



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

Date of Meeting: 19 February 2024

Time: 6:00 pm

1] Administration

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

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the first meeting of the year and informed the Board of the apologies from the trustees. Steve then handed the meeting over to Ray Kelly (Principal).

Election of Office Holders 2024

Ray called for nominations for Chairperson of the Board of Trustees for 2024.

Maua Kamuhemu nominated Stephen (Steve) Doran, and Liz Lombard seconded it. Ray asked Steve if he agreed to this nomination, and Steve accepted.

As no further nominations were received, Stephen (Steve) Doran was duly elected as the Chairperson.

Ray handed the meeting over to Steve.

Steve called for nominations for Deputy Chairperson of the Board of Trustees 2024.

Maua Kamuhemu nominated Max Guptill, and Leon Mallard seconded him. Steve asked Max if he agreed to this nomination, and Max accepted.

As no further nominations were received, Max Guptill was duly elected as the Deputy Chairperson.

Steve called for nominations for Finance Trustee of the Board of Trustees 2024.

Michelle Love nominated Liz Lombard, who was seconded by Maua Kamuhemu. Steve asked Liz if she agreed to this nomination, and Liz accepted.

As no further nominations were received, Liz Lombard was duly elected as the Finance Trustee.

Steve called for nominations for Secretary of the Board of Trustees 2024.

Max Guptill nominated Michelle Ginders, and Liz Lombard seconded her. Steve asked Michelle if she agreed to this nomination, and Michelle accepted.

As no further nominations were received, Michelle Ginders was duly elected as Secretary of the Board of Trustees 2024.

Steve and Ray both congratulated all the officeholders.

### Apologies

Natalia Solomon

## Conflict of Interest

Max - 3 O'clock Dash will be added, as they are members of his Church; otherwise, there will be no changes from the previous year.

## Action Points of Previous Meeting – 11.12.23

1. After community feedback, policies are in the pack and will be approved at the next meeting.
2. Liz has reviewed the 2024 Draft Budget and will meet with Ray. A motion will then be sent via email for approval.
3. The shade for Rimu Area and the water trough will be discussed later in the meeting.

## 2] Strategic Aims

2.2 **Principal's Report** – The following were discussed in more detail:

- **Attendance** – Ray informed the Board that attendance is good and the target is 90%.
- **New Entrants** – There are currently 54 students.
- **Security Call Outs** – These were lower over the holiday period.
- **Staffing** –
  - Precious Tuavae has resigned.
  - Joe Tevaga, a new teacher aide, has been appointed.
  - Drew Wither, a new technical support staff, has been employed.
- **Property**
  - Ray will consider applying for a trust grant from the Dragon Trust for a Shade Structure in the Rimu area.
  - 5YA – no start date as yet, probably after July.
  - Junior Upgrade is on hold until the property work has been completed.

- **Trust Donation** – Ray informed the Board that the \$10,000.00 donation from the Lions Foundation had to be returned due to the delay in applying for and receiving the funds. Ray will consider using GoFund in the future.
- **Cyclical Maintenance** – \$12,000.00 has been added to the painting contract for additional areas around the school.
- **Assembly**—Ray informed the Board that all staff were present and introduced to the students on the first day of school. The students were also told of the school's expectations, rules, and uniform requirements.
- **Sailing Trip** – Good feedback from the organisation on our students; they were well-behaved and had a great time. The trip was a fully funded activity that many of our students would never have had. The Board suggested that Ray contact the Panmure Basin Yachting Club to establish a relationship with them.
- **Ngā Hau e Whā (Room 20)** – To qualify for funding, which must be assessed, the class must be 50-75% Māori immersion. Currently, it is not at 30%. The knowledge is there. It is just confidence that is required; Max and Leon will speak with Sharon. The Board discussed and would like to see more students from this class involved in Powhiri's in the future and also have speaking opportunities. The school has received a grant of \$10,000.00 from the Ruapotaka Marae.

The Board thanked Ray for his detailed report.

### 3] Governance Information & Legal Compliance

- 3.1 **Policies** – The Board briefly discussed the policies presented at the last meeting. These will be approved at the next meeting after receiving feedback from the community.
- 3.2 **Cell Phone Policy (New)** – The Board briefly discussed this new policy, and the following was decided:

- Smart Watches – the school will decide if these can still be worn or placed in the lockbox.
- Phones – all phones must be handed in and placed in the lockbox.
- Ray to reword the Policy Statement to reflect the school.
- If a student is found with a phone or smart watch not approved by the school, he or she will be stood down for a day (minimum).

The following motion was proposed:

To accept and approve the Cell Phone policy, with the reworded Policy Statement and amendments listed above.

**Proposed:** Michelle Love

**Seconded:** Maua Kamuhemu

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

### 3.3 Board Assurances

- Assured
  - Risk Management
  - Planning and Preparing for Emergencies, Disasters, and Crises – The schedule has begun for 2024.
  - Learning Support
  - Safety Management System and Worker Engagement, Participation, and Representation
  - Healthcare
  - Digital Technology and Online Safety – No breaches to report.

- In Process
  - School Planning and Reporting
  - Health Education

3.4 Max briefly explained what the NZ School Boards have been trying to achieve with the Ministry of Education and the Government regarding the Education Policy set out in the government's 100-day plan. Unfortunately, they have not responded.

#### **4] Finance & Asset Management**

4.1 **Financial Reports**—Liz informed the Board that the December accounts came in under budget, and the deficit spending was not as much as budgeted. There are no January Accounts; these will be combined with February.

4.2 **2024 Budget (Draft):** Ray and Liz will review the budget in more detail. Once finalised, they will email it along with a motion to accept and approve.

4.3 **Draft Annual Accounts** – The Board briefly discussed and the following motion was proposed:

A motion was proposed to accept and approve the Draft 2023 Annual Accounts.

**Proposed:** Liz Lombard

**Seconded:** Max Guptill

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

#### **5] Strategic Decision**

5.1 **Principal's 2023 Professional Growth Cycle Report & 2024 Proposal** – Ray informed the Board that these reports will be completed and presented by the next meeting

5.2 **Restraint of Students** – Ray informed the Board that the following employees need to be approved, once training has been given, to be able to restrain students who are in danger of hurting themselves or others:

- Talo Vailahi
- Nikola (Nikki) Harvey
- Thorne Kamuhemu
- Benjamin Anderson
- Joe Tevaga

The Board briefly discussed, and the following motion was proposed:

A motion was proposed to approve Talo Vailahi, Nicola (Nikki) Harvey, Thorne Kamuhemu, Benjamin Anderson & Joe Tevaga once they have completed training to restrain students when required.

**Proposed:** Liz Lombard

**Seconded:** Leon Mallard

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

### 5.3 **Property**

- Rimu Shade—The Board acknowledges that there is no shade in the senior area. The Board will consider options and apply for grants.
- The turf for the Rata Playground Upgrade has been put on hold until after the Ministry property work is completed.
- Rata's Water Trough needs replacing as it is a health and safety hazard. Ray will look into replacing it.

## 6] **General Business**

None

## 7] **Motions**

**Minutes of the previous meetings**

The meeting minutes held on the 11<sup>th</sup> of December, 2023, were read and accepted as a true reflection of that meeting.

**Proposed:** Max Guptill

**Seconded:** Ray Kelly

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

**Abstained** – Leon Mallard

### Correspondence

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

**Proposed:** Ray Kelly

**Seconded:** Leon Mallard

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

### Financial Reports

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

**Proposed:** Liz Lombard

**Seconded:** Leon Mallard

**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 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.

7:50 pm

A handwritten signature in blue ink, consisting of a large, sweeping loop followed by several horizontal strokes.

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Signed: Board Chairman  
Stephen (Steve) Doran

Date

1/3/24

## ACTION POINTS FROM THE MEETING OF

19th of February 2024

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.	Ray will look into establishing a relationship with the Panmure Basin Yachting Club.	Ray	
4.	Ray will amend the policy statement in the Cell Phone Policy to reflect the school.	Ray	
5.	Ray to present at the next meeting the following two reports: <ul style="list-style-type: none"><li>• Principal's Professional Growth Cycle 2023 Report</li><li>• Principal's Professional Growth Cycle 2024 Proposal</li></ul>	Ray	
6.	Ray will look into shade options for Rimu Area and possible grants.	Ray	
7.	Ray to purchase a new water trough.	Ray	