

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



Date of Meeting: 21 May 2018

Time: 6.05 pm

1] **Administration**

Present: Max Guptill (in the chair), Steve Doran, Maua Kamuhemu, Michelle Smith (Staff Trustee) and Jody Hayes (Principal)

Michelle Ginders (Minute Recorder)

Welcome

Max welcomed everyone to the meeting.

Apologies

Kerry Bell, Delize Roos and Fia Salesa

Conflict of Interest

None

Action Points of Previous Meeting

1. Kerry sent through the accomodation details for the NZSTA Conference in Rotorua.
2. Michelle has registered the Board to attend the conference, except Max who has been registered by One Tree Hill College.
3. The alarm code pads have been replaced.
4. The letter to Fair Go has been put on hold for the moment.

1] **Strategic Aims**

Elite Athlete Programme

Steve informed the Board the programme for Milahn has shown notable gains personally and in her chosen sport. Milahn is playing at a higher level than at the beginning of the programme, she is fitter and having the correct gear has also helped. Milahn is more confident in herself and her playing ability. Steve is very proud of Milahn's overall improvement in all elements of her game and has developed a good relationship with her over the course of the year.

Steve has asked Milahn to feedback to him what she thought were the positives and negatives of the programme and any improvements she has. Both Steve and Milahn will be speaking at assembly before the application pack is

available for this years recipient. There is currently no funding from sponsorship, so the school will need to fund the programme this year.

Curriculum Reports

Languages

Jody explained why Spanish is offered at the school and it is now offered at most colleges. Max explained that OTHC has Spanish in response to their contributing schools offering it. Later in the term we could survey the community about what they would like to see as an international language, Jody will report back to the Board once this is complete.

Careers

The Board discussed the request for more chromebooks but feel this is not necessary.

SENCO Report

The report was tabled at the meeting and read by the Board.

Staff Professional Development

The Board would have enjoyed being updated on what professional development the staff are receiving in the Principal report and would like this to continue.

2] Key Point Indicators

Attendance

Jody explained that there has been a higher number of students being taken out of school, for holidays during term time, this year and is shown in the report.

PB4L Report

Term one PB4L data was very good with few incidents and issues. Jody also felt that students settled into the new school year faster and much better this year.

Increasingly Digital Project

Jody informed the Board that there are currently seven schools involved in this project being run by the National Library. Both Anna and herself have attended a two day workshop in Wellington and they are very pleased with the progress our school have made. She outlined what the project is about and the goals and outcomes they would like to achieve by the end.

3] Curriculum Discussions

Reggio Emilia International Tour

Jody presented a powerpoint, carrying on from her report presented to the Board in the pack, of her recent study tour. Jody will continue to make contact with the New Zealand based committee and other educators she met to build on the knowledge they have gained from the tour and to continue learning from each other. The tour was full of wonderful learning opportunities and she is excited to share all she has learnt with the rest of the staff. She will start modelling in Room 1 to the teachers of Rata Team as time allows.

Language Week Celebrations

Jody informed the Board that this year instead of a whole week the school will focus on these intensively over two days. This is so that as a school we can introduce more cultures that are currently not celebrated. Most of the language weeks happen during term three. Amelia Tui'tahi has worked hard to develop the different cultures and met with several parents. The focus will be respect for all language weeks, in line with PB4L. A survey has been sent out for feedback, assistance and support from the community.

4] Governance Information

Enrolment Zone

The Board discussed that there has been a number of families that are now out of zone wanting to enrol. As the ballot is closed and full, would the Board consider reopening the ballot. The Board discussed and the following motion was proposed:

To re-open the ballot for enrolments of up to five (5) out of zone new entrant placements.

Proposed: Steve Doran

Seconded: Michelle Smith

Result: All in Favour ~ motion carried.

Jody to organise and if required advertise in the local paper, which will be additional costs to the school that has not been budgeted for.

NZSTA Conference

Michelle has registered and everyone should have received their confirmation email. Accommodation and travel has been organised by Kerry Bell and Heather Eustace from One Tree Hill College.

Policies

The Board have reviewed and discussed any concerns they had of the policies. The Board have noted the changes required on the policies. The Board has requested that all policies requiring Acts to have these updated to the most current, all macrons used when required and replace the word pupil with student. Jody will arrange for the policies to be updated, all to have the same

logo, font and format. Once this is complete each board member will receive a full set with a timetable of when these policies are due to be reviewed.

5] **Finance & Property**

Audited Annual Financial Accounts

The Board discussed and the following motion was proposed:

To accept the 2017 Audited Annual Financial Accounts.

Proposed: Steve Doran

Seconded: Jody Hayes

Result: All in Favour ~ motion carried.

Jody Hayes and Max Guptill signed the required documents and Michelle will forward to the auditors. The management letter will follow shortly from the auditors. Once both these are received back from the auditors Jody will forward to the Ministry.

6] **Staff Management**

MaCoL Within School Coach Appointment

Max congratuated Michelle Smith, on behalf of the Board, on her appointment as the schools Within School Coach for Maungakiekie Community of Learning.

7] **Asset Management**

None

8] **Health & Safety**

Safety Audit

The safety audit has started but is progressing slowly.

9] **Legal Compliance**

2019 School Dates

The Board discussed the aligning our school start and end dates with the Maungakiekie Community of Learning schools. The following motion was proposed:

The 2019 school year will commence on the 29th January and finish on 13th December 2019.

Proposed: Steve Doran

Seconded: Maua Kamuhemu

Result: All in Favour ~ motion carried.

School Pool Paint Claim

The Board discussed the correspondence from Stuart Main and would like Jody to go back and ask the following from him:

If the Board was to go to the disputes tribunal and lose, what would we lose? Jody will then send out an email with his response along with a motion, which the Board will need to respond to, in order to progress this before the next meeting.

10] **Strategic Decisions**

None

11] **P.T.A**

None

12] **General Business**

None

13] **Motions**

Minutes of the previous meeting

The minutes of the meeting held on 19 March 2018 were read and accepted as a true reflection of that meeting.

Proposed: Michelle Smith

Seconded: Steve Doran

Result: All in Favour ~ motion carried.

Correspondence

Motion proposed to accept all incoming and outgoing correspondence.

Proposed: Jody Hayes

Seconded: Steve Doran

Result: All in Favour ~ motion carried.

Financial Reports

Motion proposed that the accounts be paid for March & April 2018.

Proposed: Max Guphill

Result: All in Favour ~ motion carried.

14] **Agenda Items for Next Meeting**

None

15] **In Committee – Personnel**

None

16] **Closure**

Meeting Closed: 8.15 pm



Signed: Board Chairman
Max Guptill

Date 18/06/18

ACTION POINTS

1. Jody to organise another Ballot for out of zone placements.
2. Jody to make the changes required to the policies.
3. Michelle to send the signed audited accounts documents to the auditors.
4. Once the completed Audited Annual Accounts are returned to forward to the Ministry.
5. Jody to go back to Stuart Main with their question and report back to the report back to them by email.