

Bailey Road Primary and Intermediate School

MINUTES OF THE BOARD OF TRUSTEES MEETING



Date of Meeting: 10 November 2025 **Time:** 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson), Erin Cairney, Abbie Gunning, Simon Kahika, Zoe Foster (Staff Representative) and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the first full meeting of the new Board. He especially welcomed Simon Kahika and Erin Cairney. Well done, everyone, for being elected onto the Board.

Apologies

None

Conflict of Interest

Erin Cairney – Her daughter & son, LIANZA AI Committee.

Simon Kahika – his daughter, and Phillipa Kahika, his wife, who works here.

Action Points of Previous Meeting – 8.09.25

1. Senior Playground & Turf – Fia has informed the companies, and deposit payments have been made. Start date for the turf is 8.12.25 & Playground is 15.12.25.
2. Ray sent the Draft Strategic Plan to the Board for feedback.
3. Strike Day (23.10.25) – Max sent the OTHC letter to Ray. Ray sent the community a letter informing them of the strike and asking if parents needed childcare assistance. No parents responded.
4. Abbie is to set up a WhatsApp group for the Board after the meeting.
5. Michelle contacted the cleaners to inform them of the BOT meeting times and ask them not to clean during the meetings.
6. Finance – Spiers Finance will be discussed later in the meeting. Michelle will speak with teachers at the beginning of the year. The school is unable to get an EFTPOS or Visa Debit Card. Ray will organise the BOT gifts for the end of the year.
7. Staff Dinner – to be discussed in the meeting.
8. Michelle will send out the important date to the Board.

2] Strategic Aims

- 2.1 **Principal's Report** – The Board briefly discussed the following in more detail:
 - Stand-downs – Ray informed the Board that 3 Students were stood down for a total of 6 days.
 - Strategic Plan – Ray tabled the latest draft at the meeting. If you have any feedback, please email Ray by next week, and he will consider whether to include it. Ray will present the final draft report at the next meeting.
 - Measles – Ray informed the Board that the school will host a Measles Pop-up Vaccination Centre, which will be shared on Facebook. Abbie explained that a test can be performed if anyone is unsure whether they are up to date with their vaccinations. The measles outbreak

was discussed at the Health & Safety Meeting, and if a case is discovered, Ray will follow the Ministry of Health's advice. The school is not legally allowed to ask employees if they are vaccinated.

- Curriculum Requirements – Ray explained that the school is currently achieving 92% because many things are happening.
- Student Cohort Entry – Three students started this week, one on Tuesday.
- Out-of-Zone - The school currently has nine students starting in 2026.
- School Capacity – Ray informed the Board that the school can have 600 students. He also explained that schools near us have approximately 200 students that are in from our school zone. These students are applying to these school through the Out-of-Zone ballots, many of which are due to the school's old reputation and facilities. The Board wondered whether the school advertises its new projects, student achievements, and upcoming events. The school is currently working on a new video.
- Pulse Report – Ray tabled this report at the meeting and briefly explained.
- Property
 - The MOE has inspected the water damage in Rooms 20 and 21, and we are still awaiting a response.
 - Swimming Pool Changing Rooms – The school has submitted an insurance claim and is awaiting a response.
 - Electronic Sign – is currently not working and will be expensive to repair; it also requires upgrading. Ray has suggested that this be removed at some stage.
- Board Assurances:
 - Assured
 - Risk Management
 - Planning and Preparing for Emergencies, Disasters, and Crises
 - Opening & Closing the School
 - Income

- Gifts
- Protected Disclosure
- School Swimming Pool
- Not Applicable
 - Daily School Bus
 - International Learners Policy

The Board thanked Ray for his report.

3] Governance Information & Legal Compliance

3.1 **Policies** – The Board briefly discussed the policies presented at the last meeting. Steve explained that policies are reviewed at one meeting and then approved at the next. The Board has access to School Docs, the company the school uses to keep policies up to date and compliant with the law; most schools use them. When required, these will be tailored to our school's requirements.

The school and Board will use and follow these policies and procedures when required. If needed, the school will contact Te Whakarōputanga (formerly NZSTA) and/or our Insurance provider for legal matters, which will be done at the beginning of the process regardless of whether they are needed.

The following motion was proposed:

Motion to accept and approve the following policies:

- Bullying and Harassment
- Behaviour Management
- Searches, Surrender, and Retention of Property
- Minimising Physical Restraint
- Stand-down, Suspension, and Exclusion
- Staff Wellbeing and Safety

Proposed: Max Guptill

Seconded: Steve Doran

Result: All in Favour ~ motion carried.

The Board will approve the following policies at the next meeting:

- Protected Disclosure
- Making a Protected Disclosure
- Managing a Protected Disclosure

If the Board has any questions regarding these policies, please email Ray.

3.2 **2026 Te Whakarōputanga Conference** – Steve explained to the Board that next year, in July, the conference is being held in Auckland, and he strongly encourages all new members to attend.

3.3 **Finance Trustee** – Steve explained what this role is and what is required. The Board discussed, and at this stage, Steve will continue overseeing the school finances.

3.4 **Schedule of Delegation Review** – The Board reviewed and briefly discussed the current schedule; except for a date change, no changes were required. The following motion was proposed:

Motion to accept and approve the current document, with the adopted date of 10 November 2025.

Proposed: Erin Cairney

Seconded: Ray Kelly

Result: All in Favour ~ motion carried.

Michelle to update and present for signing to Steve and Ray.

3.5 **Governance Decisions** – Steve explained to the Board that all decisions are discussed, and as a Board, we do not have to agree with each other. However, once a Board has decided by majority rule, it must present

itself as a united Board. Max explained that a former Board member had disagreed with a decision and made it known to the community.

He said that parents and caregivers will want to ask you questions personally, and that we, as a Board, need to direct them to the appropriate processes.

- 3.6 **2026 Meeting Dates** – Ray presented and tabled at the meeting the draft meeting dates to the Board. The Board briefly discussed and will review and send any change requests to Ray. A motion will be sent before the next meeting.
- 3.7 **School Website / WhatsApp** – Fia Salesa has asked that the Board send a small blurb for the website. Abbie will set up WhatsApp for the Board.
- 3.8 **Auckland Council - Proposed Plan** – The Board briefly discussed and has already seen this happening in the neighbourhood; the closer a suburb is to public transport, the more high rises are being built. Abbie gave a little background, but at this stage, the school will not be submitting.

4] Finance & Asset Management

- 4.1 **October 2025 Financial Accounts** - Steve briefly explained the financial reports to the Board. The accounts are still looking good, and the school is in surplus.
- 4.2 **2026 Draft Budget** – Ray briefly explained the changes he has made, which have been highlighted. He is still working on it and hopes to be ready to present at the next meeting; however, it does not need to be approved until the first meeting next year.
- 4.3 **Financing the Senior Playground** – The Board discussed the recent email motion sent out and the question that arose from it, which were answered. Ray explained to the Board his reasoning for wanting to

finance the Playground through a finance company, as this would free up school funds to complete more projects around the school and also keep funds in the bank accounts. He hopes this will attract families interested in attending the school. Steve explained that he has researched this company along with other finance companies offering this type of financial assistance and has found no issues. The Board robustly discussed, and both Erin Cairney and Simon Kahika verbally agreed to the email motion.

A motion was proposed to accept the Confirmation of Credit Approval with the following terms (See Attached Document):

Amount Financed: \$155,590.00, Effective Interest Rate: 8.95%, Terms of Agreement: 60 months and Payments: \$3205.74/month via Direct Debit

Proposed: Erin Cairney **Seconded:** Simon Kahika

Result: All in Favour ~ motion carried.

- 4.4 **Corporate Sponsorship for Camp** – Ray explained that the school would like to approach companies to sponsor a child (or children) to attend camp. The Board briefly discussed and said this could take a while to set up, as most companies like to include in their budgets. Ray will look into it.
- 4.5 **Child's Time Lease** – Ray has proposed a 3% inflation increase to the current \$17,000.00 exclusive of GST that they pay. The lease amount for 2025-26 would be \$17,500.00 exclusive of GST. Max explained what land is leased to them and the background of how this came about. The Board robustly discussed and would like Ray to look into the land's market value for future lease discussions and to set up a meeting with them. All Board members are welcome to attend. The following motion was proposed:

The Child's Time lease amount will be \$17,500.00, exclusive of GST, for the 2025/26 lease year.

Proposed: Abbie Gunning **Seconded:** Simon Kahika

Result: All in Favour ~ motion carried.

4.6 **Auditors** – Michelle informed the Board that the Auditors have completed their Interim visit and seemed happy. They will be back next year, in April or May, for the final visit for the 2025 financial accounts.

5] Strategic Decision

5.1 **School Walk Around** – The Board walked around the school, with Ray showing the areas needing work, currently under construction.

5.2 **Staff End of Year Function** – Zoe informed the Board of the recent survey, tabled at the meeting, of the Board attending the end of year function. The Board discussed the following:

- Respect the feedback.
- Board-funded function.
- Visibility of the Board - they found this function to be a good opportunity to build relationships with teachers.
- Partners of employees who are on the Board can attend.
- Principal Attending – the Board strongly encourages Ray to attend.

5.3 **End-of-Year Dates** – The Board has requested the dates for end-of-year events. Michelle will email these to the Board if the Board could please let Michell know which events they can attend.

6] Te Whakarōputanga

None

7] General Business

None

8] Motions

Minutes of the previous meetings

The meeting minutes from 13 October 2025 were read and accepted as a true and accurate reflection of the meeting.

Proposed: Max Guptill **Seconded:** Simon Kahika

Result: All in Favour ~ motion carried.

Abstained: Erin Cairney and Simon Kahika

Correspondence

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

Proposed: Abbie Gunning **Seconded:** Ray Kelly

Result: All in Favour ~ motion carried.

Financial Reports

A motion was proposed to accept and approve the October 2025 financial accounts and to pay the bills.

Proposed: Steve Doran

Result: All in Favour ~ motion carried.

9] Agenda Items for Next Meeting

None

11] In Committee – Personnel

Steve moved that:

The meeting moved into committee, and the 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.

12] Closure

8:20 pm



Signed: Board Chairman
Stephen (Steve) Doran

8/12/2025

Date

ACTION POINTS FROM THE MEETING OF

10th of November 2025

No.	ITEM	WHO	WHEN
1.	Abbie to set up a WhatsApp group for the Board.	Abbie	
2.	Michelle to send the Board the dates for important events.	Michelle	Done
3.	Ray to send the updated Strategic Plan to the Board for feedback.	Ray	
4.	The Board is to review the current policies and email any questions to Ray.	Board	
5.	Michelle to update the Schedule of Delegations.	Michelle	
6.	2026 Meeting Dates <ul data-bbox="346 1724 887 1926" style="list-style-type: none"><li data-bbox="346 1724 887 1926">• The Board is to review the proposed 2026 meeting dates and email Ray any changes for consideration.	Ray/Steve	

	<ul style="list-style-type: none"> Steve is to send out a motion later this week. 		
7.	The Board is to send Michelle a small blurb about themselves for the school website.	Board/Michelle	
8.	Ray to present the final draft budget to the Board at the next meeting.	Ray	
9.	<p>Child's Time</p> <ul style="list-style-type: none"> Ray is to look at the market value of this land for future lease discussions. Ray to set up a meeting with Child's Time. Michelle to send the Child's Time lease invoice. 	Ray/Michelle	