

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



Date of Meeting: 16 September 2019 Time: 6.00 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)

Rachel Stiers (Teacher)

Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the meeting, especially Rachel Stiers . Special welcome to Liz Lombard to her first meeting as a new trustee.

Apologies

None

Conflict of Interest

None

Action Points of Previous Meeting

1. Ray has included quotes for the painting of the school pool in the pack.
2. Ray has included quotes for the IT equipment needed for the school.

3. Ray has shared the Health & Safety correspondence and reports with the Board.
4. Ray has made the changes to the policies and forwarded these to the Board via email for approval.
5. Kerry sent the Bomb Threat telephone checklist to Michelle.
6. The Board will look at the surplus fixed asset wishlist at the next meeting.
7. Michelle sent the Child's Time lease amount terms to Steve.
8. Ray has started the process for foreign students.
9. Ray will meet with security companies and get quotes at a later date.
10. Ray has arranged for curriculum reports to be presented at the next three meetings, starting with Literacy at this meeting and for the MaCoL data will be presented at the October meeting.

2] Curriculum Reporting - Literacy

Steve explained to Rachel that her report has been read by the Board and asked if the Board had any questions.

Rachel explained that she has had to purchase new assessment data kits due to some being lost, these ones will now be held by Team Leaders & the Literacy Team Leader. The Literacy Team is giving extra help to teachers and extra care is being taken in their moderation, so that the data collected is accurate.

Rachel explained to the Board that she was pleased with the reorganisation of this curriculum area, which will be based upon experience.

The Board thought her reports were very structured, comprehensive and very easy to understand.

Steve thanked Rachel for attending the meeting and Rachel left the meeting at 6.20pm.

Ray asked the Board if they were happy with this format for curriculum reporting and the Board was. The Education Review Office has guides for all curriculum areas and the school will be looking and working on these early next term.

3] Strategic Aims from Principal's Report

Ray tabled the photos from his report for the Board.

Mathematics

Ray informed the Board that there were errors in the data, Mathematics Year 5 Pasifika should have been 31% not 0% and Year 8 Pasifika data was also corrected to 21% and 58%. He informed the Board that year 5 and 8 in this curriculum area is tracking along nicely.

Literacy

Ray needs to rework the Reading data and will present this to the Board at the next meeting.

Behaviour Management

Ray has been working on a plan and will share this with the Senior Leadership Team this week and then with teachers. He has looked into the trouble areas and will restructure the duties with some students being watched as individuals. The student leaders will be on duty in the junior areas.

Student Leaders

Michelle explained the changes being made to the student leadership programme. The focus is to make all senior students leaders with them focusing on different curriculum areas that highlight their strengths and a teacher will be in charge. The objective is for these students is to become mentors across the school. She went on to briefly explain the programme that Sylvia Park School has currently, which is very good and she would like to put some of these ideas in place here.

There would be different rewards/badges introduced, like banking hours for free play. There are still more reward ideas to come.

The Board discussed and like the idea but asked what about the students that are doing good and amazing things at the school. Michelle explained that a small number of students may be recognised at the end of year.

School Events

The Board has heard awesome feedback from the community on the recent Tongan Assembly. Mrs Tui'tahi shows enthusiasm and is awesome in this role.

Te Reo Language

Ray would like to see more diversity in Maori and Pasifika in the school with perhaps a teacher being released from class to teach Te Reo throughout the school. The Education Review Office will be really looking at this. He would like to increase the spoken language at school. Maybe introducing a night class for teachers and the community. Ray would like to explore building a Marae at the school.

The Board robustly discussed this and all agree this sounds good and with the changes to the curriculum it would be good to look into.

Safety Concerns

Ray informed the Board of a parent driving onto the senior playground through the staff carpark. Ray would like to look at installing movable bollards in these areas.

An off duty police officer witnessed a car go through a red light at the crossing on Penrose Road when students were crossing. He informed Ray that he was looking into it as he took all the details down.

Ray is meeting with Auckland Transport to discuss this and Commissariat Road to see what safety measures can be put in place. The Community Constable has been running the Stepping Out programme with Rata team and Ray hopes

to have the Fire and Ambulance Service to come in and run programmes with the students.

Wish List

The Board briefly discussed the current wish list items but a final decision will be made at the next meeting.

The Board thanked Ray for his detailed report.

4] Governance Information & Legal Compliance

Policies

The Board ratified both the Traumatic Incidents and Anti Bullying & Discipline Policies and they will be reviewed in 2022.

He will share these policies with the school community.

Ray informed the Board that the school will participate in the Nationwide Earthquake Drill.

Insurance

The Board discussed the policy review. The school has been with Crombie Lockwood and they are the insurers for most schools. The Board discussed and are happy with the figures and staying with Crombie Lockwood.

5] Finance & Asset Management

Liz briefly went through the finances, surplus has increased again this month. The Board discussed and will make a decision on wish list items at the next meeting. Ray will ask teachers' for their feedback on this.

The Board also discussed if the school should purchased or lease Chromebooks and a decision will be made next meeting. Steve would also like Ray to check the details of the commercial warranty from Noel Leeming.

Child's Time Lease

Steve explained to the Board that the lease agreement was for one year and the Board will need to decide on an amount for next year along with the term.

6] Strategic Decisions

Government Grant - \$150.00 per Student

The Board briefly discussed the additional information and the community feedback and the following motion was proposed:

To opt into the School Donation Scheme of \$150.00 per student starting in 2020.

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

Result: All in Favour ~ motion carried.

Steve and Ray will complete the online form later this week.

Teacher Only Days

Ray briefly explained to the Board that due to the new teachers' collective agreement these days will need to be during the school term. The Board discussed and wondered if there was a possibility of aligning these with the Community of Learning schools. There will be 8 days over the next three years with 2 next year. Ray will look into dates and let the Board know.

Cyclical Maintenance - Painting

Ray asked the Board if the school is in a current contract with a painting firm and when is the school due to be painted again. The Board discussed and have asked Ray to check with Steve Waters.

Line Marking

Ray presented the quote he has and explained that he is awaiting two more quotes. The Board discussed and would like to see the other quotes first before a decision is made.

Old Furniture

Ray informed the Board that some of the old furniture will go to a small village school in Tonga and the broken and unwanted items will be discarded. A new bin will be at school this week.

Community Hui

Ray briefly explained to the Board that he would like to hold a Hui in week two of term three for the Pasifika and Maori community. He would like to know what they would like going forward for the school. It will be a joint hui to start with then breaking into two groups. He would also like to see what knowledge and expertise there is in the community and what they could bring into the school.

Foreign Students

Ray tabled the new policies for foreign student, that he adapted from Marshall Laing School at the meeting. The Board discussed and are happy with these policies.

Ray explained to the Board that he has a family very interested in attending Bailey Road School next term. He has informed them that it would be \$2000.00

for the term and they were happy with this. Ray is working through the process with the NZQA and all going well the student will start in term four.

The following motion was proposed:

To accept foreign paying students at Bailey Road School.

Proposed: Ray Kelly **Seconded:** Max Guptill

Result: All in Favour ~ motion carried.

Natalia Solomon left the meeting at 7.35pm

Pool Painting Quotes

The Board discussed the quotes presented to them and would like Ray to acquire a new more detailed quote from Andrew & Mason. Also to check the warranty for Fisher Painting Services.

Education Review Office Visit

Ray informed the Board that Max and himself has met with them and has been given the requirements for their upcoming visit. They will be visiting from the 2nd – 5th December.

7] P.T.A

None

8] General Business

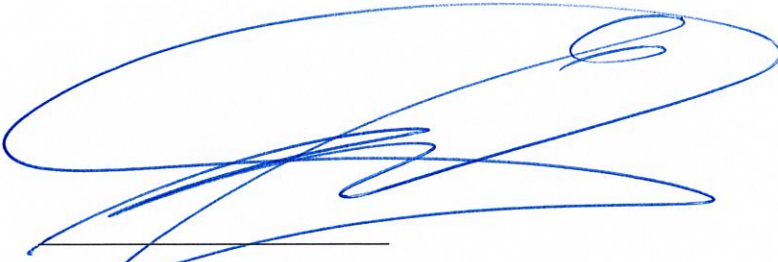
None

privacy of individuals concerned as follows: "that the matters being discussed are of a personal and private nature."

Board moved out of committee.

12] Closure

8.20 pm

A large, stylized handwritten signature in blue ink, consisting of several overlapping loops and lines.

Signed: Board Chairman
Stephen Doran

Date 24/10/19

ACTION POINTS

1. Ray to look into the cost of removable bollard for staff carpark to senior playground.
2. Ray to present wish list at the next meeting.
3. Ray to check the warranty details with Noel Leeming in regards to the Chromebook quotes.
4. Ray & Steve to met with Child's Time.
5. Michelle to send off the Insurance renewal documentation.
6. Ray/Steve to complete online documentation for the school donation scheme.
7. Ray to check the cyclical maintenace for the painting of the school.
8. Ray to send additional quotes to the Board for the line marking required.
9. Ray to get the addition information required for the pool quotes.