

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



Date of Meeting: 18 November 2019

Time: 6.00 pm

1] Administration

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

Fia Salesa (Deputy Principal), Danielle Wilson (Teachers)

Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the meeting especially Fia and Danielle. The Board also congratulated Danielle on her new position as Learning Support Co-ordinator.

Apologies

Leon Mallard, Liz Lombard (Trustees), Eric Slade, Amelia Tui'tahi (Teachers) and Delize Roos (SWiS).

Conflict of Interest

None

Action Points of Previous Meeting

1. Ray has included the policy on the sharing of student information in the pack for approval.
2. Ray will send the ERO visit timetable to the Board tomorrow.
3. Ray has made the changes to the policy and has included them in the pack for approval.
4. Ray has started to purchase the items on the wish list.
5. Ray has organised the painting of the pool to be done in the school holidays.
6. Michelle made the changes to the minutes and Steve has signed them.

2] Curriculum Reporting

Steve explained to Danielle that all her report have been read by the Board and that the Board will ask any questions they have.

Within School Coach

The Board briefly discussed Michelle Love and Danielle Wilson's combined report and thanked both Danielle and Michelle for their detailed report which answered all their questions.

Steve thanked Danielle for attending the meeting she left the meeting at 6.05pm.

SENCO

The Board briefly discussed the report, ask for the reason for an increase in lunches in term three. Fia explained that it was a combination of hardship, students not bringing enough in their lunch boxes and students wanting to see what was provided by the school.

Cultural Languages

The Board discussed Amelia Tui'tahi's report and the feedback from the community. The community would like to see different cultural groups celebrated not just the key cultural groups. Fia explained the school went of the percentages currently in the school. This year the language week was combined with in class learning rather than separate activities throughout the week. The school would like to see how traditional food is made rather than just bringing in food.

The Board asked Ray to thanked Amelia for her report and her enthusiasm she shows.

SWiS

The Board briefly discussed this report and asked Fia if there was any surprises from Delize Roos's report. This year there has been more involvement with the truancy officer, with some interesting cases that they are currently working on. Delize, Ray and Fia are working with families and assisting in collecting students when necessary and transporting them to medical appointments. They are also checking on the wellbeing of families however families are still moving on without notification.

The schools within the SWiS cluster schools are trialling a HUB, with all SWiS working together and often sharing them across school. This is still in the planning stages and there is still a lot to be sorted before it would be introduced.

We currently use Delize to run programmes, organise the lunches and liaise with our families and would be disappointed to lose her.

The Board asked Ray to thank Delize for her report.

Physical Education

The Board discussed Eric Slade's report and ask why the cross country was stopped. Fia explained that the other school has said that our course was too hard. Also there has been a decline in the number of student being involved from the Eastern Zone schools.

The report highlighted the loss of the sporting equipment and students not respecting the equipment, this is an ongoing issue and more education is needed.

The Board would like Eric to write up a plan and systems going forward. They would also like the a new consent form sent home, yearly allowing students to participate in sports for the year and asking for coaches, with only reminders sent home for each event and asking for transport helpers.

The Board discussed the possibility of engaging a Sports Co-ordinator and Ray will look into and report back to the Board.

The Board asked Ray to thank Eric for his report.

Māori

The Board discussed Maria Papuni's report and would like Ray to pass on her hard work and passion in this curriculum area. The Board would also like Ray to look into the possibility of holding community classes to learn the language and if there is any funding available.

Ray is currently in the process of revamping this curriculum area and will inform the Board of these changes soon.

The Board asked Ray to thank Maria for her report.

The Board thanked Fia for attending the meeting and Fia left the meeting at 6.55 pm.

3] Strategic Aims from Principal's Report

Ray informed the Board that Mathematics will continue to be the focus in 2020 and there is still a lot to be done on Relationship learning.

4] Governance Information & Legal Compliance

Policies

The Board discussed the policies to be reviewed and the following motions were proposed:

To accept the Privacy Policy, with formatting and name changes, and appoint Michelle Ginders as the Privacy Officer.

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

Result: All in Favour ~ motion carried.

To accept the Swimming Pool Usage Policy with formatting and name changes.

Proposed: Michelle Love **Seconded:** Max Guptill

Result: All in Favour ~ motion carried.

The Board would like the changes discussed (noted by Max) made and the Health & Safety Policy to be approved via email. Ray briefly explained the changes currently happening within the school, the committee and we have completed all areas required and been given certification. The Board would like Ray to hold an introduction on the Health & Safety requirements at school for all staff.

Ray to send the Classroom Release Policy to the Board for review.

NZSTA Regional Election

The Board discussed the candidates for the upcoming elections and the following motion was proposed:

To vote for the following candidates in the NZSTA Auckland Regional Elections

- Ronald Crawford
- Tina Hebrew-Takai
- Manpreet Dhaliwal
- Kathy Harding
- Ebony-Rosr Andrews
- Tasi Leaupepe
- Joycelyn Tauevihi
- Hemoata Wanakore-Flavell
- James Lothead-Macmillan

Proposed: Steve Doran

Result: All in Favour ~ motion carried.

Michelle to complete voting paper, Steve to sign and Michelle to email to the Returning Officer at NZSTA.

Enrolment Ballot – Out of Zone

Ray informed the Board that there were 11 application for the enrolment ballot and letters of acceptance for them are in progress.

5] Finance & Asset Management

Liz asked Michelle to inform the Board of the following:

- I support the quote for the fire alarm system work. As we currently have funds available I think it would be a good idea to get this work done.
- I support the proposed policies and have no questions.

- Rm 13 - Is renovation of this classroom scheduled? If not, is this something we need to consider and put in the budget for next year?
- Financials - I have no comments to add. All reports accepted by me. If anyone has any questions please let me know.

Draft Budget

Ray briefly explained the draft budget to the Board and how he attends to use the current funding the school currently gets. The Board briefly discussed and would like Ray to look at the overspends and amend if required in the 2020 budget if required. The school is applying for funding for a Mathematics Support Teacher and Digital Support. Ray to send the budget to EdTech to look over. Ray to send out an amended budget via email. The Board asked Ray to send a copy of the budget via email.

Credit Card – Deputy Principal (2nd)

The Board would like Michelle to start the paperwork for a Credit Card for the new Deputy Principal, a motion for this and the limit will be set at the first meeting in 2020.

Wormald – Fire Panel Upgrade

The Board discussed the quote and would like Ray to check if it is a Ministry requirement that we use Wormald. To check what the extra cost would be and the safety requirement for any high work. Ray to send any changes to the Board and if required a motion to be proposed by Steve.

Room 13 Upgrade

The Board discussed the letters presented to them from the students of Room 13. Ray explained to the Board that he has included some of the work in his 2020 Budget. The Board would like Ray to look into when this classroom was last upgraded. The Board would like the internet access and heating/cooling addressed immediately.

Steve will write a letter of response back to the students explaining what they are able to address and what they will plan for in the future.

ERO Visit

Ray, Steve and Max will meet briefly after the meeting to go through the requirements for the visit. The Board thanked Ray for his hard work.

6] Strategic Decisions

Cyclical Maintenance

Ray briefly explained that the Auditors had questions in regards to the current cyclical maintenance and he will meet with Steve Waters to go over.

Staff Appointments

The Board congratulated both Anna Voyce (Deputy Principal) and Danielle Wilson (Learning Support Coordinator) on their new roles for 2020.

Reading Recovery

Ray informed the Board of the progress he has made and that there could be additional funding available in 2020.

Enviro – Succession Planning

Ray informed the Board that Carla Wintle is currently working alongside Norma, learning all she can and has attended professional development conferences this year.

Pool Painting

Ray informed the Board that he has arranged for the pool to be painted in the upcoming holidays.

Teacher Only Days

Ray informed the Board that these are still to be finalised for 2020. He will ring Barbara to confirm these dates and will email the Board when he has the dates.

Solar Panels

Ray explained to the Board that he is still working on this but it looks like we will need to switch to Mercury Energy for our electricity. The Board would like Ray to look at visiting other schools who currently have solar panels.

Hall – Air Conditioner

Ray briefly explained the progress on the air conditioning units for the hall and that the school was advised that 3-4 units are better for the size of the school.

7] P.T.A

None

8] General Business

Could all the Board Trustees please sent their bank account details to Michelle Ginders.

Reminders for the Board:

- 30/11/19 6pm Staff/BOT Dinner
- 9/12/19 6 pm BOT Meeting & Dinner
- 11/12/19 11am Junior Prizegiving
- 11/12/19 6pm Graduation

- 12/12/19 1pm Rimu/Karaka Prizegiving

9] Motions

Minutes of the previous meetings

The minutes of the meeting held on 21 October 2019 were read and accepted as a true reflection of that meeting, with the minor changes to be corrected.

Proposed: Michelle Love **Seconded:** Natalia Solomon

Result: All in Favour ~ motion carried.

Correspondence

Motion proposed to accept all incoming and outgoing correspondence.

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

Result: All in Favour ~ motion carried.

Financial Reports

Motion proposed to accept the financial accounts and the accounts be paid for October 2019.

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

Result: All in Favour ~ motion carried.

10] Agenda Items for Next Meeting

None

11] 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.

12] Closure

8.30 pm

A large, stylized handwritten signature in black ink, appearing to be 'S. Doran', written over a horizontal line.

Signed: Board Chairman
Stephen Doran

12/12/18
Date

ACTION POINTS

1. Ray to thank the teachers for their reports and give the feedback from the Board.
2. Ray to look into Sports Co-ordinator.
3. Ray to look into purchasing pop up tents (sports).
4. Ray to look into classes to teach Te Reo and if any funding is available.
5. Ray to format the policies and any changes, send Classroom Release Policy to the Board and work on the Health and Safety policy.
6. Michelle to complete and send voting paper to NZSTA.
7. Ray to check if Michelle is the Privacy Officer.
8. Michelle to start the paperwork for credit card for new Deputy Principal.
9. Ray to look at the draft budget questions and send a copy to the board via email.
10. Ray to check that the school is required to use Wormald and to check what the extra costs would be.
11. Steve to write a letter aresponse to Room 13 and Ray to organise the internet access and heating/cooling options.
12. Ray to send timetable of the ERO visit to the BOT.
13. Ray to congradulate Anna on her appointment, on the Boards behalf.
14. Ray to look into the Teacher Only Days.
15. Ray to look further into the Solar Panels and possibly visit other schools.
16. Ray to run an introduction for all staff on the new Health & Safety requirements.