



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

Date of Meeting: 11 December 2023 Time: 6:00 pm

1] Administration

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

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the last meeting of the year and informed the Board of the apologies from the trustees.

Apologies

Leon Mallard

Conflict of Interest

None

Action Points of Previous Meeting – 13.11.23

1. Ray emailed the Data Comparison Report to the Board before the meeting for any questions.
2. The planks on the hall steps have now been fixed.
3. Natalia Solomon's email is now working.

2] Strategic Aims

2.2 **Principal's Report** – The following has been amended in the Principal's Reports.

- **Staffing** – Ray informed the Board that he engaged a recruitment agency to fill the teacher vacancy due to the lack of suitable applicants. He has hired another teacher from South Africa today. Kimberly Sanchez will stay, and Precious will be employed as a teacher aide for term one (fully funded).

The Board thanked Ray for his detailed reports throughout the year.

3] Governance Information & Legal Compliance

3.1 **Policies** – The Board briefly discussed the policies presented. These will be approved at the next meeting.

4] Finance & Asset Management

4.1 **Financial Reports** – Liz informed the Board that the accounts are tracking as expected. Ray explained that the staff banking will be sorted within the following few pay periods, and teachers have been moved to bulk grants.

4.2 **2024 Budget (Draft)** – Ray and Liz will review the budget before the next meeting.

5] Strategic Decision

5.1 **Principal's Job Description** – The Board briefly discussed the Principal's Job Description presented to the Board and was happy with it.

5.2 **Data Reports** – The Board briefly discussed the reports and the following were discussed in more detail:

- **Connected Curriculum** – the school needs more resources on NZ History, and there is a curriculum refresh from the Ministry. The

school will be applying for funding to help with teaching Moāri in the school.

- Rimu Team – Shade in this area is non-existent, the Board will be discussed in more detail at the next meeting. As this is a health and safety issue, the school will look at a possible grant from the Dragon Trust. To be added to the next agenda.
- Rata Team – The water trough needs replacing as it could be a health and safety issue. Steve will look at it and report back to the Board.
- SENCo & LSC – The Kahui Ako will give more ESOL support in 2024.
- Attendance – The Board likes the report from Sylvia Park School on their strategies to get students to school. Ray informed the Board that he would like to implement this here.

5.3 **Data Results** – The data results show slight improvement as expected. Ray is currently looking at and comparing the results. Attendance is a factor in the past school closure due to COVID and the weather. Ray also informed the Board what the school will be doing to help improve student attendance and results.

5.4 **Uniform** – Ray informed the Board what changes he would like to implement next year. The Board briefly discussed the following:

- To change the policy, the school will need to consult the community.
- Students who do not wear the correct uniform will be given a uniform to change into for the day. The teachers and deputy principals will monitor this. The school will use the unclaimed uniforms currently in the school. The only concern is this will add to their workloads.
- For the students who refuse to wear the correct uniform, the school will strategise what actions will be needed, and parents will be informed.

5.5 **Prizegiving / Graduation BOT Attendance** – The Board informed who would attend the prize giving and graduation.

6] **General Business**

None

7] **Motions**

Minutes of the previous meetings

The meeting minutes held on the 13th of November, 2023, were read and accepted as a true reflection of that meeting.

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

Result: All in Favour ~ motion carried.

Abstained – Liz Lombard & Maua Collins-Kamuhemu

Correspondence

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

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

Result: All in Favour ~ motion carried.

Financial Reports

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

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

Result: All in Favour ~ motion carried.

8] **Agenda Items for Next Meeting**

1. Shade for the Rimu Area & Water Trough in the Rata Area.

9] In Committee – Personnel

Steve moved that:

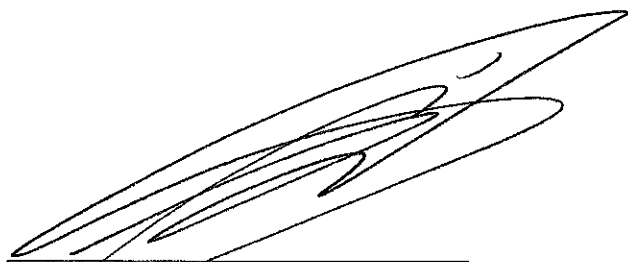
The meeting moved into committee, and pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public is excluded from the remainder of the meeting to give confidentiality to and to protect the privacy of individuals concerned as follows: "that the matters being discussed are of a personal and private nature."

The Board moved out of In-committee.

10] Closure

Steve thanked everyone for attending.

7:00 pm



Signed: Board Chairman
Stephen (Steve) Doran

Date 19/2/24

ACTION POINTS FROM THE MEETING OF

11th of November 2023

| No. | ITEM | WHO | WHEN |
|-----|--|---------|------|
| 1. | Policies (from the last meeting) are to be approved at the next meeting. | Ray | |
| 2. | Ray/Liz will review the 2024 Draft Budget before the next meeting. | Ray/Liz | |
| 3. | Shade for the Rimu Area & Water Trough in the Rata Area will be discussed at the next meeting. | Ray | |