



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

Date of Meeting: 7 August 2023

Time: 6:00 pm

1] Administration

Present: Max Guptill (Deputy Chairperson) (in the chair), Liz Lombard, Maua Collins-Kamuhemu, Michelle Love (Staff Representative) and Ray Kelly (Principal)

Welcome

Max welcomed everyone to the meeting and informed the Board of the apologies from the trustees.

Apologies

Stephen (Steve) Doran (Chairperson) and Leon Mallard

Absent

Natalia Solomon

Conflict of Interest

None

Action Points of Previous Meeting – 26.06.23

1. Ray is still awaiting the project quotes, as Graeme is currently away, and will then apply for the Mazda Grant.
2. The data report was included in the pack.

3. Attendance Report was included in the pack.
4. Ray informed the Board that the school has received two grants for the Junior Sandpit and awaiting a response for the final grant application.
5. Ray is still to look into the additional cost associated with the Healthy School Lunch Programme.

2] Strategic Aims

2.1 **Curriculum Reports** – The Board briefly discussed the curriculum reports included in the pack. The following was discussed in more detail:

- Rimu Team – Michelle Love explained that the Rimu Team have no spare student furniture. The current furniture is mismatched, broken or has been repaired. She has asked the Board to consider buying new furniture. Ray will review this for the 2024 budget and get back to the Board.
- The Board would like Ray to thank the staff for the detailed reports.
- The Board were also pleased to see lots happening around the school.
- BSL Data Report – Ray explained that the results indicate students' movement on this programme. Ray has confidence in this programme, but it could take a few years to see the full results.

2.2 **Principal's Report** – Ray briefly explained his report, and the following were discussed in more detail:

- **Health & Safety** – The school could not do a Lockdown drill due to the PA System not working. Ray is looking at an outside provider to look after Health & Safety, but this will depend on the cost.

- **Property**
 - 50% Deposit has been paid for the Sandpit Upgrade. Jenny will be coming in to discuss what is required to start this job so we avoid repeating the earlier project delays.
 - The Heat Pumps have been installed.
 - The Main Switchboard upgrade has been completed.
 - The trees will be trimmed over a weekend sometime this term.
 - Matrix Security – working well; a few teething issues but nothing major. Ray is looking into the school user schedules and ensuring Maltrix has all the correct details.

- **Attendance**
 - The school is working hard to encourage attendance. The school has a weekly Student Attendance Award, which is working, and Anna Voyce calls parents daily when students are away.
 - Everyday Matters – Term 1 & 2 Attendance Data Report, the Year 1 to 3 students are of concern.
 - Anna Voyce is looking after Year 1 to 8, and Ray is specifically tracking Year 4 to 8 students. Student attendance is tracked fortnightly for each class. Teachers are also involved in contacting parents.
 - Ray will inform the Board if these measures are making a difference.

- **School Roll** – The roll is slightly behind where we were last year.

- **Stand-downs** – The current stand-downs are due to fighting.
- **Restraint of Student** – The school has restrained one student due to an argument with their sibling.

- **Professional Developments** – The school has been turned down on additional professional development hours until the school has used the current hours are used. Ray will look at other programmes that are available to the school.
- **Community Events** – Ray informed the Board that Dave Muir is excellently organising the community events.

- **NZSTA Board Matters**

- The recent bulk payments made to teachers. The school was advised to ensure all teachers were being paid from teachers' salaries, which the school did. But they needed to be in teachers' salaries from a specific date, and this information was not given. Therefore two staff members were paid by the school (Bulk Grant). NZEI is in discussions with the Ministry, but Ray thinks the school will not be reimbursed.
- In the future, any underuse in staff banking will not be reimbursed to the school.

- **Board Assurances**

The following assurances are pending; Ray needs to check a couple of things:

- School Swimming Pool
- Safety Management System /Worker Engagement, Participation
- Searches, Surrender and Retention of Property

The following assurances have been assured:

- Physical Restraint
- Confirm that any non-teaching staff have been authorised in writing

- Stand-down, Suspension and Exclusion

The Board thanked Ray for his detailed report.

3] Governance Information & Legal Compliance

3.1 **Policies** - The Board briefly discussed the following policies, and they will be approved at the next meeting:

- Inclusive Education
- Māori Educational Success
- Learning Support
- Learning Support Coordination
- Identify Learning Support
- Gifted Learners

3.2 **NZSTA Conference** – Max briefly explained what was discussed at the AGM; included in the pack was the AGM booklet, which includes all the remits. He attended the Masterclasses, which were discussions around what is happening in health, poverty, behaviour and how they put the responsibility back onto the whānau. Max also attended the Hui / Fono, and the NZSTA want a more significant voice with the Ministry.

4] Finance & Asset Management

4.1 **Financial Reports** – Liz informed the Board that the finances are still sound, and the school is tracking slightly better than the budget halfway through the year.

4.2 **Annual Audited Accounts** – The motion for the annual audited accounts was sent via email; see attached motion.

4.3 **Budgeted Financial Position** – Liz briefly explained to the Board what this statement is. The Board briefly discussed, and the following motion was proposed:

To accept and approve the Budgeted Statement of Financial Position for 2023.

Proposed: Liz Lombard

Seconded: Michelle Love

Result: All in Favour ~ motion carried.

4.4 **Child's Time Lease** – The Board briefly discussed the letter from Child's Time on increasing their lease amount. The Board understand the rising cost, as the school is experiencing increases from our amenities and contractors. The Board is interested in finding out how many students come from them. The following motion was proposed:

To increase the lease to \$16,000.00 + GST in 2023 and \$17,000.00 + GST.

Proposed: Ray Kelly

Seconded: Liz Lombard

Result: All in Favour ~ motion carried.

Ray will inform Child's Time of the Board's decision.

5] Strategic Decision

5.1 **ERO Visit** – Ray informed the Board ERO would be visiting the school on Wednesday, focusing on visiting the classrooms. Fia Salesa, Anna Voyce and himself will also meet with ERO to discuss best practices within the school.

6] General Business

Ray will not attend the next meeting; one of the Deputy Principals will attend.

7] **Motions**

Minutes of the previous meetings

The meeting minutes held on the 26th of June 2023 were read and accepted as a true reflection of that meeting.

Proposed: Michelle Love **Seconded:** Ray Kelly

Result: All in Favour ~ motion carried.

Abstained – Max Guptill

Correspondence

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

Proposed: Liz Lombard **Seconded:** Maua Collins-Kamuhemu

Result: All in Favour ~ motion carried.

Financial Reports

A motion was proposed to accept and approve the financial accounts for June 2023 and the bills to be paid.

Proposed: Liz Lombard **Seconded:** Maua Collins-Kamuhemu

Result: All in Favour ~ motion carried.

8] **Agenda Items for Next Meeting**

Policies to be approved at the next meeting

9] **In Committee – Personnel**

Max 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."

Board moved out of In-committee.

10] Closure

Max thanked everyone for attending.

7.20 pm



Signed: Board Chairman

Max Guptill

Date 11.09.2023

ACTION POINTS FROM THE MEETING OF

7th of August 2023

No.	ITEM	WHO	WHEN
1.	Ray is awaiting quotes from Property Advisor and will work on the application.	Ray	
2.	Ray to look into the additional cost associated with the Healthy School Lunch Programme and check with other schools.	Ray	
3.	Ray to look at the 2024 Budget regarding class furniture for the Rimu Syndicate.	Ray	
4.	Ray to thank the staff for their reports.	Ray	
5.	Ray to keep the Board informed if the attendance initiatives are working.	Ray	
6.	Ray to look at additional professional development options for staff.	Ray	
7.	Ray to inform Child's Time of the Board's decision on their lease amount for 2023-4.	Ray	



Michelle Ginders <m.ginders@baileyroad.school.nz>

Motion for Annual Accounts

11 messages

Michelle Ginders <m.ginders@baileyroad.school.nz>
To: Stephen Doran <steviedoran1@hotmail.com>

Fri, Jul 28, 2023 at 8:53 AM

Hi Steve

Can you please send out the Motion to accept the Annual Audited Accounts for 2022, also you will need to come in and sign the paperwork (Monday??).

Thank you

Kind Regards

Michelle Ginders

Finance Officer
Board of Trustees Secretary

19 Bailey Road
Mt Wellington
Auckland 1060
Ph 09 579 4619

Stephen Doran <steviedoran1@hotmail.com>
To: Bailey Road BOT <bot@baileyroad.school.nz>

Fri, Jul 28, 2023 at 9:30 AM

Hi All,

Can I please put the motion forward to accept 2022 Annual Audited Accounts.

Thanks
Steve

Sent from my iPhone

Begin forwarded message:

From: Michelle Ginders <m.ginders@baileyroad.school.nz>
Date: 28 July 2023 at 08:53:22 NZST
To: Stephen Doran <steviedoran1@hotmail.com>
Subject: Motion for Annual Accounts

[Quoted text hidden]

Max Gupstill <max.gupstill@mcct.org.nz>
To: Stephen Doran <steviedoran1@hotmail.com>, Bailey Road BOT <bot@baileyroad.school.nz>

Fri, Jul 28, 2023 at 10:11 AM

Ae, e pai ana.

Max

Get Outlook for Android

From: Stephen Doran <steviedoran1@hotmail.com>
Sent: Friday, July 28, 2023 9:30:29 AM
To: Bailey Road BOT <bot@baileyroad.school.nz>
Subject: Fwd: Motion for Annual Accounts

[Quoted text hidden]

Michelle Love <m.love@baileyroad.school.nz> Fri, Jul 28, 2023 at 10:16 AM
To: Max Guptill <max.guptill@mcct.org.nz>
Cc: Stephen Doran <steviedoran1@hotmail.com>, Bailey Road BOT <bot@baileyroad.school.nz>

Yes from me too.

[Quoted text hidden]

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Regards
Michelle Love
Room 11
Rimu Year 7 & 8 Team Leader
m.love@baileyroad.school.nz

Ray Kelly <r.kelly@baileyroad.school.nz> Fri, Jul 28, 2023 at 11:06 AM
To: Michelle Love <m.love@baileyroad.school.nz>
Cc: Max Guptill <max.guptill@mcct.org.nz>, Stephen Doran <steviedoran1@hotmail.com>, Bailey Road BOT <bot@baileyroad.school.nz>

Aye

[Quoted text hidden]

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Ngā mihi nui
Ray Kelly
Principal/Tumuaki
Bailey Road School



Maua Collins-Kamuhemu <m.collinskamuhemu@baileyroad.school.nz> Fri, Jul 28, 2023 at 6:01 PM
To: Ray Kelly <r.kelly@baileyroad.school.nz>
Cc: Bailey Road BOT <bot@baileyroad.school.nz>, Max Guptill <max.guptill@mcct.org.nz>, Michelle Love <m.love@baileyroad.school.nz>, Stephen Doran <steviedoran1@hotmail.com>

Yes.

[Quoted text hidden]

Natalia Solomon <n.solomon@baileyroad.school.nz> Sat, Jul 29, 2023 at 9:11 AM
To: Maua Collins-Kamuhemu <m.collinskamuhemu@baileyroad.school.nz>
Cc: Bailey Road BOT <bot@baileyroad.school.nz>, Max Guptill <max.guptill@mcct.org.nz>, Michelle Love <m.love@baileyroad.school.nz>, Ray Kelly <r.kelly@baileyroad.school.nz>, Stephen Doran <steviedoran1@hotmail.com>

Yes from me

[Quoted text hidden]

leon mallard <leonmallard@hotmail.com> Sat, Jul 29, 2023 at 5:35 PM
To: Natalia Solomon <n.solomon@baileyroad.school.nz>, Maua Collins-Kamuhemu <m.collinskamuhemu@baileyroad.school.nz>
Cc: Bailey Road BOT <bot@baileyroad.school.nz>, Max Guptill <max.guptill@mcct.org.nz>, Michelle Love <m.love@baileyroad.school.nz>, Ray Kelly <r.kelly@baileyroad.school.nz>, Stephen Doran <steviedoran1@hotmail.com>

Yes

From: Natalia Solomon <n.solomon@baileyroad.school.nz>
Sent: Friday, 28 July 2023 9:11 pm
To: Maua Collins-Kamuhemu <m.collinskamuhemu@baileyroad.school.nz>
Cc: Bailey Road BOT <bot@baileyroad.school.nz>; Max Guptill <max.guptill@mcct.org.nz>; Michelle Love <m.love@baileyroad.school.nz>; Ray Kelly <r.kelly@baileyroad.school.nz>; Stephen Doran <steviedoran1@hotmail.com>
Subject: Re: Motion for Annual Accounts

[Quoted text hidden]

Elizabeth Lombard <lizjlombard@gmail.com>
To: Stephen Doran <steviedoran1@hotmail.com>
Cc: Bailey Road BOT <bot@baileyroad.school.nz>

Sun, Jul 30, 2023 at 6:55 PM

Yes from me

Regards

Liz

[Quoted text hidden]

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Liz Lombard

Michelle Ginders <m.ginders@baileyroad.school.nz>
To: Stephen Doran <steviedoran1@hotmail.com>

Mon, Aug 21, 2023 at 12:37 PM

Hi Steve

Can you pass this motion (sorry I just realise that you hadn't passed it).

Kind Regards

Michelle Ginders

Finance Officer
Board of Trustees Secretary

19 Bailey Road
Mt Wellington
Auckland 1060
Ph 09 579 4619
[Quoted text hidden]

Stephen Doran <steviedoran1@hotmail.com>
To: Michelle Ginders <m.ginders@baileyroad.school.nz>

Mon, Aug 21, 2023 at 12:39 PM

Hi,

Motion passed
Thanks
Steve

Sent from my iPhone

On 21/08/2023, at 12:38, Michelle Ginders <m.ginders@baileyroad.school.nz> wrote:

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