

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



Date of Meeting: 18 October 2021

Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (Chairperson) (in the chair), Max Guptill (Deputy Chairperson), Kerry Bell (arrived 7.25 pm), Leon Mallard, Natalia Solomon, Liz Lombard, Michelle Love (Staff Trustee), and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the meeting and hoped everyone is doing well in this latest lockdown. Steve congratulated Michelle Love, on behalf of the Board, on her great news of her pregnancy.

Apologies

None

Conflict of Interest

None

Action Points of Previous Meeting – 13.09.21

1. Ray sent Michelle Ginders the updated agenda.
2. Ray is still awaiting an update from 3 O'clock Dash, on their OSCAR and Work and Income funding applications, he will then inform the Board.

3. Ray is still to get costing and possible funding options to build bleachers and an entertainment area near the shade structure – this is on hold due to lockdown.
4. Bi-Lingual Class visits and the Hui & Fono's are all on hold due to lockdown, Ray will inform the Board when new dates have been arranged.
5. Ray has sent out the Jessop House upgrade quote to Michelle
6. Ray still looking into funding options for Junior Playground, he is working with Go Fund and Jenny from the playground company on possible funding options.
7. Ray looked into people being on-site during the lockdown.
8. Kerry is still to look into a possible ZOOM session with her students at Kelston Boys, but this is on hold till lockdown is over.
9. Michelle Ginders sent through the Child's Time lease amounts to Ray, Steve and Liz.
10. Ray drafted a letter to Child's Time on the 2021-2022 Lease Invoice and sent it to Steve & Liz. The Invoice will be sent once Auckland is out of Level 3. Child's Time was very grateful to the school.
11. Ray contacted Sch Docs to make the changes, suggested by Anna Voyce to the Behaviour Management Policy. However, Sch Docs is unable to do this but they will look into a generic change to the policy.
12. Steve signed the paperwork for the Audit arrangements for the next 3 years and Michelle will send the signed documents to the Auditors, the unsigned document was sent to the Auditors explaining that they were unable to be signed due to lockdown.
13. Michelle Ginders sent through the invoice from Telfor Young, in regards to the valuation of school-owned property, to Steve and Liz for a decision.
14. Michelle Ginders sent through the Insurance renewal documents to Liz.
15. Ray was unable to make the following change to Security Camera Policy, he is working with Sch Docs on the correct wording:
  - I. Wording Change – to state The school's Principal and privacy officer is responsible for overseeing the CCTV system. Our privacy officer is Michelle Ginders.
  - II. Ray will send an updated version of the above policy when sorted to the Board via email for approval then send it out to the community.

16. Ray sent through the details for the Combined BOT Kahui Aku ZOOM Meeting to the Board. Max, Ray and Michelle Love attended.

## 2] Strategic Aims from Principal's Report

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

2.1 **Prizegiving** – Ray briefly outlined the options available to the school:

- Cancel – this will be the last resort option.
- Modify – hold it outside under the shade structure, smaller year levels and no community.
- Live stream to the community – Ray will look into this.
- Hold the prizegiving as usual – but this will depend on the Ministry's guidelines and the restriction of visitors.

The school will continue and get the trophies engraved and certificates printed.

2.2 **Term 4 Learning** – Ray informed the Board, that the school will continue with online learning and bubble classes until the Ministry has decided when schools will go back. Ray thinks that secondary schools will go back but there is a possibility that primary schools may not.

All health and safety procedures will continue from the last term. Ray shared the Vaccination & Covid Tests spreadsheet with the Board. This shows all staff, contractors and visitors to the school, vaccination status and test results.

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. No changes were required from them. Ray will now send these to the staff and

community for any feedback and will send any changes required to the Board in the board pack for the next meeting. These policies will be approved at the next meeting.

#### 4] Finance & Asset Management

4.1 **Surplus** – Liz informed the Board the surplus is still looking good and currently sits at \$136,000.00. This is due to a decrease in spending during the lockdown period. There are still funds that are for projects still to be completed. Liz has suggested spending some of this surplus over the next few years on the following:

- Beautification of the school, especially in the junior area.
- Board Funded Teachers.
- Spending Plan for the next three years.
- Equipment/Resources that the school & students need.

4.2 **Spending Projection** – The Board has asked Liz to work on a spending projection for the next three years and present it at the next meeting.

4.3 **2022 Budget** – Liz explained the budget to the Board and they briefly discussed it. The following motion was proposed:

A motion was proposed to accept the 2022 Budget presented to the Board at the 18 October 2021 meeting.

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

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

The Board appreciate the hard work both Ray and Liz have put into this budget.

#### 5] Strategic Decisions

5.1 **Ground and Building Maintenance** – Ray briefly explained that these maintenance jobs have started and the amounts will be paid using

current repair and maintenance budgets and vandalism budget. A lot of these jobs are long overdue. The next 5YA is not for another two years.

- 5.2 **Annual Plan** – Ray briefly explained the draft report to the Board, both Fia Salesa and Anna Voyce will be adding to this report. He explained that although the format has changed the information within the report will be the same.

The data results will not be good due to the lockdown but this will be across all Auckland schools. The results will likely be from teacher judgements rather than testing and assessments, as the time to complete these are fast running out. The results will be honest and checks are in place to moderate this. The Board acknowledge that the results will not be a reflection of the teachers and teaching methods but due to Covid and the lockdowns in the last eighteen months. They know teachers have and continue to do their very best for the students and community of the school.

The decision has been made to not have a boys-only class next year and probably going forward, due to lower enrolments and staffing allocation.

Steve and Max will attend the next staff meeting to speak with the staff and answer any questions that they may have. They will also thank them for their hard work during this time and ask what support that they need or want. Ray will also send a survey in case staff prefer to send any feedback this way.

- 5.3 **Principal's Projections and Options** – Ray briefly explained his report to the Board. This report is the worst-case scenario and the school has higher student levels in the senior area of the school. When these students leave at the end of year eight the roll drops considerably at the start of the new year. Ray has been in contact with both Stats NZ and the Ministry to check how many five year old are in the school zone for the next five years. He is still waiting for this information from the

Ministry. These are the options he has asked the Board to consider going forward:

- Beautification of the junior area and front of the school.
- Roll Growth – provide a uniform sponsorship (shorts, polo shirt and hat) to all new entrant enrolments. This would cost approximately \$3,000.00 a year.
- Newspaper Advertising – the cost would be \$970.00 for each publication.
- Flyers and Brochures
- Community Open Day – This could be at the same time as the opening of the Shade Structure.
- Enrolment Zone Ballot – having two ballots in a year.

The Board discussed and agreed that these are all good ideas and would like Ray to action these.

- 5.4 **Vaccination and Covid Test Register** – Ray explained and showed the register to the Board. The register is for all staff, relievers, contractors and regular visitors and volunteers to the school. Ray was pleased that all staff will be fully vaccinated by the deadlines set by the Ministry, there are only a very few who are not already fully vaccinated at this stage.

Steve explained to the Board that although there is no mandate for Board Trustees to be vaccinated and required to have a test, NZSTA suggested it would be good practice to do so. The Board all agreed that this would be a good example to the staff and community. The Board will need to send their vaccination card/certificate and test result when done to Michelle Ginders.

- 5.5 **Collective Agreements** – Ray informed the Board that the following collective agreements are all coming up:

- Support Staff Administration Pay Equity Claim in 2021/22
- Teachers Collective Agreement in 2022

- Support Staff Collective Agreement in 2022
- Cleaners & Caretakers Collective Agreement

6] General Business

Steve has asked Ray to let the staff know that if they are struggling or need help and assistance during this time to please contact him.

7] Motions

Minutes of the previous meetings

The minutes of the meeting held on 13 September 2021 were read and accepted as a true reflection of that meeting.

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

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

Correspondence

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

**Proposed:** Liz Lombard                      **Seconded:** Natalia Solomon

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

Financial Reports

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

**Proposed:** Liz Lombard                      **Seconded:** Steve Doran

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

8] Agenda Items for Next Meeting

None

9] In Committee – Personnel

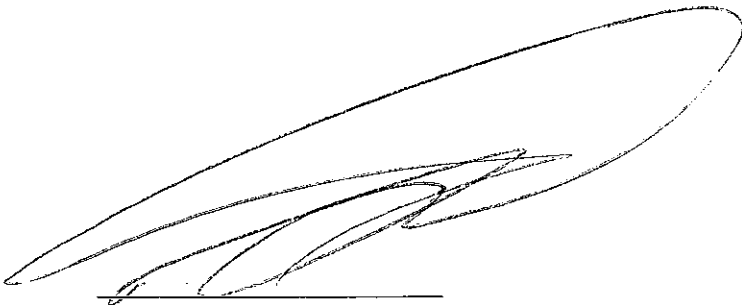
Steve moved that:

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

8.00 pm



Signed: Board Chairman  
Stephen (Steve) Doran

Date 23/11/21



## ACTION POINTS FROM THE MEETING OF

Monday 18 October 2021

No.	ITEM	WHO	WHEN
1.	Ray is awaiting an update from 3 O'clock Dash, on their OSCAR and Work and Income funding applications, he will then inform the Board.	Ray	
2.	Ray to get costing and possible funding options to build bleachers and an entertainment area near the shade structure – this is on hold due to lockdown.	Ray	
3.	Bi-Lingual Class visits and the Hui & Fono's are all on hold due to lockdown, Ray will inform the Board of any new dates.	Ray	
4.	Ray to send out the Jessop House upgrade quote to Michelle	Ray	
5.	Ray still looking into funding options for Junior Playground.	Ray	
6.	Kerry to look into a possible ZOOM session with her students at Kelston Boys, due to Room 19 being unable to visit them now.	Ray / Kerry	
7.	Ray to work with Sch Docs in regards to the changes to the Behaviour Management Policy.	Ray	
8.	Michelle to send to sign the paperwork for the Audit arrangements for the next 3 years back to the Auditors.	Michelle	
9.	Ray to continue to look into the wording change to Security Camera Policy: Ray to send the updated version to the Board via email for approval then send it out to the community, once sorted.	Ray	
10.	Ray to look into Prizegiving options	Ray	

11.	Ray to share the Policy reviews with staff and the community and send any changes to the Board for approval.	Ray	
12.	Ray to action his ideas for increasing the roll.	Ray	
13.	Liz to do a projection of spending report for the next three years and send to the Board.	Liz	
14.	Ray to get feedback from the staff on how the Board can help, this could be via a survey.	Ray	
15.	Steve and Max to attend the next Staff Meeting.	Steve/Max	
16.	The Board to email any changes they would like to the Annual Plan.	Board	
17.	The Board to send through Covid Vaccination Card and Test Result.	Board	