assigned it.*
  - Generative AI does not necessarily need a full section in this policy, but a light-touch reference to "emerging technologies, including generative AI" could help future-proof it. Bailey Road School takes a cautious and age-appropriate approach to emerging digital technologies, including generative AI. Any use of these technologies must support learning, protect student privacy, respect copyright, consider equity and cultural implications, and align with school guidance and Ministry of Education advice.
  - A more important practical question is whether the school has a simple process for approving new digital tools, apps, or platforms before they are used with students or student information. - *All new tools, apps or platforms are reviewed by Gillian Lolesi (Technology Teacher), the Curriculum Team and approved by the Principal.*

  An email will be sent with the amendments along with a motion to approve.

- **School Swimming Pool Photos:** The Board discussed photographing students in togs in the swimming pool area and whether more guidelines are needed. Both Steve and Erin will look into this further and report back at the next meeting.
- **Policies to be Reviewed and Approved at the next meeting:**
  - School Swimming Pool
  - Education Outside the Classroom (EOTC)
  - EOTC Governance Roles and Responsibilities
  - EOTC Risk Assessment and Management.

5. Finance & Asset Management:

- The accounts for March show a surplus, which is usual for this time of the year. There were no April accounts as the month has just rolled over.
- The school continues to receive fuel surcharge notifications from suppliers. Ray will organise a register.

- The Board acknowledged the Ministry's response, tabled at the meeting, to the request to self-manage the schools' property and will wait for the final decision. Steve Waters (Yellowstone Holdings), our Property Advisor, will still manage the school property.
- The school have applied for grant funding to contribute to the cost of purchasing and installing Astro Turf in the Junior area. To date, there has been no response.
- Child's Time Lease: The Board discussed the market-value study conducted by Graeme Brown (Yellowstone Holdings) and requested that a copy of the Deed of Lease be emailed. To them. This will be discussed at the next meeting, where a lease amount for the 2026-27 year will be decided.

6. Strategic Decisions:

- **NZ Fuel Response Plan 2026:** The Board acknowledged the plan and briefly discussed it.
- **Pool Beautification**:
    - Ray will continue to gather quotes for different ideas, and the Board will review them.
    - The Board is to review this area and develop ideas for it.
    - Ray to look into revenue options and contact other schools.
- **Electrical/GAS Management:** The Board briefly discussed, but as the school is part of the All-of-Government Grants (AoG) scheme, for which we have a current contract for Electricity until 2030. Ray will look into this.
- **Building Whanaungatanga with our School Community:**
    - The Board will attend (in shifts) the upcoming Parent/Teacher Interviews being held on 6th May
    - Plan - Ray will provide a document for the Board to share ideas, events and who will attend.
    - Michelle will order clothing once all the orders are in.
- **Principals Term Two Checklist:** Ray has completed all his tasks.
- **Boards Term Two Checklist:** The Board is to look at and report back at the next meeting.
- **Rimu Camp Report & Financial Statement:** The Board reviewed the report, which indicated the students had a good time. The financial statement, tabled, showed a small profit that will go towards the next camp deposit payment.
- **School Enrolment Zone:** The Board discussed the boundary and shared zones with neighbouring schools and would like Ray to contact the Ministry to have these zones reviewed and, if possible, changed. Since the school has been zoned, the school roll has dropped.

7. Te Whakarōpūtanga

- **Conference**
    - The brochure will be sent to the attendees via an app.

- **Auckland Executive Regional Elections:** The election paperwork was sent only to the Principal; therefore, in future, these will need to be forwarded to the Chairperson before any action is taken.
- **Correspondence:** All future correspondence, including election correspondence, sent from Te Whakarōpūtanga (NZSBA) must be sent to the Chairperson and the Board Secretary.
- **AGM:**There are no remits at this stage for the upcoming Annual General Meeting.
- **National Board:** Max informed the Board that he will be standing again for the National Board at the next elections.

8. General Business:

- **Matters Arising:** The Board has requested this to be converted back to the old format.

9. Reviews

- **Financial** **Reports**
  A motion was proposed to accept and approve the March 2026 financial accounts and to pay the bills.
  Proposed: Steve Doran
  Result: All in Favour ~ motion carried.
- **Minutes of the previous meetings**
  The following changes were required to the Minutes, the Te Whakakarōpūtanga section in the IC Minutes to be included in these minutes.
  The meeting minutes from 30 March 2026 were read and accepted as a true and accurate reflection of the meeting.
  Proposed: Ray Kelly **Seconded:** Simon Kahika
  Result: All in Favour ~ motion carried.
- **Correspondence**
  A motion was proposed to accept all incoming and outgoing correspondence.
  Proposed: Zoe Foster **Seconded:** Max Guptill
  Result: All in Favour ~ motion carried.

10. Agenda Items for Next Meeting

- Policies Review
- Swimming Pool Photos
- School Zone
- Child's Time Lease

11. 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 the In-committee.

Signed: Board Chairperson
Stephen (Steve) Doran

Date: 3-06-26

MATTERS ARISING FROM THE SCHOOL BOARD MEETING OF

4th of May 2026

No.	ITEM	WHO	WHEN
1.	Steve to email his profile, as there was an issue with his email.	Steve	
2.	**Board Engagement:** Ray to send out a Doc for ideas for the Board to interact with the community. The Board is to let Ray know what times they are available on Wednesday. Ray to organise copies of the Schools' Annual Implementation Plan for Wednesday night. Michelle to order Board clothing from Brand Makers.	Ray/Board/Michelle	Done - 6.05.26 Done - 5.05.26
3.	Website/Facebook: The Board has requested that the data results & celebration page be set up on these two platforms.	Ray	
4.	Budgeted / Wishlist Items – Ray to send out a register with these on.	Ray	
5.	Matter Arising – These to be reverted back to the old format	Michelle	Done – 5.05.26

6.	**Policies:** Erin to email the new wording for the Digital Technology and Online Safety, Cellphones and Other Personal Devices Policy. Ray to send the changes to SchoolDocs, and then an email motion will be sent to accept & approve. Policies to be reviewed before the next meeting: School Swimming Pool, Education Outside the Classroom (EOTC), EOTC Governance Roles & Responsibilities and EOTC Risk Assessment & Management	Erin/Ray/Board	
7.	Te Whakarōpūtanga: Erin to confirm if attending. The Board to review the Term 2 Board Checklist. All correspondence from them is to be forwarded to the Chairperson and Secretary.	Steve/Erin/Ray/ Board	
8.	Swimming Pool Student Photos – Steve & Erin to research this and report back to the Board.	Steve/Erin/Board	
9.	Fuel Surcharges - Ray to set up a register.		
10.	Ray to get additional ideas & quotes for the pool beautification project. The Board is to go look at the area.	Ray/Board	

11.	Electrical / Gas Management – Ray to look into and report back to the Board.	Ray	
12.	School Zone – Ray to speak with the Ministry and report back to the Board.	Ray	
13.	Michelle to send out MOE/Child's Time Deed of Lease to the Board.	Michelle	Emailed – 5.05.26
14.	Minutes - Changes required to the 30.03.26 Minutes & IC Minutes.	Michelle	Done - 6.06.26
15.	**Agenda Items:** Policies to be approved Photos of Students in the Swimming Pool Pool Beautification Project Child's Time Lease School Zone	Ray	