

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



Date of Meeting: 18 May 2020 Time: 6.00 pm

1] Administration

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

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the meeting and was pleased to see everyone in person. He also thanked the essential workers on the Board who have worked throughout the lockdown period.

Apologies

None

Conflict of Interest

None

Action Points of Previous Meeting – 16.03.20

1. Kerry will send the details in regards to the code padlock for the Cotswald Lane gate but this will not be changed until the country is back to normal.
2. Ray currently completed the Uniform Policy in School Docs and will be presented to the Board soon.

3. Ray will now get quotes from different accounting firms.
4. The NZSTA conference has been postponed till October at this stage.
5. The fire panel was upgraded last week.
6. The contact details of all students were sent home.
7. Ray went back to the cleaning companies to negotiate further.
8. Ray has made the changes to the policies in School Docs.
9. Ray is awaiting a reply from Steve Waters in regards to the refurbishments of Room 13.
10. The quote for the repairs to the Room 8/9 drain was in the pack.
11. Mercury Energy is currently awaiting the documents from Genesis Energy in regards to the solar panel installation.
12. Ray has met with Moka Misipeka from 3 O'clock Dash and spoken about the correct use for the air conditioners.

Action Points of Previous Meeting – 14.04.20

1. The school is currently staying with the current cleaners for the next six months, as they have kept the rates the same.
2. Anna updated the device google doc and sent the agreement via Seesaw.
3. The devices were distributed by Ray, Fia and Anna.
4. Fia and Anna contacted the community in regards to digital learning.
5. Ray contacted the community whenever there were an announcements by the government in regards to schools.
6. Michelle sent the NZSTA voting paper via email.

2] Strategic Aims from Principal's Report

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

- 2.1 **Swimming Pool** – The repairs to the pool have not been completed due to the lockdown and he will now arrange for these to be completed.
- 2.2 **Staffing** – Ray informed the Board of the following:

- Kelsey Robinson (replacing Eric Slade) and Jesica Restuaro (replacing Norma Raman) arrived last week and are settling into their new classes.
- Eric will be leaving this week, Ray informed the Board that he employed him for a month to cover the new teachers and is working with Kelsey to settle her into the class.
- Casey Keepa will now take over as Sports Co-ordinator role fully from Eric Slade.
- Norma Raman has taken over the Maths role, 3 days a week, from Dave Muir who has gone back into the class. Ray will take on the university paper so the school can continue to receive this funding. However Norma is currently settling Jesica into the class.
- Fiona Gooch will go on maternity leave in Term 3 and will take over the technology role teaching art in two weeks time.
- Karaka Team will restructure from five to four classrooms.
- Hong Wang arrived today to start another new entrant class, she will take the current students in Room 1 and Andrea Tinnion-Morgan will continue with the new students as they arrive. She will work with Andrea this week and then open Room 7.
- Fiona Gooch & Libby Flashman have taken over the Arts Curriculum and will share an unit.
- Te Ao Māori classes will now be in Room 20.
- All relievers who had worked before the lockdown period were paid by the school as advised by the Ministry, the school will get this funding back at a later date.

2.3 **Security** – There were a number of callouts during the lockdown and we had requested the security company to respond to these alarm activations.

2.4 **Wellbeing Survey** - Ray will now start on the Wellbeing Survey.

2.5 **Staffing Allocation 2021** - Ray was informed by the Ministry that we could possibly have a reduction in the staffing allocation for 2021 due to the lower student numbers. Ray has had assurance that this has happened previously in the projected July returns and that by October we have applied again as the numbers have increased,. Anna will do a

big push for the upcoming enrolment ballot. Ray will also find out the process if we do have to let go a permanent teacher but the Board could also fund a teacher. The Board briefly discussed.

2.6 **Attendance** -Ray has not reported on attendance during the periods of lockdown and this continues until next week.

2.7 **Targeted Students** - Ray tabled a report in regards to the students who the school will be targeting, the Board read through and at this stage had no questions.

Specific board members with students at our school expressed their thanks at the quality of work and effort their children received from the teachers during the lockdown period and the rest of the Board agreed. The Board asked Ray to pass on their thanks to the staff.

3] **Governance Information & Legal Compliance**

3.1 **School Docs** – Ray explained to the Board that he has completed the first part of transferring the policies into School Docs. They will now go through the review stage. Hopefully in the next few weeks he will be able to share with them with the Board.

3.2 **Health Report for School Docs** – Ray informed the Board that this report is required for the School Docs, the Board discussed and to their knowledge they have not done this before. Ray will look into further and write the report.

4] **Finance & Asset Management**

4.1 **Reports** - Liz briefly explained the financial reports to the Board. There has been some moving around of funds as the new codes were not in the system at the time of coding the payments. This is the reason you are seeing changes in budget values. A high number of payments in March are the start of year expenses. Michelle also explained that all invoices received during the lockdown period have been paid.

4.2 **Bank Term Deposits** – Liz informed the Board that the school currently has two term deposits a \$250,000 which matures in the next few months and a \$350,000 which matures later in the year.

- 4.3 **Surplus** – The surplus amount is still good and Ray will look into a wishlist and will present to the Board for consideration.

5] **Strategic Decisions**

- 5.1 **Covid19** - Ray informed the Board what the school is currently following the Ministry of Education and Ministry of Health guidelines and all is going well.
- 5.2 **Mid-Year Reports** – These will now be sent the second week of term three to allow for additional data results to come through.
- 5.3 **Lockdown Level 2 Plan** – Ray informed the Board that all is going well at this stage.
- 5.4 **LSC Report** - Steve informed that he had spoken with Danielle Wilson to see how she was enjoying the role. She showed great passion, is very engaged which is good to see. The Board were pleased with her report and had no questions.
- 5.5 **Rubbish Clearing** – The Board briefly discussed the response from Child's Time in regards to sharing the cost of removing this rubbish. The Board was surprised by their response but accepted that they will not be contributing any funding to have this rubbish removed. Ray will organise for a bin to be delivered.
- 5.6 **3 O'clock Dash Before & After School Care** – Ray has met with Moka and they are following the school's health and safety precautions. Caregivers have to ring them when dropping off and collecting their children and they will collect or deliver the children from the gate.
- 5.7 **Room 8/9 Drain Repair** – The Board discussed the quote for the repairs to the drain. This has been an ongoing issues and now needs to be fixed. The following motion was proposed:

To accept the quote from Abbotts Drainage of \$9037.43 (excl GST) for the repair of the Room 8/9 drain.

Proposed: Max Guptill

Seconded: Kerry Bell

Result: All in Favour ~ motion carried

5.8 **Wormald Fire Upgrade** - Ray informed the Board that the upgrade was completed last week and the report has been sent to Argest for the Building Warrant of Fitness.

5.9 **Executive Office Holder** – Michelle Ginders explained to the Board that we are required to appoint an Executive Office Holder for the purpose of accessing the online services provided by the Inland Revenue Department.

Refer to Appendix 1

6] **P.T.A**

None

7] **General Business**

None

8] **Motions**

Minutes of the previous meetings

The minutes of the meeting held on 16 March 2020 were read and accepted as a true reflection of that meeting.

Proposed: Liz Lombard

Seconded: Natalia Solomon

Result: All in Favour ~ motion carried.

The minutes of the Zoom meeting held on 14 April 2020 were read and accepted as a true reflection of that meeting.

Proposed: Leon Mallard

Seconded: Michelle Love

Result: All in Favour ~ motion carried.

Correspondence

Motion proposed to accept all incoming and outgoing correspondence.

Proposed: Liz Lombard

Seconded: Leon Mallard

Result: All in Favour ~ motion carried.

Financial Reports

Motion proposed to accept the financial accounts and the accounts be paid for March & April 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 be 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 committee.

11] Closure

7.10 pm



Signed: Board Chairman
Stephen Doran

15.06.20

Date

ACTION POINTS FROM THE MEETING OF

Monday 18 May 2020

No.	ITEM	WHO	WHEN
1.	Kerry to send through the details for a combination lock to Ray.	Ray/Kerry	
2.	Ray to get quotes from accounting firms.	Ray	
3.	Ray to arrange for the repairs to the swimming pool to be completed.	Ray	
4.	Ray to thank the teachers on behalf of the Board for all their hardwork throughout lockdown.	Ray	
5.	Ray to look into the Health Report required for School Docs.	Ray	
6.	Ray to make a wish list using some of the surplus funding.	Ray	
7.	Ray to organise for a bin to remove rubbish.	Ray	
8.	Ray / Michelle to organise for the drain to be repaired.	Ray / Michelle	Emailed 20/05
9.	Michelle to send the paperwork off to IRD for the appointment of an Executive Office Holder.	Michelle	Emailed 19/05

Appendix 1

Appoint an Executive Office Holder

Ray explained to the Board the school is required to appoint an Executive Office Holder for the Inland Revenue Department for the purpose of accessing the online services for Inland Revenue Department.

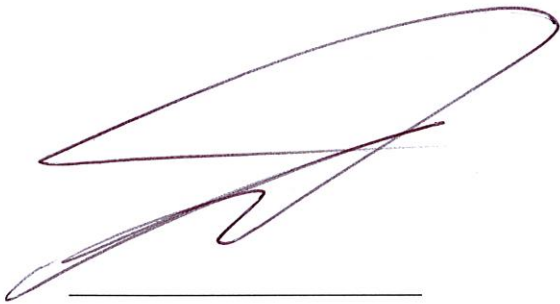
The Board discussed and the following motion was proposed:

Motion proposed to appoint Michelle Ginders, Finance Officer, as the Executive Office Holder to act on behalf of Bailey Road Primary & Intermediate School Board of Trustees, for the online services of the Inland Revenue Department.

Proposed: Kerry Bell

Seconded: Leon Mallard

Result: All in Favour ~ motion carried.



Signed: Board Chairman
Stephen Doran

18/5/2021

Date

