

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



Date of Meeting: 8 December 2025

Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (in the chair), Max Guphill (Deputy Chairperson), Erin Cairney, Abbie Gunning, Simon Kahika, Zoe Foster (Staff Representative) and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the last meeting of the year.

Apologies

None

Conflict of Interest

None

Action Points of Previous Meeting – 10.11.25

1. Abbie created the Whats App group.
2. Michelle emailed the important dates.
3. Ray sent the updated Strategic Plan to the Board.

4. The Board has completed its review of the Policies and will approve them later in the meeting.
5. Michelle updated the Schedule of Delegations and Conflict of Interest register for Auditors but still needs to change the LIANZ name.
6. The Board will confirm and approve the 2026 meeting dates later in the meeting.
7. The Board will send a short summary for the website by 27.01.26.
8. Ray will present the final budget later in the meeting.
9. Ray is assessing the market value of the leased land and will schedule a meeting early next year. The 2025/26 lease invoice has been issued.

2] Strategic Aims

2.1 Principal's Report – The Board briefly discussed the following in more detail:

- Principal / Deputy Principal Appraisals – The Board has requested that these be included in the In=Committee correspondence.
- Stand-downs – There has been eleven stand-downs this term, six of them were for none violence.
- Strategic Plan – Ray briefly explained the latest draft at the meeting. If you have any feedback, please email Ray. Ray explained that the report covers everything that is required except the end-of-year data. The report will now go to Fia Salesa to work on. Ray will present the final report for approval at the next meeting. The report is due to the Ministry by the end of May.
- Measles – Ray informed the Board that the school hosted a Measles Pop-up Vaccination Centre. No recorded cases of measles reported.
- Property
 - Senior playground – The fencing has been put up, and ground work will start next week. The playground should be completed by the start of the school year.

- Roofing on Rooms 1-3 will be completed during the holidays.
 - Room 20 & 22 and the Swimming Pool bathroom may be started during the holidays.
- Kahui Ako – Ray informed the Board that this ends on 27.01.2026, but the Principals will still meet regularly. Thoma, Principal from Sylvia Park, has taken over the Attendance Management.
- Board Assurances:
 - Assured
 - Risk Management
 - Planning and Preparing for Emergencies, Disasters, and Crises
 - Opening & Closing the School
 - Income
 - Gifts
 - Protected Disclosure
 - School Swimming Pool
 - Not Applicable
 - Daily School Bus
 - International Learners Policy

The Board thanked Ray for his report.

3] Governance Information & Legal Compliance

3.1 **Policies** – The Board briefly discussed the policies presented at the last meeting. Ray explained that all teachers (except the incoming new teachers) and approved support staff have been trained and qualified to restrain students.

The following motion was proposed:

Motion to accept and approve the following policies:

- Protected Disclosure
- Making a Protected Disclosure
- Managing a Protected Disclosure

Proposed: Max Guphill

Seconded: Abbie Gunning

Result: All in Favour ~ motion carried.

- 3.2 **2026 Meeting Dates** – The Board agreed to the proposed 2026 meeting dates included in the monthly board pack and the following motion was proposed:

The Board accepted the 2026 Board Of Trustees meeting dates.

Proposed: Abbie Gunning

Seconded: Erin Cairney

Result: All in Favour ~ motion carried.

4] Finance & Asset Management

- 4.1 **November 2025 Financial Accounts** - Steve briefly explained the financial reports to the Board. The accounts look good, and there's a decent surplus for this time of year. The school has had approval from the Dragon Trust to change the supplier for the senior playground.
- 4.2 **2026 Draft Budget** – Ray briefly explained the final budget. He has been quite conservative with the income. As the school cannot predict the Ministry's funding, the Operation Grant is set, but other funding is not. The school may need to purchase a new ride-on mower in the future, and the school has hired a teacher to cover CRT release, so the school should not require relievers. The report has been seen by the accountant. The Board briefly discussed, and the following motion has been proposed:

To accept and approval the 2026 Budget.

Proposed: Steve Doran

Result: All in Favour ~ motion carried.

- 4.3 **Budgeted Statement of Financial Position for 2026** – Steve briefly explained this report and the Board briefly discussed. The following motion was proposed:

To accept and approval the Budgeted Statement of Financial Position for 2026.

Proposed: Ray Kelly

Seconded: Erin Cairney

Result: All in Favour ~ motion carried.

5] Strategic Decision

- 5.1 **Department Reports** – The Board thanked the staff for their reports. The Board briefly discussed the following:

- Create a register for requirements and wish-list items requested by staff. The list will be regularly updated as items are purchased or budgeted for. Ray will table the register at the next meeting.
- Larger items have been included in the budget where possible, and minor requests will be accommodated in this year's budget or in future budgets.
- Air Conditioners – these are currently not budgeted for, and the school doesn't have the funds to purchase.
- The Board needs to decide what should be a priority: resources or air conditioners.
- The Board has requested that full names of programmes be used in reports instead of abbreviations.

- 5.2 **Attendance Management Plan** – Ray briefly presented his report and explained that low attendance does affect students' learning. The school has worked hard over the year to improve attendance and has had a fully funded part-time Attendance Officer.

However, this funding has been stopped, and the school will need to contact families. This will now be done by Fia Salesa, on top of her current workload. If required, some families will be managed by the newly set up Attendance Office Programme, run by the Principal of Sylvia Park School.

The Board discussed the safety factor of staff visiting families at home. Ray explained that the school has many strategies in place, and the school's Social Worker in Schools (SWiS) Officer, Roar Henningsen, also helps in this area.

This remains a very complex issue, and Ray will continue to report on it.

- 5.3 **School Document Destruction** – The Board briefly discussed and the following motion was proposed:

The Board approve the destruction of school records and documents by secure shredding up to and including 2017.

Proposed: Max Guptill **Seconded:** Zoe Foster

Result: All in Favour ~ motion carried.

6] **Te Whakarōputanga**

None

7] **General Business**

None

8] Motions

Minutes of the previous meetings

The meeting minutes from 10 November 2025 were read and accepted as a true and accurate reflection of the meeting.

Proposed: Simon Kahika

Seconded: Max Guphill

Result: All in Favour ~ motion carried.

Correspondence

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

Proposed: Abbie Gunning

Seconded: Steve Doran

Result: All in Favour ~ motion carried.

Financial Reports

A motion was proposed to accept and approve the November 2025 financial accounts and to pay the bills.

Proposed: Steve Doran

Result: All in Favour ~ motion carried.

9] Agenda Items for Next Meeting

None

11] In Committee – Personnel

Steve moved that:

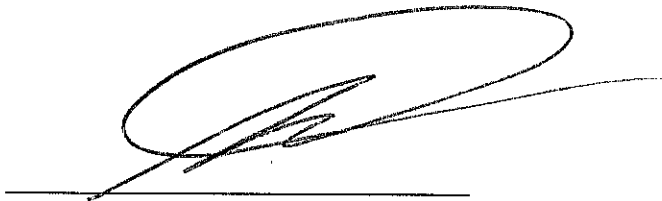
The meeting moved into committee, and pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public is excluded from the remainder of the meeting to give confidentiality to and to protect the

privacy of individuals concerned as follows: "that the matters being discussed are of a personal and private nature."

The Board moved out of the In-committee.

12] Closure

7:30 pm

A handwritten signature in black ink, appearing to be "S. Doran", written over a horizontal line.

Signed: Board Chairman
Stephen (Steve) Doran

Date

7/2/2016

ACTION POINTS FROM THE MEETING OF

8th of December 2025

No.	ITEM	WHO	WHEN
1.	The Board is to send Michelle a small blurb about themselves for the school website.	Board	
2.	Child's Time <ul style="list-style-type: none">• Ray is to look at the market value of this land for future lease discussions.• Ray to set up a meeting with Child's Time.	Ray	
3.	Strategic Plan - Final report to be included in the next meeting for approval.	Ray	
4.	Ray to create a register for requirements and wish-list items requested by staff.	Ray	
5.	The Board needs to decide what should be a priority: resources or air conditioners.	Board	
6.	The Board has requested that full names be used in reports instead of abbreviations	Ray/Michelle	