

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



Date of Meeting: 27 July 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: Fia Salesa (Deputy Principal), Sumiyyah Mussa (Teacher) and Michelle Ginders (Secretary)

Welcome

Steve welcomed everyone to the meeting and praised the school on a wonderful Powhiri last Monday to welcome all new staff and students.

Apologies

None

Conflict of Interest

None

Action Points of Previous Meeting – 15.06.20

1. Kerry has checked that a coded padlock is suitable for the Cotswald Lane gate and will send through the details to Ray to purchase.
2. The quotes from accounting firms are in the pack.
3. Steve will email the Health Report to the Board.

4. Michelle has credited Child's Time for this year and decreased the Lease invoice by \$500.00 for 2020-21.
5. Michelle has sent the correct email to William Buck awaiting confirmation.
6. Ray will get an additional quote for door closers.
7. A bin was organised for the holiday period, but there is still rubbish to be cleared.

2] **Within School Coaches – Maungakiekie Kahui Ako**

- 2.1 Within School Coaches – Michelle Love and Sumiyyah Mussa both gave a verbal report (tabled at the meeting) of what has been happening so far this year in their roles. The focus is on Literacy this year and Michelle is pleased with how things are going this year in her role even with the disruption of Covid19 and zoom meetings and Sumiyyah is enjoying her new role. Michelle also showed a slideshow of the recent Student & Teachers Wellbeing Survey (tabled at the meeting). These surveys will be done every year now.

The Board discussed and thanked both Michelle and Sumiyyah for their hard work.

Michelle will send both the report and slideshow to the Board.

Sumiyyah Mussa left the meeting at 6.36 pm

3] **Strategic Aims from Principal's Report**

Ray briefly explained his report to the Board.

- 3.1 Swimming Pool - The repairs will be done in September when the weather improves and before the new swim season.
- 3.2 Out-of-Zone Ballot – The Ballot started last week and will run for four weeks.

- 3.3 Staffing – The school has employed Karishma Kumar (Technology Teacher), Michael Zhaung for 1 day, and Nicole Grant for two days (Teachers Release) for the remainder of the year.
- 3.4 New Entrant Teacher – So far there have been 6 applicants.
- 3.5 The Learning Support Coordinator was sent in the pack.
- 3.6 Turf – Ray has included one quote in the pack and is awaiting two more which he will send out to the Board.
- 3.7 P.T.A – The PTA will be meeting next week.
- 3.8 Students Leaving Early Data – The Board has asked for this data if possible.

The Board thanked Ray for his report, they like the format and find it very easy to read.

#### 4] Governance Information & Legal Compliance

None

#### 5] Finance & Asset Management

- 5.1 Liz briefly explained the reports to the Board. The school is still in a good financial position and there will be more capital spending in August. She would like the Board to look at spending or finding out if there are any MOE funding available to upgrade (carpet and windows) in Room 13. Ray reminded the board that the turf is funded by the school.
- 5.2 The Board discussed the Accounting quotes. The Board briefly discussed and would like Ray to set up a meeting with ASK Accounting to answer a few questions regarding insurance, legal liability, and

accounting degree. Steve and Liz would like to be present if possible or Liz will ring them directly.

## 6] Strategic Decisions

6.1 Mid-Year Data Report – Ray briefly explained his report to the Board. The mid-year data results are more conservative than the end of the year. He has shown a comparison from the same time last year. At this stage, the Covid19 interruption shows that students have not gone backward but students have not advanced to where they should have been.

6.2 Shade Sail - Refer to Appendix 1. The Board would like Ray to set up a Q & A meeting with Steve Waters on what the school needs to do to get this project started. Ray also to let Steve Water of the Board's decision.

6.3 Principal's Appraisal - Grant Barnes has completed and forwarded his report to Steve. A very positive report and he indicated that he is developing the senior management team well. Steve congratulated Ray on his first year as a first-year Principal and take pride in all he has achieved. If the Board would like to read the report he has a copy.

Ray thanked the Board and although there have been some challengers he likes the school.

6.4 School Docs – The Board was each given a section of the policy and procedures to review. The Board discussed and made notes and changes on all the document which Ray will go through and make the appropriate changes where required. Ray will then represent the policies and procedures for final approval.

6.5 Outdoor First Aid Certificate – Kerry informed the Board that the school is required to have a teacher with an Outdoor First Aid Certificate for Camp. Ray will look into and make the arrangements for a teacher to attend a course.

6.6 Police Vetting – The Board has asked Michelle to check that all Board members' police vets are current and send out the paperwork for renewal if needed.

8] General Business

None

9] Motions

Minutes of the previous meetings

The minutes of the meeting held on 15 June 2020 were read and accepted as a true reflection of that meeting, with the minor spelling errors to be corrected.

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

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

Correspondence

A motion proposed to accept all incoming and outgoing correspondence.

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

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

Financial Reports

A motion was proposed to accept the financial accounts and the accounts be paid for  
July 2020.

**Proposed:** Liz Lombard                      **Seconded:** Max Guptill

**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 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.

12] Closure

8.15 pm



Signed: Board Chairman

Stephen Doran

Date

## **ACTION POINTS FROM THE MEETING OF**

**Monday 27 July 2020**

<b>No.</b>	<b>ITEM</b>	<b>WHO</b>	<b>WHEN</b>
1.	Kerry to send the details for the code padlock for the Cotswald Lane gate.	Kerry	
2.	Steve to email the Health Report to the Board when completed by Ray.	Steve	
3.	Ray to get additional quotes for the door closers.	Ray	
4.	Ray to send out Turf quotes.	Ray	
5.	Ray to organise a Student's Leaving Early Report.	Ray	
6.	Ray to organise a meeting with Nellie Shaw in regards to the school accounts (Ray, Liz & Steve to attend, sometime next week at 7.30am).	Ray	
7.	Ray to let Steve Waters know that the Board has accepted the quote from Shade Systems and Q&A with him in regards of what the school will need to do to prepare.	Ray	
8.	Ray to make the necessary changes to SchDocs.	Ray	
9.	Ray to look into the Outdoor First Aid Certificate.	Ray	
10.	Ray to organise the testing of the AED and to add to website.	Ray	
11.	Michelle to check that all BOT Trustees are police vetted.	Michelle	

## Appendix 1

### 5.2 Shade Sail

The Board discussed the different quotes provided and Steve and Liz both have checked the on-line testimonials of the companies. The following motion was proposed:

To accept the quote from Shade Systems for \$279,120-00.

Proposed: Liz Lombard

Seconded: Leon Mallard

Result: All in Favour ~ motion carried.

Dated:



Stephen Doran  
BOT Chairman

