

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



Date of Meeting: 19 November 2018

Time: 6.00 pm

1] Administration

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

Fia Salesa (Deputy Principal), Dave Muir, Rosalind Muller, Georgia Reid, Anna Voyce (Senior Leaders) & Rachel Stiers (Teacher)

Michelle Ginders (Minute Recorder)

Welcome

Max Guptill warmly welcomed everyone to the meeting especially all the teachers and thanked them for attending the meeting.

Jody welcomed everyone to the meeting.

Apologies

Steve Doran & Delize Roos (SWiS)

Conflict of Interest

None

Action Points of Previous Meeting

1. Steve Doran still to send a flyer to Dave for camp supplies.
2. Michelle looked into alarms not being set.

3. Michelle has look into insurance valuation, it is recommended that we do an independent valuation regularly. The Board would like Michelle to arrange for this to be this year.
4. Michelle has spoken with the insurance company and the damage to the hall kitchen is not covered.
5. Wish list for asset purchases to be discussed at a later date.
6. Jody has arranged to lease photocopiers which will be installed by the start of the new year.
7. Jody a awaiting a new quote for a shade sail.
8. Michelle sent a breakdown of ledger code 3090 to Steve.

## 1] Strategic Arms

Max explained to everyone that their reports have been read by the Board.

### 2018 Team Data & School Wide – Literacy & Mathematics Data

Anna Voyce explained how the data was recorded and the new terminology in the reports. This year the PAcT tool has been very useful in the collection of the data.

Then each senior leader briefly explained and shared their team data in both literacy and mathematics to the Board. They each explained what their concerns were and the areas they will be focusing on next year.

In literacy there is good consistent teaching practices across all teams, mainly due to the school wide professional development this year. Teachers being able to observe teachers has also been beneficial to teachers especially the new teachers.

With reading being the focus the data results for mathematics were not as good, this is also due to the new teachers not having the same teaching style across the school or the professional development. The maths curriculum team would like to see mathematics be the focus in 2019, so all teachers have the same professional development along the same lines as reading has been this year.

The Board discussed and were pleased with the literacy results and understand that when one curriculum subject is the focus others drop off. They asked the senior leaders what they could do to help and the following was asked for.

- Relievers – to offer in class support and professional development
- Professional Development
- Textbooks
- Home support for literacy

Max thanked the senior leaders for attending the meeting and for their very detailed reports. The Board also acknowledge the hard work by all the teachers and the management team this year. Max also shared that what is happening here is being carried forward to college level and seeing a lot of old students receiving awards.

Rosalind Muller left the meeting at 6:40pm.

### SENCo Report

Fia Salesa briefly explained and presented her report to the Board. She explained the different processes and the number of students currently receiving in-class support and the numbers of students who are ORRS funded. Fia explained that this has been a learning year for her and did require support and modeling to help her achieve this year.

The Board discussed and thanked Fia for her report.

Georgia Reid left the meeting at 6:50pm.

### SWiS Report

Fia Salesa presented this report on behalf of Delize Roos. Delize and herself meet weekly to discuss on going needs. Delize has been building her profile within the community and together they have been making home visits with

families. The SWiS office is currently providing hot breakfast and lunches to a small number of students on a regular basis

The Board discussed and asked Jody to thank Delize for her report.

Dave Muir left the meeting 6:52pm.

#### MaCoL – Within School Coaches

Michelle Smith and Rachel Stiers presented and briefly explained their report to the Board. Both Rachel and Michelle explained how this year has been for them, what they have learnt and how it has helped them in their career.

There is still a number of students whose parents are not involved in their learning and the Board discussed the different ways to get parents involved.

The Board discussed and thanked Michelle and Rachel for their report and attending the meeting.

Fia Salesa, Anna Voyce & Rachel Stiers left the meeting at 7.05pm

The Board would like the end of year data reports to be separate from the weekly pack in the future. The Board were pleased with this style of reporting, very easy to follow and felt that the senior leaders really knew their data results this year and presented them with confidence.

#### Strategic Plan

Jody informed the Board that she will present a draft Strategic Plan to them at the next meeting.

## 2] Key Point Indicators

None

### 3] Curriculum Discussions

#### Community Events in 2019

Jody informed the Board the school will be hosting the following events in 2019:

- Family Fun Night (early term one - TBC)
- Communing Curriculum Evening (2 throughout the year - TBC)

### 4] Governance Information & Legal Compliance

#### Hall Hire Policy

The Board discussed and were pleased with this policy, especially like the inclusion of security call out fees being included in the policy.

### 5] Finance & Property

#### Draft 2019 Budget

Jody explained to the Board, that Steve and herself have meet regularly to discuss the budget, all teacher requests have been included in the budget and some still need to be confirmed once the strategic plan has been completed. At the moment the repainting of the pool is not included.

The Board discussed and are happy with the draft budget.

#### Pool Painting

The Board discussed and have decided that Talo, the school Caretaker, will paint the pool, using the paint, after the current swim season has ended next year. Maua will get the caretaker from Panmure District School to meet with Talo.



8] Health & Safety

Supervision of Students – Before School

Jody explained to the Board that there is a large (200+) students being supervised in the hall by teachers till 8:30am. Parents are not enrolling students in the before school care and their numbers have remained very small and it is not viable for them to continue, if these number do not increase dramatically next year. As the school is unable to force parents to attend the paid care or send their children to school later. The Board discussed and would like Jody to ask the Ministry what they recommend and, in the meantime, they will think of other options.

9] Strategic Decisions

None

10] P.T.A

None

11] General Business

Max attended the recent NZSTA Pacific Fono and Maori Hui workshop. He briefly outlined what happened and areas that were discussed. He said there was a good turnout and lots of good discussions were had. He has some interesting ideas that he will share next year with the Board.

12] Motions

Minutes of the previous meetings

The minutes of the meeting held on 29<sup>th</sup> October 2018 were read and accepted as a true reflection of that meeting.

**Proposed:** Jody Hayes                      **Seconded:** Michelle Smith

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

### Correspondence

Motion proposed to accept all incoming and outgoing correspondence.

**Proposed:** Jody Hayes                      **Seconded:** Kerry Bell

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

The Board were pleased by the letter from Motat.

### Financial Reports

Motion proposed to accept the financial accounts and the accounts be paid for October 2018.

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

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

### 13] Agenda Items for Next Meeting

None

### 14] 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.



15] Closure

Meeting Closed: 8.30 pm

  
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Signed: Board Chairman  
Max Guptill

Date 14/12/18

ACTION POINTS

1. Jody to arrange to purchase items selected from wish list.
2. Jody to arrange for Talo to paint the pool next year.
3. Jody to talk to the MOE in regards to the supervision of students and the Board to think about different options.
4. Michelle to have all data reports separate from weekly correspondence in the future.