



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

Date of Meeting: 12 December 2022 Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (Chairperson) (in the chair), Max Guptill (Deputy Chairperson), Maua Collins-Kamuhemu, Michelle Love (Staff Representative) and Ray Kelly (Principal)(via ZOOM)

In Attendance: Anna Voyce (Deputy Principal), Michelle Ginders (Minute Recorder).

Welcome

Steve welcomed everyone to the last meeting of the year

Apologies

Liz Lombard, Natalia Solomon and Leon Mallard

Conflict of Interest

None

Action Points of Previous Meeting – 14.11.22

1. A date will be confirmed in early 2023 for Bi-Lingual Class visits, the Hui & Fono's.
2. Ray will continue applying for a Mazda Foundation grant in 2023.
3. Ray has nearly completed the new lockdown process, procedures and improvements and will present it to the Board in early 2023.

4. Ray informed the Board that the Property Meeting for the new 5YA was moved to 24/12. Steve and Max to look around the school before this meeting.
5. Ray changed the 5.06.23 BOT meeting date to 30.05.23.
6. The Conflict of Interest Register has been updated.
7. Ray offered Covid19 tests to the community.
8. There were no changes to the policies presented by Ray (via email) from the Board and Community. Ray will present them at the next meeting for approval.
9. Ray checked that the Fraud Policy was up to date.
10. Ray contacted Go Fund in regard to the grants and asked for an extension.
11. Ray & Liz are still to meet to discuss the budget in more detail.
12. Ray has declined the quote from Norcon's proposal.
13. Max Guptill attended the NZSTA Te Tiriti Workshop.
14. Michelle forwarded the new 2022 School Governance – A guide for NZSTA member boards to the Board.

1] Strategic Aims

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

- 1.1 **EOY Data** – Ray explained that he has not compared the data to last year and still has work to do on these reports. He will present again next year.
- 1.2 **Staffing** – Ray Informed the Board that he has employed a new Technology Teacher in a Permanent position, working 20 hours a week.
- 1.3 **Health & Safety** – Ray informed the Board there are no issues to report.
- 1.4 **Property** – Ray briefly explained what was discussed at the 5YA & 10YPP meeting, with staff members, Max Guptill, Graeme Brown, Carmen Licopit and Kees De Jong. Ray would like the Board to look at the areas of the school that require work and the wants of the school,

maybe using some to improve the Hall. The next meeting to be confirmed for early next year.

He would like the Board to think about doing something big each year that benefits the school and students. He feels this will send a message to the community that the Board is investing in the school and students. It also shows that the school is in a good financial position.

Work has not started on the Junior Playground and Ray expects this will not happen till the new year.

1.5 **School Roll** – The school currently sits at 426 students. We are currently slightly higher than estimated, with Year 0-1 slightly higher than expected. Ray said this could be due to our advertising and promotion of the school. Fia will arrange for another flyer drop in the new year.

1.6 **Ka ora, ka ako (Healthy School Lunches)** – Ray informed the Board that our current supplier, Spotless, has withdrawn as a contractor. The MOE recommended DC Caterers, which will start on the first day of the year.

1.7 **Board Assurances**

- The following were assured:
 - Staff Usage and Expenditure (SUE) Reports
 - Risk Management
 - Provisionally Certificated Teachers
 - Teacher Registration
 - Appointment Process
 - Length of School Year
 - Reading Recovery / Literacy Support
- Partial assurance and currently been worked on:

- Evacuation / Emergency Kits & Supplies
- Not applicable to us
 - Monitoring and Auditing School Bus
 - International Learners

The Board thanked Ray for his detailed report.

2] Governance Information & Legal Compliance

2.1 **SchoolDocs** – Ray will include the School Swimming Pool Policy in the newsletter for community feedback. The following policies were briefly discussed and the following motion was proposed:

To accept and approved the following two policies:

- Health, Safety & Welfare
- Alcohol/Drugs and Other Harmful Substances

Proposed: Max Guptill

Seconded: Michelle Love

Result: All in Favour ~ motion carried.

3] Finance & Asset Management

3.1 **November Financial Reports** – The school surplus is the same as last term. The deficit is as expected and the school is on track to break even.

3.2 **Draft Budget** – Liz and Ray have been unable to meet due to illness, Ray will continue to work on this over the holidays and present it at the first meeting of the year for approval.

3.3 **Devices** – Ray explained to the Board that in the future the school will lease devices rather than purchase them. Due to the constant technology changes, depreciation value and it takes away any issues

with these devices. The school will apply for grants to help with the cost and go through Entity, which will also provide professional support. The Board briefly discussed and is happy with this decision.

4] Strategic Decision

4.1 **Teacher Award** – Ray informed the Board that Rachel Stiers was awarded Stuff's Real Influencer Teacher Award. The Board briefly discussed and was proud of her achievement. Steve will pass on the Board's congratulations on their behalf.

4.2 **Security Review** – Ray informed the Board that the school was broken into and 40 devices were stolen. It has been established that the cleaners cleaning up in the Kowhai area had unalarmed the whole school when the school was broken into. Ray has spoken with Todd from Real Clean and in future, only the areas they are in are the alarms allowed to be turned off.

Ray has met with the security company and they will be installing additional security checks around the school and have been asked to check the whole school, not just the area where the activation has occurred. The guards will be given additional training and the school will get weekly reports. Ray informed the Board he has lost confidence in our current provider and will be getting quotes in the new year from other security companies he will also talk with Graeme for his recommendations.

The police have recovered 5 devices, and an insurance claim has been logged.

5] General Business

Disciplinary Meetings – Max informed the Board that the following is what is required and not required by the Board, for Disciplinary Meetings:

- Notes and Minutes of previous meetings are not required.

- Minutes are required – stating the decision, outcome, what happened & who attended.
- Chief Educator/Delegated Authority to be in attendance during the discussion period of the meeting but leave while the decision is being made.

Max suggested the following support person could be included:

- SWiS
- RTLB
- Teacher Aide

6] Motions

Minutes of the previous meetings

The minutes of the meeting held on the 14th of November 2022 were read and accepted as a true reflection of that meeting.

Proposed: Maua Collins-Kamuhemu

Seconded: Michelle Love

Result: All in Favour ~ motion carried.

Correspondence

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

Proposed: Max Guptill

Seconded: Maua Collins-Kamuhemu

Result: All in Favour ~ motion carried.

Financial Reports

A motion was proposed to accept and approve the financial accounts for November 2022 and the bills to be paid.

Proposed: Michelle Love

Seconded: Maua Collins-Kamuhemu

Result: All in Favour ~ motion carried.

7] Agenda Items for Next Meeting

None

8] 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."

Board moved out of In-committee.

9] Closure

7.20 pm



Signed: Board Chairman

Stephen Doran

Date

7/2/23

ACTION POINTS FROM THE MEETING OF

12th of December 2022

No.	ITEM	WHO	WHEN
1.	Bi-Lingual Class visits and the Hui & Fono's are on hold due to Covid19 settings. Ray will inform the Board of the new dates when confirmed in 2023.	Ray	
2.	Ray will continue applying for a Mazda Foundation grant in 2023.	Ray	
3.	Ray has nearly completed the new lockdown process, procedures and improvements and will present it to the Board.	Ray	
4.	Ray to keep the Board updated on Property matters.	Ray	
5.	Ray to send the policy to the community for feedback and present for approval at the next meeting.	Ray	
6.	Ray & Liz to meet to discuss the Budget.	Ray/Liz	
7.	Ray to present the EOY Data Reports at the next meeting.	Ray	
8.	Ray to arrange a flyer drop early next year.	Ray	
9.	The Board to think about property projects.	Board	

10.	Steve to congratulate Rachel on her Teacher's Award.	Steve	
-----	--	-------	--