

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



Date of Meeting: 16 August 2021

Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (Chairperson) (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 meeting.

Apologies

Natalia Solomon

Conflict of Interest

None

Action Points of Previous Meeting – 5.07.21

1. Fia to get costings for a sports uniform.
2. Ray will continue to update the Board on the progress of 3 O'clock Dash OSCAR and Work and Income funding applications.
3. Ray is still to look into what is required for School Docs – Abuse Recognition & Reporting.
4. Ray has included more quotes from security companies in the pack.
5. Ray has an Open Day / Evening for the Enrolment Ballot.

6. Ray is waiting on the costing and possible funding options to build bleachers and an entertainment area near the shade structure and will send them to the Board.
7. Ray has passed Steve's and the Boards personal thanks for another successful Noho-a-Kura.
8. Ray is still to review the staffing policy, along with the unit allocation for 2022, he is waiting on the funding documentation from the Ministry.
9. Michelle has sent an electronic copy of the reports to Liz.
10. Ray checked and Commissariat Road is in our school zone
11. Ray has asked the staff and students to learn the school song and it will be included in future school assemblies.
12. Michelle checked and the Board had not already accepted (with a motion) the MOE School Donation Scheme for 2022.
13. Michelle has changed the wording in a section of the IC Minutes from June.

## 2] Strategic Aims from Principal's Report

The following correspondence and reports were tabled at the meeting:

- Edward Sound System Ltd - Quote

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

- 2.1 **School Roll** – Ray informed the Board that the school is currently only 19 students down from 2020.
- 2.2 **Stand Downs** – Ray informed the Board there has been three stand-downs, two for fighting and one for online bullying.
- 2.3 **Bi-lingual Hui and Fono** – Ray informed the Board that the recent hui went very well and there was a good turnout. Steve and Leon were impressed to see non-Maori families attending and showing their interest in the class.

Leon did address a parents' concern in regards to the teacher in charge of the class but he explained that the teacher is very good, engages well with students of all levels and was nervous on the night.

The Board briefly discussed and agreed it was a good start and look forward to the next hui, where the Marae attached to the class will attend. Ray to include Max in any future communication in regards to the bi-lingual class visits and hui.

Ray will need to reschedule the Fono and he will email the Board the new date once it has been confirmed.

**2.4 Funding Applications** – Ray informed the Board that the application to Pub Charities was declined. The emailed grant motion, to apply for \$20,000.00 from Four Winds Foundation, paperwork has been signed by Steve and Ray and was sent to GoFund.

**2.5 Property** – Ray informed the Board of the following:

- Sound System – Ray informed the Board the Steve Waters thinks that there is approximately \$5,000.00 contingency funds available to fund part of the cost and recommends Edward Sounds.
- Jessop House – Ray briefly outlined the suggested work required to upgrade/refurbish Jessop House and the cost involved that he received from Graeme Brown. Ray will email the quote to the Board. As this building is owned by the Board any maintenance and refurbishment costs are not funded by the Ministry.
- Flag Pole Structure (Kowhai Area) – Ray informed that he is waiting on the quote from Graeme Brown and is still looking into funding options.
- Wishlist – Ray informed the Board that he has included the following in the draft budget, which will depend on grant funding applications:
  - Jessop House
  - Pool Fencing
  - Junior Playground

- 2.6 **Bilingual Class** – The school will be visiting Sylvia Park School next to see how their programme is run. Leon would like to attend if possible and Ray will let him know. Ray informed the Board that he has had 11 families interested in the class next year.
- 2.7 **Staffing** – Ray informed the Board that he has employed another Teacher Aide to cover current teacher aides unavailable due to illness. He is waiting on the funding documentation for next year, to make decisions for staffing for the 2022 year.
- 2.8 **Policy Reviews** – Ray informed the Board that he will send out the policies changes to the school community and will present these policies and any changes to the Board at the next meeting.
- 2.9 **Attendance** – Ray informed the Board that the school continues to work hard in this area, from the recent government announcement in regards to future possible lockdown he has been contacted by one parent showing concern. Max suggested that the word policy be removed from the Principal's Report as the school does not have a policy in regards to phoning parents.
- 2.10 **Health & Safety** – Ray informed the Board that all Health & Safety concerns have been addressed from their recent meeting.

The Board thanked Ray for his detailed report.

### 3] Governance Information & Legal Compliance

- 3.1 **Policy Reviews** – The policies presented to the Board in the monthly pack were reviewed and briefly discussed by the Board. Only the following change was required:
- Visitors – remove the word must (first line) and replace it with are encouraged to. This can be changed if it becomes a legal requirement in the future.

#### 4] Finance & Asset Management

- 4.1 **Surplus** – Liz informed the Board that the surplus is still looking good but there are still payments for the building projects to come out. There is still approximately \$150,000.00 funds air marketed for certain building projects and grant funding for shade structure upgrade still to be spent. Ray informed the Board that there is still one more operational grant to come for the year in October.
- 4.2 **Budget Spending** – Liz explained that the budget codes are tracking well. But the Board expenses are above, especially around the conference spend and will need to be considered for next year, being an election year.
- 4.3 **Term Deposits** – The Board would like Michelle to check the current term deposits and let the Board know at the next meeting.
- 4.4 **Junior Playground Upgrade** – Ray briefly explained the different designs to the Board and explained that he prefer the Park Supplies design and they also project manages the job. The school can decide to do the project in stages and it could start early next year if a decision is made soon. The Board discussed and this project is to help attract new parents to the school. This area is in desperate need of an upgrade and the beautification of this area would benefit the school.
- Ray will contact GoFund for funding options but the school will need to commit funds to this project. The Board would like to look at the option to remove the old structure ourselves and Leon has suggested the Fire Department and will look into it.
- 4.5 **Sound System** – The Board discussed the two quotes from Edward Sound System Ltd. Ray expressed that he thinks that the lower quote is adequate for the school needs. Also that the cages are optional, the following motion was proposed:

To accept the Edward Sound System Ltd quote of \$8,907.70 incl GST for a new sound system for the Shade Structure.

**Proposed:** Liz Lombard                      **Seconded:** Michelle Love

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

## 5] Strategic Decisions

The following correspondence and reports were tabled at the meeting:

- NZSTA – Board Matters
- MOE – Enrolment Scheme Consultation – Te Papapa and Oranga School.

5.1 **Mid-Year Data Report** – Ray briefly explained his report to the Board. He explained that he compared 2021 to 2019 data results, as 2020 data results were affected by Covid 19. The results are not good, but some of this can be contributed to last year. There have been some errors, that have since been found. Also, Ray thinks that the results from 2019 were not accurate. The staff have worked hard on their judgements over the last couple of years but still, more work is needed.

The introduction of student trackers for every student this year, although a lot of work will help teachers going forward. The teacher has had and will continue to have professional development on these. He hopes these trackers will help with the end of year data results.

Ray explained that parents have been shown these all previous parent/teacher evenings but Ray explained that he is not seeing a lot of parents looking at these. Students are also able to access these to track their learning and work on areas they need to.

The Board briefly discussed and has asked that Ray include another explanation of the trackers in the newsletter. Also if they require assistance in accessing them or understanding them to contact the school.

- 5.2 **SENCo** – The Board briefly discussed the report and asked how Roar has settled in. Ray explained that the school is working with the SWiS department to bring in a female social worker into the school regularly. The Board suggested that a Pacifica woman could be beneficial too.
- 5.3 **Sick Leave Allocation** – Michelle Ginders explained that the new sick leave allocation will be added to all employees when they are due their sick leave allocation.
- 5.4 **Security** – Ray explained to the Board that he has met with the current provider and discussed the issue raised by the Board. As from the quotes you have received, in the pack, their increase is competitive with these. They have introduced daily and weekly reports showing areas of concern, doors and windows left open. They currently have one tag system operating but this will increase to fifteen. Ray explained that he is happy to stay with them and continue to monitor.
- 5.5 **Security Cameras** – Ray briefly explained how the cameras are being used. Currently, the school community is not aware that cameras have been installed but he feels that these are a great addition to the school.
- Ray will organise and email a policy on CCTV use in school, for the Board to review and check if signage is a requirement around the school.
- Max and Leon to check the email sent from Entity Communication on how to access the cameras, via their computer or phone app.
- 5.6 **Water Leak** – Ray explained that the school has had leak detection out twice and had most of the repairs done, which we still have outstanding accounts to come in. The last Watercare account had shown a reduction of usage and we are awaiting the next account. The school has also applied for a rebate and are awaiting a response from Watercare. Ray explained that there has been a lot of plumbing maintenance done around the school which has not been done in several years.

5.7 **Application to Full Primary – Panama Road School** Panama Road School have applied to become a full primary school, years 1 – 8, the Board has no objection to this, as it will not affect the school.

5.8 **Enrolment Scheme Consultations – Te Papapa & Oranga School – Te Papapa School and Oranga School** have been instructed by the Ministry on the proposed zone and zone amendment to these schools. The Board has no objection to these, as it will not affect the school.

6] **General Business**

None

7] **Motions**

**Minutes of the previous meetings**

The minutes of the meeting held on 5 July 2021 were read and accepted as a true reflection of that meeting.

**Proposed:** Ray Kelly                      **Seconded:** Leon Mallard

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

**Correspondence**

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

**Proposed:** Liz Lombard                      **Seconded:** Michelle Love

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

**Financial Reports**

A motion was proposed to accept the financial accounts for July 2021 and the accounts to be paid.

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



Result: All in Favour ~ motion carried.

8] Agenda Items for Next Meeting

None

9] 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.

10] Closure

7.55 pm



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Signed: Board Chairman  
Stephen (Steve) Doran

Date

26/10/21

## ACTION POINTS FROM THE MEETING OF

Monday 16 August 2021

No.	ITEM	WHO	WHEN
1.	Fia to get costings for a sports uniform	Fia	In Progress
2.	Ray will continue to update the Board on the progress of 3 O'clock Dash, OSCAR and Work and Income funding applications.	Ray	
3.	Ray still to look into what is required for School Docs – Abuse Recognition & Reporting.	Ray	
4.	Ray to get costing and possible funding options to build bleachers and an entertainment area near the shade structure.	Ray	
5.	Bi-Lingual Class – to include Max in any upcoming Hui & Fono communications. Leon would like to be informed of the date of the Sylvia Park School visit.	Ray / Steve	
6.	Ray to send out the Jessop House upgrade quote.	Ray	
7.	Ray to send the policies needing to be reviewed to the staff, students & community.	Ray	
8.	Principal's Report – Attendance – change/remove the word policy, as the school does not have a policy in regards to phoning parents.	Ray	
9.	Ray to look into the lease amount for Child's Time.	Ray	
10.	Michelle to check the amounts currently in Term Deposits.	Michelle	
11.	Ray to look into funding options for the junior playground and get back to the Board.	Ray	
12.	Ray to look into removing the old junior playground structures ourselves, possibly using the fire department (Leon).	Ray / Leon	

13.	Student Tracking Data – Ray to include an explanation of what these are in the newsletter and ask parents if they need assistance to contact the school.	Ray	
14.	Security Cameras – Ray to organise a policy for the use of cameras in the school and email to the Board. Ray also to look into signage (do we need to display).	Ray	
15.	Max & Leon to look at the email sent from Entity Communications to gain access to the camera via computer or App.	Max / Leon	
16.	Ray to accept the quote from Edward Sounds and organise the installation of the new sound system.	Ray	
17.	Michelle to add Kerry Bell's apologies to the next Board meeting.	Michelle	