

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



Date of Meeting: 18 June 2018

Time: 6.00 pm

**1] Administration**

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

Maria Papuni and Robyn Bullough (Teachers)

Michelle Ginders (Minute Recorder)

**Welcome**

Max Guptill warmly welcomed everyone to the meeting especially Maria Papuni and Robyn Bullough.

**Apologies**

Rosalind Muller (Teacher)

**Conflict of Interest**

There were no conflict of interest for this meeting. Max has asked that a register to set up with any conflicts the Board may have. Michelle Ginders will send an email to the Board for this information and set up the register.

**Action Points of Previous Meeting**

1. Jody has organised a ballot for the out of zone placements.
2. The policy documents are currently being worked on.
3. Michelle has sent the signed audited accounts to the Auditors.
4. Jody has sent the completed audited accounts to the Ministry.

**1] Strategic Aims**

**Curriculum Reports**

Max thanked both Maria Papuni and Robyn Bullough for their reports and explained that they have been read by the Board. The following were discussed by the Board.

**Digital Technologies** – Jody explained to the Board that Rosalind has only been leading this curriculum area since the beginning if the term. She also explained to the Board what the community information evening for parents would involve and what they hope to achieve. They are hoping that involving

parents in this evening to show and explain to other parents, how technology is used within the school to help in their children's learning at the school.

Te Ao Maori – The Board would like Maria to get the costing for the flax piupiu's for the Kapa Haka group. The Board has suggested fundraising for this.

Health – The Board discussed whether we could get St John volunteers to come into the school to show students basic first aid.

The Board thanked them both for their detailed reports and for attending the meeting. Jody also thanked them for their reports as this was their first reports presented to the Board.

## 2] Key Point Indicators

### School Journal

The Board really liked the name chosen for the journal. Jody informed the Board on the progress of the journal, the number of submission the school received and the process going forward.

## 3] Curriculum Discussions

None

## 4] Governance Information

### NZSTA Board Delegate

The Board discussed and nominated Max Guptill as the delegate for the AGM to be held at the conference and the Board proposed the following motion:

Motion proposed to appoint Max Guptill as the Board's Delegate at the NZSTA AGM to be held on the 21<sup>st</sup> July 2018.

**Proposed:** Kerry Bell                      **Seconded:** Maua Kamuhemu

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

Max accepted the appointment of the school's delegate at the NZSTA AGM.

There were no remits that needed to be voted on. Michelle will have the paperwork ready for Max to sign on Friday.

## 5] Finance & Property

### 10 Year Property Plan

The Board discussed the recommendation by Steve Waters for the 10 year property plan and the following motion was proposed:

To accept the recommendations made by Steve Waters in the 10 Year Property Plan.

**Proposed:** Steve Doran

**Seconded:** Kerry Bell

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

The Board would like Jody to look into the other minor recommendations made by Steve Waters.

### Photocopiers

Jody explained to the Board that the photocopiers will need to be upgraded within the next 12 months and would like them to think about whether the school purchases these again or lease. The cost to purchase will be approximately \$40,000.00. This will need to be included in next years budget.

### Credit Card for Deputy Principal

Michelle informed the Board that the credit card for Fia Salesa has been applied for and are awaiting the final security checks to be completed.

### Audit Management Letter

The Board discussed the management letter from the Auditors; it was a very good audit process. The only recommendation raised was the petty cash reconciliation. The Board discussed whether petty cash was still needed and the following motion was proposed:

To remove the Petty Cash Policy and to no longer have Petty Cash fund of \$100.00.

**Proposed:** Steve Doran

**Seconded:** Kerry Bell

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

Michelle will reconcile and bank the balance of petty cash into the accounts.

The following motion was proposed to accept the management letter:

To accept the Audit Management Letter for the 2017 financial year.

Proposed: Steve Doran

Seconded: Jody Hayes

Result: All in Favour ~ motion carried.

### Cleaning Contact

The Board discussed the letter from the cleaning company on the increase to the contract due to the minimum wage increase. The Board accepts that we will need to cover any additional costs.

### Board Funded Teachers

The Board would like Jody to look into the recommendation suggested by EdTech in regards to the board funded teachers.

## 6] Staff Management

### New Entrant Class

Jody informed the Board that a second new entrant class will need to be opened by August. The vacancy has been advertised and closes on the 2<sup>nd</sup> July. However with the shortage of suitable applicants, Jody will go with the plan set out in her report. The board discussed and agree with this.

### Room 9

Carly Wintie has been appointed to take over in Room 8 from the beginning of the third term.

## 7] Asset Management

None

## 8] Health & Safety

None

## 9] Legal Compliance

None

## 10] Strategic Decisions

None

## 11] P.T.A

There has been no update from the PTA who are meeting this week. The last disco fundraiser raised about \$1,500.00.

12] General Business

None

13] Motions

Minutes of the previous meeting

The minutes of the meeting held on 21 May 2018 were read and accepted as a true reflection of that meeting.

**Proposed:** Maua Kamuhemu

**Seconded:** Michelle Smith

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

Correspondence

Motion proposed to accept all incoming and outgoing correspondence.

**Proposed:** Kerry Bell

**Seconded:** Michelle Smith

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

Financial Reports

Motion proposed that the accounts be paid for Mayr 2018.

**Proposed:** Steve Doran

**Seconded:** Kerry Bell

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

15] Agenda Items for Next Meeting

None

16] In Committee - Personnel

Max 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 be 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 committee.

16] Closure

Meeting Closed: 7.30 pm

  
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Signed: Board Chairman  
Max Guptill

Date 23/7/18

### ACTION POINTS

1. Michelle to have the NZSTA AGM Delegate form ready by Friday for signing.
2. Jody to inform Steve Waters they accept his recommendations for the 10 Year Plan.
3. Michell to remove, reconcile and bank Petty Cash
4. Jody to look into EdTech's recommendation on board funded teachers.