

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



Date of Meeting: 24 August 2020

Time: 4.30 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: Fia Salesa & Anna Voyce (Deputy Principals), Eli Barkway and Liz Bond (Direct Group Uniforms)

Welcome

Steve welcomed everyone to the meeting and thanked the staff for their hard work again during this lockdown.

Apologies

None

Conflict of Interest

None

Action Points of Previous Meeting – 27.07.20

1. Kerry has sent through the details for the coded padlock for the Cotswald Lane gate.
2. Steve asked Ray to email the Health Report to the Board.

3. Ray explained to the Board that this is the only company still doing these door closers.
4. Ray is still awaiting 1 more quote on the Turf.
5. Ray included the report on students late/leaving early in the pack.
6. Ray organised a meeting with Nellie Shaw, ASK Accounting, which was attended by Steve Doran.
7. Ray informed the Board of the decision on the Shade Structure and Steve has signed the appropriate paperwork.
8. Ray is still working on the SchDoc policies and procedures.
9. Michelle is currently working on arranging a course for a staff member to attend an Outdoor First Aid Certificate.
10. Ray still to get the AED tested.
11. Michelle is currently looking into the police vetting status of the Board.

## 2] Direct Group Uniforms

Steve introduced Eli Barkway and Liz Bond from the Direct Group Uniforms, to answer any question from their proposal in the pack.

Eli briefly explained what the company is all about, how they provide school uniforms, sports uniforms and sporting equipment to many schools. How the company is based in Hamilton and they have recently opened the Auckland office. He explained that if they had been meeting in person they were going to bring samples of their products to show the Board.

The following areas were briefly discussed:

- Price comparison – currently some of our parents struggle with the cost of the uniforms. Direct Group Uniforms has worked hard to give a competitive cost which is slightly cheaper than the Warehouse. Fia informed the Board that the quality of the product is very good and better than The Warehouse.
- The company is new to Auckland however provide uniforms in Hamilton, they do however provide sports uniform for a lot of Auckland colleges.

- Stock – there are sometimes issues with the stock levels at The Warehouse. Direct Group Uniforms would purchase any stock left. They have also said there would be no issue with stock levels.
- Rebate for Sales – They would not be given a rebate on uniform sales as they have given a competitive price but we will get rebates on any other sporting equipment sold to the school.
- Customer Service – There have been issues with the customer services from The Warehouse, Direct Group Uniforms focus is on customer service and quality.
- Purchasing of Uniforms – their premises are open weekdays from 8 am – 4.30 pm and on Saturday mornings. They would also be able to do special openings on requests certain times of the year. The community can order on-line and the uniforms can be delivered to school or couriered directly for a fee. Delivery would usually be the next day.
- Direct Group Uniforms also offer an embroidery service of \$5.00 per item, which Steve said is very good. This service will add additional delivery time. The embroidery service is attached to their premises and owned by them.
- They have shared with Fia designs for a sports uniform and she will share these with the Board at a later date.
- Yummy Stickers – Direct Group Uniforms are the suppliers of this promotion for schools.

Steve thanked Eli Barkway and Liz Bond for attending the meeting to answer their questions. Ray will be in touch with them within the next few days. Eli and Liz left the meeting at 5 pm.

The Board will discuss further, later in the meeting.

### 3] Strategic Aims from Principal's Report

Ray briefly explained his report to the Board.

- 3.1 PTA – Anna briefly explained to the Board regarding what is happening with the PTA. They have had their first meeting, where there were 5

new families, appointed officeholders, discussed the purpose of the PTA, code of the conduct, possible fundraising options, and what to support.

With the current Covid19, it will be suggested that future fundraisers be put on hold so that the community does not put added pressure on the community finances.

Anna left the meeting at 5.09 pm.

3.2 **SENCo Report** – Fia briefly explained the main areas of her report, the number of students and agencies involved. Each student has a Gateway Assessment which involves multiply agencies including SWIS, these are overseen by a liaison officer. The school provided 173 lunches during term one, however, due to Covid19 term, two and three numbers are not usual.

3.3 **PB4L** – Fia briefly explained what is currently happening within the school. The school is currently awaiting HEART signs that will clearly show the expectation of the school. HEART vouchers are very popular and are drawn at assemblies where students get to choose from the prize box. The teachers are also expected to teach in a 30-minute lesson the HEART value for the week, this will clearly explain and outline the expectations to students. There is still work to be done with both teachers and students.

The management team has been coming down hard on the students if expectations are not followed, some resulting in parents being called and stand-downs occurring. These families are explained if this behavior continues, resulting in two further stand-downs these students will then be referred to the Board.

Fia left the meeting at 5.19 pm.

- 3.4 **Staffing** – Ray informed the Board that Narelle Hepple has been employed, and has started, to replace Andrea as a new entrant teacher. Andrea is still employed but will be on leave without pay until a Novopay form has been sorted, as it is easier to do it this way.
- 3.5 **Property** – Ray informed the Board that the LSC and Anna's office are completed, Shade structure is in progress and Rm 13/15 being tested for asbestos, which could hold things up.
- 3.6 **Old Devices** – Ray explained to the Board that he would like to offer the old devices, that are ready to be disposed of and have no book value, to parents, for a price of \$50 which could be paid off. The Board discussed and think this is a great idea.

The Board thanked Ray for his detailed report.

4] **Governance Information & Legal Compliance**

None

5] **Finance & Asset Management**

- 5.1 Liz briefly explained the reports to the Board. The school is still in a good financial position with good funds in the bank. There was less spending in July probably due to Covid19.
- 5.2 **Accounting Firms** - Ray and Steve had a very good meeting with Nellie Shaw and were very impressed with her professionalism. Any concerns and questions that the Board had were answered and everything looks good. Unfortunately, Liz had only managed a brief phone conversation but was happy with what she heard. The company has currently 17 schools on their books now, works with Xero so there would be no issue if changing. Nellie Shaw is fully qualified has all the business insurances that are required. The following motion was proposed:

Motion to change the schools' Accountant to ASK Accounting after the notice period has been completed.

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

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

Ray to inform EdTech and ASK Accounting of the Board's decision.

## 6] Strategic Decisions

- 6.1 **School Uniform** – The Board discussed the proposal from Direct Group Uniforms, they were very happy with their answers. The Board acknowledges that shorts and track pants can be purchased elsewhere as long as they match the school colours but all logo products (shirts, polos, jackets and hats) must be purchased from the supplier. They also liked the embroidery option that they offer and the following motion was proposed:

Motion to change the supplier of the uniforms for the school to Direct Group Uniforms and to accept the costing provided in the proposal.

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

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

Ray to let The Warehouse and Direct Group Uniforms of the Board's decision.

- 6.2 **Data Results** – Ray explained to the Board that the results are showing the effects of Covid19 and the lockdown has caused. Also, mid-year data teachers are more conservative, but the test is moderated by other teachers working together. Each class has a target students which are monitored and Reading Recovery, ALiM, Maths and LSC teachers involved along with the Teacher Aides. The Board would like Ray to discuss with other schools how their data is looking.

The Board discussed and agree the structure of the class is missed when learning from home, especially with junior students. It is harder to keep the students engaged at home, during the two lockdowns. There is also the fact that not all students are engaging with distance learning, which needs the parents to be engaged as well. A lot is happening behind the scenes to help the students that have fallen behind. The Board expressed their gratitude to the staff for their speedy response to the latest lockdown.

- 6.3 **Solar Power Proposal** – The Board discussed the different package options available, whether to put the basic system and add over the years or put the full suggested system. Ray explained that does not think that the Ministry's Sustainability Fund would fund this project. He also explained how the different size plans would or wouldn't benefit the school. As an Enviro school, this would help educate the community on sustainability and lowering the school footprint environmentally. Financially the school has the funds for the different packages but some did question if it is money well spent. After a very robust discussion the following motion was proposed:

Motion to accept the quote from Mercury Energy of \$31,998.98 +GST for the full Solar Panel Package.

**Proposed:** Liz Lombard                      **Seconded:** Michelle Love

**Result:** 5 in Favour ~ motion carried

Ray to let Mercury know of the Board's decision/.

- 6.4 **Turf Quotes** – The Board would like to see the final quote before a decision is made.
- 6.5 **Shade System** – The Board would like quotes on permanent netball post, marking and fencing cost for the shade structure system.

6.6 **Absentees** – Ray explained to the Board that Anna is working with the families of concerns to increase their attendance at school. These are a lot of our students that are struggling but Anna is very hard with these parents. All schools have these families and Ray is considering using incentives, funded by local retailers, to encourage better attendance.

6.7 **Archived Document Destruction** – Michelle Ginders explained to the Board that the Board's approval is required to be destroyed, as per the Ministry guidelines and instructions. The Board discussed and the following motion was proposed:

Motion to approve the destruction of archived documents for years up to and including 2012.

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

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

Michelle to arrange to have these documents destroyed.

Max wanted to acknowledge that the school is able to do these large projects due to past Boards putting things in place to put the school in a better financial position. The Board should be very pleased with the projects that the Board has recently approved and the benefits it would be to the school community.

8] **General Business**

None

9] **Motions**

**Minutes of the previous meetings**

The minutes of the meeting held on 27 July 2020 were read and accepted as a true reflection of that meeting, with the minor spelling errors to be corrected.

**Proposed:** Max Guptill                      **Seconded:** Kerry Bell



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

### Correspondence

A motion proposed to accept all incoming and outgoing correspondence.

**Proposed:** Steve Doran

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

### Financial Reports

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

**Proposed:** Liz Lombard

**Seconded:** Max Guptill

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

#### 10] Agenda Items for Next Meeting

None

#### 11] In Committee – Personnel

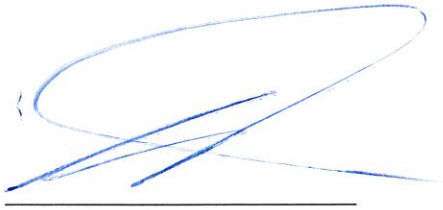
Stephen moved that:

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.

#### 12] Closure

6.40 pm



Signed: Board Chairman  
Stephen Doran

25/09/2020

Date

## ACTION POINTS FROM THE MEETING OF

Monday 24 August 2020

No.	ITEM	WHO	WHEN
1.	Steve asked Ray to email the Health Report to the Board.	Ray	
2.	Michelle to look into the Outdoor First Aid Certificate.	Michelle	
3.	Ray to organise the testing of the AED and add it to the website.	Ray	
4.	Michelle to check that all BOT Trustees are police vetted.	Michelle	
5.	Ray to check with the MaCOL schools on their data results.	Ray	
6.	Michelle to arrange for the destruction of archived documentation.	Michelle	
7.	Ray to make the arrangements for the purchase of solar panels.	Ray	
8.	Ray to look into the property needs/projects wishlist for the school.	Ray	
9.	Ray to inform EdTech and ASK Accounting on the Board's decision on the school's accounting firm.	Ray	
10.	Ray to inform The Warehouse and Uniform Direct Group regarding the Board's decision on the supplier of the schools' uniform.	Ray	
11.	Ray to send (email) out a more detailed Data Report to the Board,	Ray	
12.	Ray to get an additional quote for the Turf.	Ray	
13.	Ray to get quotes for fencing around shade structure and turf, permanent netball posts and Marking.	Ray	