

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



Date of Meeting: 10 May 2021 Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson), Kerry Bell, Natalia Solomon, Liz Lombard, Michelle Love (Staff Trustee), and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the meeting and the Board went to look at the nearly completed Shade Structure.

Apologies

Leon Mallard

Conflict of Interest

None

Action Points of Previous Meeting – 12.04.21

1. Fia still to get costings for a sports uniform.
2. Kerry has given dates for a meeting with the Principal of Kelston Boys to Ray, Ray will confirm the date with Kerry this week.
3. Michelle has transferred the PTA funds held in the school bank accounts to the school and Anna has written a donation letter to the school.
4. Ray has made the changes to the Uniform Policy

5. Michelle looked into the security call Steve received on Saturday and received an apology.
6. To be discussed later in the meeting.
7. Michelle will issue Kerry Bell with a new gate key at the next meeting.
8. Ray has spoken with Pastor Avele in regards to the cars parking in the construction area.

2] Strategic Aims from Principal's Report

Ray briefly explained his report to the Board and the following was discussed in more detail:

- 2.1 **Professional Development – Local Curriculum DP Level – Ray** personally commended Anna for all her hard and detailed work in this area.
- 2.2 **Teacher Only Days – Ray** informed the Board that there will be another Teacher Only Day on the 2nd of June.
- 2.3 **Go Fund Grant Application – Ray** informed the Board that the school has received a total of \$40,000.00 from the two application submitted, which will be spent on the turf, fencing and security of the new shade structure. The school has two options, to re-apply for the additional funding for the shade structure or apply for a new project, like the painting of the school.

The Board discussed and would like Ray to get another quote for the fencing around the structure, maybe the option of having lower fences (in parts) around the structure. The Board all agreed that the structure does need a fence around it. However, both the turf and fencing will not be completed till October of this year.

Once completed the Board would like an official opening with either a sports player or personality. Ray will look into whether we could get Jenny-May Clarkson (Coffin) from the Breakfast Show.

2.4 **Health & Safety** – The Board would like the Health & Safety minutes to show Misses / Near Misses from now on. Ray will discuss this with them at their next meeting.

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

- Room 7/13/15 – Heat pumps have been installed.
- Room 7 – railings are now completed.
- Room 13 – only the windows still to be done.
- Graeme Brown – will visit the school and advise the school of what needs to be repaired or improved. The school is also looking into doing internal work in Jessop House to make this a classroom for new entrants, as the current layout is not suitable.

2.6 **School Lunches** – Ray informed the Board that he has had another meeting with the Ministry, Spotless Catering, Nutritionist and transport providers in regards to the issues the school has had. The changes required have just started, with improvement in delivery times.

The school lunch scheme has been extended for the next three years. Our current contract with Spotless Catering is for one year but the Ministry has indicated that it can be hard to terminate a contract but agree that improvement is required.

The Board briefly discussed and Kerry suggested the school ask that the sandwiches, buns or wraps be put in a paper bag. The school opted out of hot food instead went with the current option. The later delivery time has helped with the freshness of the food. Ray will keep the Board informed of the progress.

2.7 **Bi-lingual Class** – Ray informed the Board that he has had discussions with the Ministry on what is required and processes the school need to start a class in 2022. He has contacted Ruapōtaka Marae and is meeting with them next week. He will also be visiting Māngere Bridge School, which Bi-lingual class only started in the last three years. He will continue to look into what funding is available to the school. He will

also be arranging a Hui with the school community shortly. The Board briefly discussed and are pleased with the progress.

- 2.8 **Staffing** – Ray informed the Board that the school has employed a Teacher Aide for 4 days a week, in the Data Team.
- 2.9 **Protected Disclosure Policy** – The Board discussed the Protected Disclosure Policy and no changes were required, Ray will look into what is required for abuse recognition and reporting.
- 2.10 **School Docs Advisory – Principal Assurance** – Ray advised the Board that he will get a better understanding of what is required for Abuse Recognition and Reporting before he can give his assurance that the school is doing this. Ray also confirmed that the schools' SUE Reports are checked by the Principal and Finance Board Trustee.
- 2.11 **Georgia State University** – Ray informed the Board that the school is working hard in the area of Absenteeism. The intervention that the school has put in place are showing results therefore these will become standard procedure going forward. There will be a student voice survey soon. The Data Team will use the information gathered from the survey, student trackers and standardised test to identified areas to target by the Teacher Aides.
- The Data Team will also look into the ongoing performance of students who received Reading Recovery in Year 1-2, how they are progressing in Year 6. This way the school can solve issues before they happen.
- 2.12 **Attendance** – Ray informed the Board that Anna continues to work hard in this area. The data results are showing improvement in this area, even the improvement from the beginning of each term. Anna will now look at students that are away from Monday and Fridays and work with these families.

2.13 **Heritage Day** – Michelle Love informed the Board that the day went well, with students dressing in what they identified with. This could have been cultural, sporting or just a colour. The Board like the photos from the day.

The Board thanked Ray for his detailed report.

3] Governance Information & Legal Compliance

3.1 **NZSTA AGM Remits** – Max informed the Board of the outcome from the remits:

- Withdrawn – Remits 1, 10, 13 – 17 – NZSTA will continue to use this name.
- Passed – Remits 2, 4, 6 – 9, 11 – 12
- Amended – 5
- Voted Out - 3

3.2 **NZSTA Conference** - The Board discussed the recent conference and gave feedback. Overall the conference was successful and found the seminars good, informative and beneficial.

What they found, from listening to other Boards is, that our Board is very lucky, we work very well as a team and with Ray, we have trustees that have areas of specialities and knowledge which is beneficial. They also see the benefits and connections we have with the schools in our Community of Learning group. Our Board has a good understanding of what governance versus management is.

Natalia asked if the school has an updated Code of Conduct, which there is and was recently reviewed. She has asked to see a copy.

Max informed the Board that the conference next year will be held in the South Island.

4] Finance & Asset Management

- 4.1 **Finance Reports** – Liz briefly explained the finance reports. The school still has a good surplus, however, in the next month expects some big bills to be paid. The school is tracking well against the budget.
- 4.2 **Annual Accounts** – Michelle Ginders informed the Board that the Audited Annual Accounts are due to the Ministry by 31st May, the accounts are nearly completed with final adjustments being made by the accountants and requirements from the school have been sent to the Auditors. When these are completed and sent from the Auditors Steve will send by email a motion to accept.

5] Strategic Decisions

- 5.1 **Bank Staffing Underuse 2020** – Ray informed the Board that the school has received notification of the school's underuse in staff banking. Ray will confirm that the amount is correct as it is more than the school had expected but Ray was informed of a staffing adjustment the school received.
- 5.2 **Power Usage** – The Board check if the school power was being used by a neighbour, but the test showed no usage.
- 5.3 **Te Reo Course** – Ray informed the Board that some staff will engage in an online Te Reo Maori Course from Education Perfect. The cost is \$49.00 per staff member and this will be funded from the professional development budget. The Teaching Council is now requiring teachers to upskill in this curriculum area and they must show proof. The Board briefly discussed this and think this is a great idea.
- 5.4 **3 O'Clock Dash Before / After School Care** – Ray met with 3 O'clock Dash to discuss their contract and the overdue amount. Since the meeting, they have paid all invoices up till March of this year. Ray will meet with Chaz on the contract, OSCAR & WINZ funding. He will share

the contract with Steve and Max on Friday. The Board briefly discussed and was pleased that the account has been paid, they would like Ray to see that they have up to date police vets.

The Board discussed alternative providers but most options are too expensive for our families but would like to see improvement within the next few months.

- 5.5 **Auckland Transport Traffic Proposal** – The Board discussed and are happy with the proposal. Ray to report this back to Auckland Transport.
- 5.6 **Rotary Club Quiz** – Ray informed the Board that the staff have made up a team and the Board agreed to fund this.

6] General Business

None

7] Motions

Minutes of the previous meetings

The minutes of the meeting held on 12 April 2021 were read and accepted as a true reflection of that meeting.

Proposed: Max Guptill **Seconded:** Liz Lombard

Result: All in Favour ~ motion carried.

Correspondence

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

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

Result: All in Favour ~ motion carried

Financial Reports

A motion was proposed to accept the financial accounts for April 2021 and the accounts to be paid.

Proposed: Liz Lombard

Seconded: Kerry Bell

Result: All in Favour ~ motion carried.

8] Agenda Items for Next Meeting

None

9] In Committee – Personnel

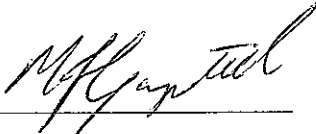
Stephen moved that:

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.

1. 10] Closure

7.45 pm



Signed: Board Chairman

Stephen Doran

Max Gaptill

Date 14/6/21

ACTION POINTS FROM THE MEETING OF

Monday 10 May 2021

No.	ITEM	WHO	WHEN
1.	Fia to get costings for a sports uniform	Fia	
2.	Ray to confirm the date and time to meet with the Principal from Kelston Boys High School.	Ray	
3.	Ray to look into a sports player or personality to open Shade Structure.	Ray	
4.	Ray to ask the Health & Safety Committee to include Misses/Near Misses in their meetings.	Ray	
5.	Ray to continue to keep the Board informed of the progress of the school lunch scheme.	Ray	
6.	Ray to organise a school Hui for the Bi-lingual class.	Ray	
7.	Ray to look into what is required for School Docs – Abuse Recognition & Reporting.	Ray	
8.	Ray to send a copy of the Code of Conduct to Natalia.	Ray	
9.	Michelle to send the Audited Annual Accounts to the Board and Steve to send a motion to accept.	Michelle/Steve	
10.	Ray to check the Staff Banking underuse amount with the Ministry.	Ray	
11.	Ray to meet with Chaz from 3 O'clock Dash to discuss the contract, OCSAR and WINZ funding. Also to check the police vets of the current staff.	Ray	
12.	Ray to inform Auckland Transport that the Board is happy with the proposal.	Ray	

Appendix 1

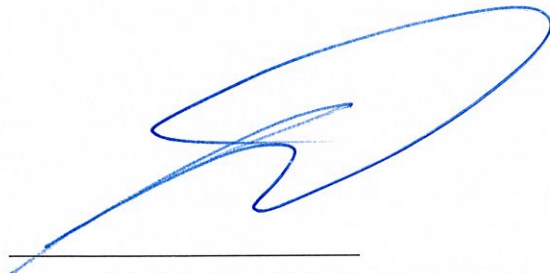
Grant Application

The following motion was proposed, via email (see attached email correspondence), to apply for grant funding from Pub Charity Limited for \$20,000.00. To assist with the cost of the Outdoor Court Area Upgrade:

To apply for grant funding from Pub Charity Limited for \$20,000.00, to assist with the cost of the Outdoor Court Area Upgrade.

Proposed: Steve Doran

Result: All in favour – motion passed



Signed: Board Chairman
Stephen Doran

Date

5/7/21



Michelle Ginders <m.ginders@baileyroad.school.nz>

URGENT - Motion to apply for Grant Funding

12 messages

Michelle Ginders <m.ginders@baileyroad.school.nz> Mon, May 17, 2021 at 2:38 PM
To: Stephen Doran <steviedoran1@hotmail.com>, Max Guptill <max.guptill@mcct.org.nz>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, Natalia Solomon <nataliasolomon6816@gmail.com>, Elizabeth Lombard <lizjlobard@gmail.com>, Ray Kelly <r.kelly@baileyroad.school.nz>, Michelle Ginders <m.ginders@baileyroad.school.nz>, leon mallard <leonmallard@hotmail.com>

Hi All

Steve has asked me to send through the following motion from the meeting 10.05.21:

To apply for grant funding from Pub Charity Limited for \$20,000.00 to assist with the cost of the Outdoor Court Area Upgrade.

Proposed: Steve Doran

Could you please reply all, Yes or No asap. Leon as you were not at the meeting (with apologies) you do not need to respond.

Thank you

Kind Regards

Michelle GindersFinance Officer
Board of Trustees Secretary19 Bailey Road
Mt Wellington
Auckland 1060
Ph 09 579 4619

Ray Kelly <r.kelly@baileyroad.school.nz> Mon, May 17, 2021 at 2:45 PM
To: Michelle Ginders <m.ginders@baileyroad.school.nz>
Cc: Stephen Doran <steviedoran1@hotmail.com>, Max Guptill <max.guptill@mcct.org.nz>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, Natalia Solomon <nataliasolomon6816@gmail.com>, Elizabeth Lombard <lizjlobard@gmail.com>, leon mallard <leonmallard@hotmail.com>

I vote yes.
[Quoted text hidden]

Natalia Solomon <nataliasolomon6816@gmail.com> Mon, May 17, 2021 at 6:23 PM
To: Ray Kelly <r.kelly@baileyroad.school.nz>
Cc: Elizabeth Lombard <lizjlobard@gmail.com>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, Max Guptill <max.guptill@mcct.org.nz>, Michelle Ginders <m.ginders@baileyroad.school.nz>, Stephen Doran <steviedoran1@hotmail.com>, leon mallard <leonmallard@hotmail.com>

Yes
[Quoted text hidden]

Elizabeth Lombard <lizlombard@gmail.com> Mon, May 17, 2021 at 9:22 PM
 To: Natalia Solomon <nataliasolomon6816@gmail.com>
 Cc: "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, Max Guptill <max.guptill@mcct.org.nz>, Michelle Ginders <m.ginders@baileyroad.school.nz>, Ray Kelly <r.kelly@baileyroad.school.nz>, Stephen Doran <steviedoran1@hotmail.com>, leon mallard <leonmallard@hotmail.com>

Hi

I vote yes

Liz
 [Quoted text hidden]

Max Guptill <max.guptill@mcct.org.nz> Mon, May 17, 2021 at 10:16 PM
 To: Michelle Ginders <m.ginders@baileyroad.school.nz>
 Cc: Stephen Doran <steviedoran1@hotmail.com>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, Natalia Solomon <nataliasolomon6816@gmail.com>, Elizabeth Lombard <lizlombard@gmail.com>, Ray Kelly <r.kelly@baileyroad.school.nz>, leon mallard <leonmallard@hotmail.com>

AE.

Max

[Quoted text hidden]

Michelle Ginders <m.ginders@baileyroad.school.nz> Tue, May 18, 2021 at 7:48 AM
 To: Michelle Love <m.love@baileyroad.school.nz>

[Quoted text hidden]
 --
 [Quoted text hidden]

Michelle Love <m.love@baileyroad.school.nz> Tue, May 18, 2021 at 8:00 AM
 To: Michelle Ginders <m.ginders@baileyroad.school.nz>

Yes
 [Quoted text hidden]

Michelle Ginders <m.ginders@baileyroad.school.nz> Thu, May 20, 2021 at 7:23 AM
 To: "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>
 Cc: Stephen Doran <steviedoran1@hotmail.com>

Hi Kerry

Can you please reply with your vote.

Thank you

Michelle

----- Forwarded message -----
 From: **Michelle Ginders** <m.ginders@baileyroad.school.nz>
 Date: Mon, May 17, 2021 at 2:38 PM
 Subject: URGENT - Motion to apply for Grant Funding
 To: Stephen Doran <steviedoran1@hotmail.com>, Max Guptill <max.guptill@mcct.org.nz>, K.J.THOMSON

<K.J.THOMSON@xtra.co.nz>, Natalia Solomon <nataliasolomon6816@gmail.com>, Elizabeth Lombard <lizjlombard@gmail.com>, Ray Kelly <r.kelly@baileyroad.school.nz>, Michelle Ginders <m.ginders@baileyroad.school.nz>, leon mallard <leonmallard@hotmail.com>

[Quoted text hidden]

K.J.THOMSON <K.J.THOMSON@xtra.co.nz>
To: Michelle Ginders <m.ginders@baileyroad.school.nz>

Thu, May 20, 2021 at 5:33 PM

Yes

Sent from my Galaxy
[Quoted text hidden]

Michelle Ginders <m.ginders@baileyroad.school.nz>

Fri, May 21, 2021 at 8:34 AM

To: Stephen Doran <steviedoran1@hotmail.com>, Max Guptill <max.guptill@mcct.org.nz>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, leon mallard <leonmallard@hotmail.com>, Natalia Solomon <nataliasolomon6816@gmail.com>, Elizabeth Lombard <lizjlombard@gmail.com>, Michelle Love <m.love@baileyroad.school.nz>

[Quoted text hidden]

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[Quoted text hidden]

Stephen Doran <steviedoran1@hotmail.com>

Fri, May 21, 2021 at 8:35 AM

To: Michelle Ginders <m.ginders@baileyroad.school.nz>
Cc: Max Guptill <max.guptill@mcct.org.nz>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, leon mallard <leonmallard@hotmail.com>, Natalia Solomon <nataliasolomon6816@gmail.com>, Elizabeth Lombard <lizjlombard@gmail.com>, Michelle Love <m.love@baileyroad.school.nz>

Hi,

Motion passed
Thanks all
Steve

Sent from my iPhone

On 21/05/2021, at 08:34, Michelle Ginders <m.ginders@baileyroad.school.nz> wrote:

[Quoted text hidden]

K.J.THOMSON <K.J.THOMSON@xtra.co.nz>

Mon, May 24, 2021 at 11:34 PM

To: Michelle Ginders <m.ginders@baileyroad.school.nz>, Stephen Doran <steviedoran1@hotmail.com>, Max Guptill <max.guptill@mcct.org.nz>, leon mallard <leonmallard@hotmail.com>, Natalia Solomon <nataliasolomon6816@gmail.com>, Elizabeth Lombard <lizjlombard@gmail.com>, Michelle Love <m.love@baileyroad.school.nz>

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Appendix 2

Audited Annual Accounts and Management Letter

The following motion was proposed, via email (see attached email correspondence), to accept the Annual Audited Accounts and Management Letter:

To accept the Annual Audited Accounts and Management Letter for 2020 Audit year, from William Buck.

Proposed: Steve Doran

Result: All in favour – motion passed



Signed: Board Chairman
Stephen Doran

Date

5/7/21



Michelle Ginders <m.ginders@baileyroad.school.nz>

URGENT MOTION - Audited Annual Accounts

10 messages

Michelle Ginders <m.ginders@baileyroad.school.nz> Mon, May 24, 2021 at 2:11 PM
To: Stephen Doran <steviedoran1@hotmail.com>, Max Guptill <max.guptill@mcct.org.nz>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, leon mallard <leonmallard@hotmail.com>, Natalia Solomon <nataliasolomon6816@gmail.com>, Elizabeth Lombard <lizj lombard@gmail.com>, Michelle Love <m.love@baileyroad.school.nz>, Ray Kelly <r.kelly@baileyroad.school.nz>

Hi All

Steve has asked me to send out the following motion for him, could you please **urgently reply all to this motion**, Yes to accept or No to not accept. These reports need to be sent back to the Auditors then to the Ministry by 30.05.21.

Motion to accept the 2020 Annual Audited Accounts and Management Letter

Proposed: Steve Doran

Kind Regards

Michelle GindersFinance Officer
Board of Trustees Secretary19 Bailey Road
Mt Wellington
Auckland 1060
Ph 09 579 4619

Natalia Solomon <nataliasolomon6816@gmail.com> Mon, May 24, 2021 at 2:23 PM
To: Michelle Ginders <m.ginders@baileyroad.school.nz>

Yes
[Quoted text hidden]

Ray Kelly <r.kelly@baileyroad.school.nz> Mon, May 24, 2021 at 2:34 PM
To: Michelle Ginders <m.ginders@baileyroad.school.nz>
Cc: Stephen Doran <steviedoran1@hotmail.com>, Max Guptill <max.guptill@mcct.org.nz>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, leon mallard <leonmallard@hotmail.com>, Natalia Solomon <nataliasolomon6816@gmail.com>, Elizabeth Lombard <lizj lombard@gmail.com>, Michelle Love <m.love@baileyroad.school.nz>

Yes
[Quoted text hidden]

Michelle Love <m.love@baileyroad.school.nz> Mon, May 24, 2021 at 3:04 PM

To: Michelle Ginders <m.ginders@baileyroad.school.nz>
Cc: Stephen Doran <steviedoran1@hotmail.com>, Max Guptill <max.guptill@mcct.org.nz>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, leon mallard <leonmallard@hotmail.com>, Natalia Solomon <nataliasolomon6816@gmail.com>, Elizabeth Lombard <lizjlombard@gmail.com>, Ray Kelly <r.kelly@baileyroad.school.nz>

Yes

[Quoted text hidden]

K.J.THOMSON <K.J.THOMSON@xtra.co.nz> Mon, May 24, 2021 at 11:29 PM
To: Michelle Ginders <m.ginders@baileyroad.school.nz>, Stephen Doran <steviedoran1@hotmail.com>, Max Guptill <max.guptill@mcct.org.nz>, leon mallard <leonmallard@hotmail.com>, Natalia Solomon <nataliasolomon6816@gmail.com>, Elizabeth Lombard <lizjlombard@gmail.com>, Michelle Love <m.love@baileyroad.school.nz>, Ray Kelly <r.kelly@baileyroad.school.nz>

Yes

Sent from my Galaxy
[Quoted text hidden]

Elizabeth Lombard <lizjlombard@gmail.com> Tue, May 25, 2021 at 8:48 AM
To: Michelle Ginders <m.ginders@baileyroad.school.nz>
Cc: "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, Max Guptill <max.guptill@mcct.org.nz>, Michelle Love <m.love@baileyroad.school.nz>, Natalia Solomon <nataliasolomon6816@gmail.com>, Ray Kelly <r.kelly@baileyroad.school.nz>, Stephen Doran <steviedoran1@hotmail.com>, leon mallard <leonmallard@hotmail.com>

Yes accept

Liz

On Mon, 24 May 2021 at 14:11, Michelle Ginders <m.ginders@baileyroad.school.nz> wrote:
[Quoted text hidden]

leon mallard <leonmallard@hotmail.com> Tue, May 25, 2021 at 3:08 PM
To: Elizabeth Lombard <lizjlombard@gmail.com>, Michelle Ginders <m.ginders@baileyroad.school.nz>
Cc: "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, Max Guptill <max.guptill@mcct.org.nz>, Michelle Love <m.love@baileyroad.school.nz>, Natalia Solomon <nataliasolomon6816@gmail.com>, Ray Kelly <r.kelly@baileyroad.school.nz>, Stephen Doran <steviedoran1@hotmail.com>

Yes Accept.

Ngā mihi

Leon.

Sent from my Samsung device
[Quoted text hidden]

Max Guptill <max.guptill@mcct.org.nz> Wed, May 26, 2021 at 8:54 AM
To: Michelle Ginders <m.ginders@baileyroad.school.nz>
Cc: Stephen Doran <steviedoran1@hotmail.com>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, leon mallard <leonmallard@hotmail.com>, Natalia Solomon <nataliasolomon6816@gmail.com>, Elizabeth Lombard

<lizjlombard@gmail.com>, Michelle Love <m.love@baileyroad.school.nz>, Ray Kelly <r.kelly@baileyroad.school.nz>

Ae

Nga mihi

Max

On Mon, 24 May 2021, 2:11 pm Michelle Ginders, <m.ginders@baileyroad.school.nz> wrote:
[Quoted text hidden]

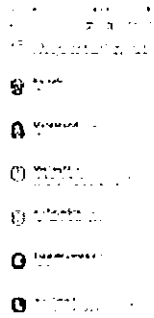
Max Guptill <max.guptill@mcct.org.nz>
To: Michelle Ginders <m.ginders@baileyroad.school.nz>

Wed, May 26, 2021 at 8:55 AM

Sorry about that m.

Max

On Mon, 24 May 2021, 2:11 pm Michelle Ginders, <m.ginders@baileyroad.school.nz> wrote:
[Quoted text hidden]



Screenshot_20210526-085339_Gmail.jpg
350K

Stephen Doran <steviedoran1@hotmail.com>
To: Max Guptill <max.guptill@mcct.org.nz>

Wed, May 26, 2021 at 9:13 AM

: Michelle Ginders <m.ginders@baileyroad.school.nz>, "K.J.THOMSON" <K.J.THOMSON@xtra.co.nz>, leon mallard <leonmallard@hotmail.com>, Natalia Solomon <nataliasolomon6816@gmail.com>, Elizabeth Lombard <lizjlombard@gmail.com>, Michelle Love <m.love@baileyroad.school.nz>, Ray Kelly <r.kelly@baileyroad.school.nz>

Great motion passed.
Thanks
Steve

Sent from my iPhone

On 26/05/2021, at 08:55, Max Guptill <max.guptill@mcct.org.nz> wrote:

[Quoted text hidden]

Appendix 3

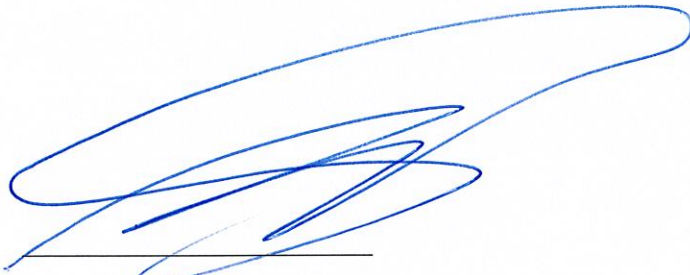
Teaching Unit Request

The following motion was proposed, via email (see attached email correspondence), to get approval for a Recruitment, Retention and Responsibility (RRR) Unit for Jan Ene. This is to pay her the addition payment from the funding we receive from the Pasifika Teacher Aide Project to cover her release days:

For approval for a Recruitment, Retention and Responsibility (RRR) Unit for Jan Ene, this will continue until the amount owed is paid.

Proposed: Steve Doran

Result: All in favour – motion passed



Signed: Board Chairman
Stephen Doran

Date 5/7/21



Michelle Ginders <m.ginders@baileyroad.school.nz>

An explanation before a request

10 messages

Ray Kelly <r.kelly@baileyroad.school.nz>

Mon, May 24, 2021 at 2:17 PM

To: Stephen Doran <steviedoran1@hotmail.com>, Michelle Ginders <m.ginders@baileyroad.school.nz>

Hi Steve - Jan Ene works part time, with our full endorsement, for the Pasifika Teacher Aide Project. This work is carried out in school time and the PTAP provides the school with funding to cover the cost of a reliever. In fact they cover us for a reliever and a little more - with the understanding that we forward the extra money to Jan as an extra payment.

Once again, we were more than happy to do this.

The problem Michelle and I have is that it is difficult to get this money to Jan within the Novopay structure.

We could give her the funds by way of koha - except the sum is becoming quite sizeable and we would probably get the auditors concerned.

We think the best idea, on advice from Novopay, is to award her a Recruitment, Retention and Responsibility unit as with Danielle] and then pay her this fortnightly. This would address PAYE issues. The unit would be in place until the full amount had been paid to her.

To date we owe her \$2982, which includes last year and this year.

These funds would not be school funds but money forwarded to us to pass onto Jan, so our bottom line will not be affected at all.

If you have no objection, would it be possible to forward this information to the wider board and a digital motion be proposed to set up the RRR payment.

Thanks

Ray

Michelle Ginders <m.ginders@baileyroad.school.nz>

Wed, May 26, 2021 at 10:34 AM

To: Steve Doran <steve.doran@torpedo7.com>

Hi Steve

Below is the motion and you might want to send Ray's explanation as well. If you want I can send it for you. Just let me know.

URGENT MOTION:

Motion to provide a Recruitment, Retention and Responsibility (RRR) Unit, to facilitate the payment of funds provided to Jan Ene from the Pasifika Teacher Aide Project (PTAP).

Proposed: Stephen Doran

Please reply all, Yes or No to this motion.

Thank you

Steve

Thanks Steve, also have sent the signed documents to the Auditors awaiting their final paperwork before they get sent to the MOE.

Michelle

[Quoted text hidden]

Stephen Doran <steviedoran1@hotmail.com>
To: Bailey Road BOT <bot@baileyroad.school.nz>

Fri, Jun 4, 2021 at 11:43 AM

Hi All,

Please see below from Ray.

I would like to put the motion forward to award Jan the RRR unit until she is reimbursed.

Can you please reply all and yes or no when you can.

Thanks

Steve

Sent from my iPhone

Begin forwarded message:

From: Ray Kelly <r.kelly@baileyroad.school.nz>
Date: 24 May 2021 at 14:18:07 NZST
To: Stephen Doran <steviedoran1@hotmail.com>, Michelle Ginders <m.ginders@baileyroad.school.nz>
Subject: An explanation before a request

[Quoted text hidden]

Michelle Love <m.love@baileyroad.school.nz>
To: Stephen Doran <steviedoran1@hotmail.com>
Cc: Bailey Road BOT <bot@baileyroad.school.nz>

Fri, Jun 4, 2021 at 12:32 PM

Yes agreed

Regards

Michelle Love

Room 11

Year 7 & 8 Teacher

m.love@baileyroad.school.nz

[Quoted text hidden]

Natalia Solomon <nataliasolomon6816@gmail.com>
To: Stephen Doran <steviedoran1@hotmail.com>
Cc: Bailey Road BOT <bot@baileyroad.school.nz>

Fri, Jun 4, 2021 at 12:48 PM

Yes

[Quoted text hidden]

Max Guptill <max.guptill@mcct.org.nz>
To: Stephen Doran <steviedoran1@hotmail.com>
Cc: Bailey Road BOT <bot@baileyroad.school.nz>

Fri, Jun 4, 2021 at 2:13 PM

Yes.

Nga mihi

Max

[Quoted text hidden]

K.J.THOMSON <K.J.THOMSON@xtra.co.nz> Fri, Jun 4, 2021 at 6:22 PM
To: Stephen Doran <steviedoran1@hotmail.com>, Bailey Road BOT <bot@baileyroad.school.nz>

Yes

Kerry

Sent from my Galaxy

[Quoted text hidden]

Elizabeth Lombard <lizjlombard@gmail.com> Sat, Jun 5, 2021 at 9:18 AM
To: Stephen Doran <steviedoran1@hotmail.com>
Cc: Bailey Road BOT <bot@baileyroad.school.nz>

Yes definitely

Liz

[Quoted text hidden]

leon mallard <leonmallard@hotmail.com> Wed, Jun 9, 2021 at 2:31 PM
To: Stephen Doran <steviedoran1@hotmail.com>, Bailey Road BOT <bot@baileyroad.school.nz>

Yes.

Sent from my Samsung device

----- Original message -----

From: Stephen Doran <steviedoran1@hotmail.com>

Date: 4/06/21 11:43 AM (GMT+12:00)

To: Bailey Road BOT <bot@baileyroad.school.nz>

[Quoted text hidden]

Stephen Doran <steviedoran1@hotmail.com> Wed, Jun 9, 2021 at 2:32 PM
To: leon mallard <leonmallard@hotmail.com>
Cc: Bailey Road BOT <bot@baileyroad.school.nz>

Great,

Thanks motion passed.

Steve

Sent from my iPhone

On 9/06/2021, at 14:31, leon mallard <leonmallard@hotmail.com> wrote:

[Quoted text hidden]