

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



Date of Meeting: 19 October 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: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the third to last meeting of the year..

Apologies

None

Conflict of Interest

None

Action Points of Previous Meeting – 14.09.20

1. There is no funding available from the Ministry to help with the cost to fill the school pool.
2. Ray informed the Board that a councillor will start this Wednesday.
3. Ray is currently working with Sylvia Park School & Panmure District for the School Lunch Scheme and awaiting further instructions from the Ministry.
4. Ray will get additional quote for security cameras at a later date.

5. As Room 13 will possibly not be used next year this project has been put on hold and will spend these funds on other projects around the school.
6. A new term deposit has been set up.
7. Ray is looking into the teacher reimbursements.
8. Ray has included the wording required in the Recruitment Policy.
9. Information on the Christmas function was included in the pack.
10. Ray checked with Stanhope Road School, they have used two contractors for fencing and endorse both of them.

2] Strategic Aims from Principal's Report

Ray briefly explained his report to the Board.

- 2.1 **Student Numbers & Attendance** – Ray explained what the numbers are looking like for the beginning of 2021. Attendance is fully back except for one student in regards to Covid19 lockdown levels. This student is working extremely well digitally and is not expected back this year.

Several students are away for an unexplained reason that the school has referred to ACES to follow up.

- 2.2 **School Data Reports** – Ray informed the Board that the School Data Reports will be presented next meeting and the Board has requested the Senior Leaders attend.

- 2.3 **Financial Literacy** – Ray informed the Board that due to Covid19 this program will now commence in 2021.

- 2.4 **Staffing** – Ray informed the Board that due to the decrease in roll the school loses the funding of two teachers. However, due to the departure of two teachers by the end of the year, the school should not need to lose another teacher at this stage.

Ray informed the Board that he has employed a new Teacher Aide which will start tomorrow till the end of this year, another one was due to start last week but due to health issues will no longer start.

2.5 **Stand-downs** – Ray informed the Board that he has stood down several students, including two six-year-olds. He explained his reasoning around these stand-downs and that the parents were very understanding and agreeable to this action. The students have returned showing some improvement.

2.6 **Property** – Ray informed the Board of the following:

- Room 7 should be completed in the next three weeks due to them not starting till the second week of the holiday.
- Room 15 will be started when they are away at camp and they will relocate for the last week of school.
- Hall Kitchen and window latches will be upgraded using funds allocated to Room 13.
- Swimming Pool repairs are still to be completed.
- Ray is awaiting a response from Mercury Energy on when the Solar Panels will be installed.

2.7 **Councillor** – Ray informed the Board that the Councillor is starting on Wednesday and will work with five students. This will be funded using the \$3,000.00 grant from Ellerslie Rotary Club.

2.8 **Out-of-Zone Ballot** – Ray informed the Board that the latest ballot closes on 6.11.20 and so far we have received 4 applications. Anna will visit local ECE centres this week.

2.9 **Solar Panels** – Ray informed the Board that is awaiting a reply from Mercury, as to when these will be installed.

2.10 **Cyber Safety** – Ray informed the Board that there is a community evening on Thursday regarding cyberbullying, the different apps available, and how parents can protect their child when on-line.

2.11 **Speech Competition** – Ray informed the Board that he was very impressed by the speeches of the students. Libby Flashman was the teacher in charge and she did a very good job.

Libby also organised a video for Cleaner's Appreciation Day, which was shown on the AM Show.

2.12 **Maritime Museum Trip** – Ray was contacted by a member of the public to praise our students. They informed him that the students were polite, courteous, engaged, and a credit to the school.

2.13 **Student Behaviour** – Ray informed the Board of some behaviour being displayed by Year7/8 boys. Ray has spoken with teachers and the students on what is expected and is currently monitoring this. Leon Mallard will attend a Friday session of Transformers to observed what happens during these sessions.

2.14 **DMIC Maths Camp** – Ray informed the Board that the DMIC Maths Camp was well supported and everyone who attended, raved about it. The parents were happy with the camp and they will run periodically from now on.

The Board thanked Ray for his detailed report.

3] Governance Information & Legal Compliance

None

4] Finance & Asset Management

4.1 Liz briefly explained the new reports to the Board, which the Board liked especially the notes on them. The school is still in a very good position and the school is spending on Fixed Assets and the Wishlist items. The bank accounts are showing the Ministry's Property Grants, which may not start being paid out till next year.

4.2 **Additional Teacher 2021** – Ray asked the Board if they would consider funding an additional teacher to the value of \$9,000.00 in 2021. He explained the reasoning for this and the benefits to the school. The Ministry will partly fund a beginning teacher and the school is required to cover the balance. The Board briefly discussed and the following motion was proposed:

A motion proposed to fund an additional teacher to the value of \$9,000.00 in 2021.

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

Result: All in Favour ~ motion carried

5] Strategic Decisions

5.1 **School Structure and Teaching Units 2021** – Ray explained to the Board the new structure for 2021. There will be two teams, Year1-4 with Jane Ene as Team Leader and Y5-8 with Dave Muir as Team Leader. He explained his reasoning for this and how he feels it will benefit the school. This year, teachers have applied for the Teaching Units in certain curriculum areas and will be interviewed this week with a decision being made next week. The Board discussed and were happy with these decisions.

5.2 **School Lunch Scheme** – Ray is still working with the Ministry on the details for this program and with other schools in the area. Ray is still in talks with Ed from Ed's Café but he thinks that it could be too big for him. He will however get a final decision from Ed, before moving on to other suppliers.

5.3 **Whare Ahuru Mowai Report** – The Board briefly discussed the report and asked Ray to pass on their thanks to Zoe Foster for her report. They would like Zoe to report back to the Board after the stocktake to look at the number of lost books.

- 5.4 **Christmas Function** – The Board briefly discussed and is happy with the decisions that have been made.
- 5.5 **ERO Meeting** – Ray briefly explained to the Board the changes that are happening to the Education Review Office and how they will affect schools. He will be attending a meeting, along with Fia Salesa, and invited any Board member who would like to attend. Steve Doran explained that he is unable to attend due to work commitments and Max will check his availability and let Ray know.
- 5.6 **Y7/8 Wellbeing / Student Voice** – The Board briefly discussed the report presented to the Board. Ray explained what the process was, how the students were selected, and that the questions were developed by the students. Some students reported that bullying was worse at other schools than here. Ray explained that bullying is an ongoing issue and will never be fully eliminated from schools.
- Ray will now work with students from Y5 & 6 and will send the report to the Board via email.
- 5.7 **Auckland Transport** – Ray briefly explained the response from Auckland Transport but at this stage is unaware of what will be put in place.
- 5.8 **NZSTA Election & Special General Meeting** – Steve will send the links to the Board with further information.

6] **General Business**

- 6.1 **Community Gardens** – Kerry Bell raised concerns about the rubbish near the community gardens. Ray explained that this is cardboard being prepared for the gardens but will check that no other rubbish has been put there. The Board has suggested putting signs up explaining this.

- 6.2 **PB4L Signage** – Leon Mallard raised concerns on the placement of some of the signs around the school and will meet with Fia Salesa to discuss.
- 6.3 **Security – Fire Panel** – Max Guptill had been contacted by the security company on an issue with the fire panel and asked Ray to look into it.
- 6.4 **Breakfast with Pio** – Max Guptill attended the breakfast on behalf of the Board and informed the Board that it was really good. Pio spoke on mental health and wellbeing and the event was well supported by Auckland schools and regions close to Auckland. Steve thanked Max for attending.

7] Motions

Minutes of the previous meetings

The minutes of the meeting held on 14 September 2020 were read and accepted as a true reflection of that meeting.

Proposed: Max Guptill **Seconded:** Natalia Solomon

Result: All in Favour ~ motion carried.

Correspondence

A motion proposed to accept all incoming and outgoing correspondence.

Proposed: Leon Mallard **Seconded:** Natalia Solomon

Result: All in Favour ~ motion carried

Financial Reports

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

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

Result: All in Favour ~ motion carried.

8] Agenda Items for Next Meeting

None

9] In Committee – Personnel

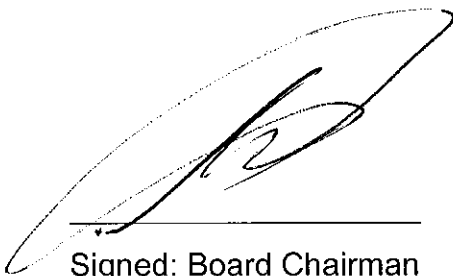
Stephen moved that:

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.

10] Closure

7.15 pm



Signed: Board Chairman

Stephen Doran

Date

16/11/2022

Bailey Road Primary and Intermediate School

ACTION POINTS FROM THE MEETING OF

Monday 19 October 2020

No.	ITEM	WHO	WHEN
1.	Ray to get additional quotes for security cameras.	Ray	
2.	Ray to email the Y5/6 Student Wellbeing/Voice report (when available) to the Board.	Ray	
3.	Ray to catch up with Ed (from Ed's Café) in regards to school lunch scheme.	Ray	
4.	Ray to thank Zoe Foster for her report.	Ray	
5.	Ray to look at the missing/lost library books when stocktake is completed.	Ray	
6.	Steve to send the NZSTA links to the Board.	Steve	
7.	Ray to look into the security concerns regarding the fire alarm.	Ray	
8.	Ray to look in the rubbish in the community garden area.	Ray	
9.	Leon to speak with Fia in regards to placement of some signage.	Leon	