



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

Date of Meeting: 13 June 2022

Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (Chairperson) (in the chair), Max Guptill (Deputy Chairperson), Kerry Bell, Natalia Solomon (via Zoom), Liz Lombard, Fia Salesa (Deputy Principal/Acting Staff Representative) and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the meeting, especially Natalia Solomon, attending via ZOOM.

Apologies

Leon Mallard

Conflict of Interest

None

Action Points of Previous Meeting – 16.05.22

1. Bi-Lingual Class visits and the Hui & Fono's are all on hold due to Covid19 settings. Ray will inform the Board of the new dates when confirmed in 2022.

2. Ray is to apply for the grant from the Mazda Foundation once he has received the two quotes.
3. Ray has looked into Implementation Audit and Reports further and will report back to the Board during the meeting.
4. Michelle to organise an appointment letter for the Returning Officer, which Steve will need to sign.
5. Ray showed the template for the Student Tracker Data Reports at the meeting, the final reports will be shared at the next meeting.
6. Ray has included the Risk Management Policy in the pack and has set up a Maintenance Schedule.
7. Ray has looked into the hall insurance cover with the Ministry and informed Steve Doran.

1] Strategic Aims from Principal's Report

Ray briefly explained his report and the following were discussed in more detail:

1.1 Property:

- Room 13 class furniture has been ordered. The class has been trialling a few furniture options. The Board discussed options to smarten the exterior, maybe a Maori design on the outside.
- Ray informed the Board that most of the Junior Playground Upgrade grant funding that was applied for has been received. An August start date has been confirmed. The company has their own construction insurance.
- The school is awaiting the Room 1-5 roofing report and Ray will share this with the Board.

1.2 School Roll – Ray informed the Board the roll growth is slow, with the July Roll Returns soon the school will likely be down another teacher in 2023.

- 1.3 Health & Safety – Ray informed the Board that Danielle Wilson has resigned as Chairperson and Jean D’Souza has taken over.
- 1.4 Staffing – Ray informed the Board that a new Teacher Aide has been employed, she comes with a very good reference from Pt England School.
- 1.5 BOT Profiles in Newsletter – Leon Mallard’s profile is the last one to be included.
- 1.6 Policy Reviews – Ray informed the Board that these will be included in the newsletter with a direct link to SchoolDocs.
- 1.7 Board Assurances
- The following were assured:
 - Digital Technology and Cybersafety
 - Computer Security and Cybersafety
 - School Attendance
 - SUE Reports in Expenditure
 - Risk Management – this can now be assured with the approval of the Risk Management Policy in the meeting. Ray informed the Board that all registers are monitored by him.
 - Abuse Recognition and Reporting – this policy has been shared with teachers for feedback.
- 1.10 Planning and Reporting Changes – Ray informed the Board that he is up-to-date with the changes and what is required from the Ministry.

The Board thanked Ray for his detailed report.

2] Governance Information & Legal Compliance

2.1 **Policy Reviews** – The Board briefly discussed the policies, Behaviour Management and Reporting & Recording Accidents and Incidents, and the following motion was proposed:

To approve the Behaviour Management and Reporting & Recording Accidents and Incidents.

Proposed: Kerry Bell

Seconded: Liz Lombard

Result: All in Favour ~ motion carried. Verbal yes from Natalia Solomon via ZOOM.

3] Finance & Asset Management

3.1 **May Financial Reports** – Liz informed the Board that the school is tracking well against the budget. There have been payments made for the junior playground. The deficit amount was expected and Liz has suggested the school roll over term deposits for another 5-6 months.

4] Strategic Decisions

4.1 **Board of Trustees Elections** - The Board briefly discussed whether to run a paper or digital election and the following motion was proposed:

The 2022 Board of Trustees Elections will be a paper/postage election.

Proposed: Max Guptill

Seconded: Kerry Bell

Result: All in Favour ~ motion carried. Verbal yes from Natalia Solomon via ZOOM.

4.2 **Mid-Year Data Reports - Student Trackers & Data Reports** – Ray tabled the draft reports and briefly explained them to the Board. The Reading Report is showing that the school is doing better than expected. However, the Writing Data is not as good. Ray confirmed that the data is accurate and Ray will present the final reports at the next meeting.

The Board briefly discussed and asked if Ray could include truancy and the effects this has had on the results. Ray will look at this and include it if possible. He will send a digital copy of these reports to Natalia and Leon via email.

4.3 Mid-Year Curriculum Reports – The Board briefly discussed and asked that future reports do not include acronyms. The Board are pleased to see sports events happening and with the Facebook posts. Ray informed the Board that Fia, Cassie and himself have met to arrange more sporting events against our neighbouring schools. The Board has asked Ray to pass on their thanks for all the reports.

4.4 Carbon Neutral Government Programme – Ray informed the Board that the Ministry will send a survey to schools for them to complete and they will compile the data. The Board briefly discussed and the following motion was proposed:

To permit the school to share the required data and information for the Carbon Neutral Government Programme.

Proposed: Liz Lombard

Seconded: Kerry Bell

Result: All in Favour ~ motion carried. Verbal yes from Natalia Solomon via ZOOM.

4.5 Parent / Teacher Conferences – Due to Libby Flashman being sick, she has been contacting her parents to arrange a time to meet.

4.6 Principal Meetings with Staff – Ray informed the Board that he has nearly met with all staff or but a few, which he hopes to have completed by the end of the term. A couple of teachers have indicated their plans for 2023. The weekly reporting back to staff from the recent Hui, the staff seem happy with this. The feedback from the individual meeting is overall good and positive. Ray informed the Board that he brought all staff a coffee today.

4.6 **Human Rights Commission Uniform** – The Board briefly discussed and commented that it did not address Pacifika. Ray informed the Board that SchoolDocs will update the policy in due course.

4.7 **Playground Colour** – The Board discussed the colour combination options for the junior playground and the following motion was proposed:

To approve the Marine colour combination for the new Junior Playground Upgrade Area.

Proposed: Liz Lombard

Seconded: Kerry Bell

Result: All in Favour ~ motion carried. Verbal yes from Natalia Solomon via ZOOM.

4.8 **Principal's Appraisal** – The Board briefly discussed the NZSTA magazine article on the 2023 changes to the principal's performance assessments. Ray informed the Board that Grant Barnes will not be able to do any appraisals this year. Ray's understanding is that there will be a network of Principals, possibly involving Grant Barnes, who will work together. At this stage, he has not got a complete understanding, but has attended a couple of meetings and will keep the Board informed.

4.9 **Attendance** – Ray briefly explained the comments from ACES and will be contacting them and the next steps going forward. He will also discuss taking students off the roll after 20 days of continuous absence without explanation. Anna Voyce has started ringing families daily and a new tracking spreadsheet has been developed. Cassie Keepa will start transporting students (three families to start with) to school as part of her new role as Attendance Officer.

4.10 NZEI Union Meetings and Pay Equity – Ray informed the Board that these are currently happening remotely for teachers and support staff. The Administration Pay Equity has a settlement that will be voted on in the next few weeks after they have had webinars to discuss the settlement. Ray said that this will be again funded by the Ministry and he will receive more information once it has been agreed on.

4.11 Kahui Ako News – Ray informed the Board that there have been curriculum workshops happening here and at other schools for staff.

5] General Business

None

6] Motions

Minutes of the previous meetings

The minutes of the meeting held on 16th May 2021 were read and accepted as a true reflection of that meeting.

Proposed: Liz Lombard

Seconded: Kerry Bell

Result: All in Favour ~ motion carried. Verbal yes from Natalia Solomon via ZOOM.

Correspondence

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

Proposed: Max Guptill

Seconded: Kerry Bell

Result: All in Favour ~ motion carried. Verbal yes from Liz Lombard and Natalia Solomon via ZOOM.

Financial Reports

A motion was proposed to accept the financial accounts for May 2022 and the accounts to be paid.

Proposed: Liz Lombard

Seconded: Max Guptill

Result: All in Favour ~ motion carried. Verbal yes from Natalia Solomon via ZOOM.

7] Agenda Items for Next Meeting

None

8] In Committee – Personnel

Steve 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.

9] Closure

7.20 pm



Signed: Board Chairman
Stephen Doran

Date 8/8/27

ACTION POINTS FROM THE MEETING OF

Monday 13 June 2022

No.	ITEM	WHO	WHEN
1.	Bi-Lingual Class visits and the Hui & Fono's are all on hold due to Covid19 settings. Ray will inform the Board of the new dates when confirmed in 2022.	Ray	Continues to work on
2.	Ray is to apply for the grant from the Mazda Foundation once he has received the two quotes.	Ray	
3.	Michelle to organise a Returning Officer Appointment letter and Steve to sign	Michelle / Steve	
4.	Ray to include (if possible) the changes to the Student Trackers. Also to send digital copies to Natalia and Leon.	Ray	
5.	Ray to share the roofing report when received to the Board.	Ray	
6.	Ray to pass on the Board's thanks, for the mid-year reports, to the staff. Also to ask that no acronyms be used in the future.	Ray	
7.	Ray to keep the Board up to date on the changes to the Principal's Appraisal process.	Ray	