

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



Date of Meeting: 9 June 2025

Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson), Liz Lombard, Michelle Love (Staff Representative) and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder), Zoe Foster and Scharmelle Damons (Teachers).

Welcome

Steve welcomed everyone to the meeting, especially the visitors. He informed the Board of the members apologies.

Apologies

Leon Mallard, Maua Collins-Kamuhemu and Fia Salesa (Deputy Principal).

Absent

Natalia Solomon

Conflict of Interest

Steve Doran – Stephanie Maitland (Grant Consultant) & Playground Organisations due to his employment. Michelle Ginders to add to the register.

Action Points of Previous Meeting – 12.05.25

1. Ray added the policies under review to the agenda for approval at this meeting.
2. Ray has passed the Board thanks to the BSLA Team and Joe Tevaga for the Maths Tutoring.
3. Ray and Board have completed their checklists.
4. Michelle Ginders has drafted a Returning Officer appointment letter, which will not be signed at this stage (see discussion in the meeting).

2] Mathematics Support Programmes – Zoe Foster & Scharmelle Damons

Zoe Foster outlined the Maths Programmes currently used in the School and following was discussed in more detail:

- Structured Maths programmes being used at the School, Years 0-3 Structured Maths Approach (Jordan Priestly) and Years 4-8 Oxford Mathematics and Statistics for Aotearoa New Zealand.
- The staff has had two of four professional development days, which are provided by the Ministry and focus on the refreshed mathematics curriculum.
- The Ministry funded the Mathematics Twelve-Week Trial, which focuses on twenty-five Year 7 & 8 students working below curriculum level.
 - It is an online programme via Education Perfect.
 - Phase 1 has finished, and seventeen students were partpicted.
 - The students are assessed using the trial's e-asTTle (beginning, middle and end).
 - Notable outcomes show increased classroom confidence among the students, and the students earned second place (out of 145 schools) in the Numeracy Education Programme competition.
 - The second phase will start next week for the remaining eight students.

- The ratio was in Phase 1 – 1 Teacher / 17 Students, Phase 2 – 1 Teacher / 8 Students. The School thinks the Ministry is trying to find what is more effective.

Scharmelle Damons outlined the Maths Support (MST) Programme for students below, where they are expected to be on the Board. The following was discussed in more detail:

- 45 Students – 8 groups of (5-7) students three times a week.
- 20-minute teaching session.
- Regular collaboration with classroom teachers.
- Teachers observe the sessions and seek assistance in implementing the programmes within their classrooms.
- The graphs show growth and student movement, which would not have happened if they were not involved in this programme.
- Once students reach where they should be they are
- Teacher Feedback
 - Engaging and Foundational
 - Benefits of the smaller Group
 - Students increase in confidence in Mathematics
 - Strengthened Foundation Knowledge
- Challenges
 - Attendance
 - Undiagnosed Conditions
 - Good/Bad Days
 - Transit Students
 - ESOL
 - Early Childhood Education (if any)

The Board thanked Zoe and Scharmelle for attending the meeting and appreciated their hard work.

3] Strategic Aims

3.1 **Principal's Report** – The Board briefly discussed the following in more detail:

- School Roll - We have eighteen students less than at the same time last year. It is nearly July Returns.
- Stand-downs - Ray informed the Board that a junior student was stood down; this student will require additional assistance.
- School Lunches - Ray informed the Board that the lunches are going okay, with regular unplanned changes.
- Attendance—The STAR Report shows a huge improvement in attendance since Term 1. The Ministry met with Ray and was impressed with our results. They have also indicated that there will be no more funding in this area. The School has two reward systems. Students earn in Banquer and can use this to purchase a seat at the VIP table in assembly. The Junior students are visited by Tere T-Rex.
- PB4L – This data shows what/when things are happening; all incidents are logged. Most incidents are happening in the junior school area. Gillian Lolesi is in charge of this programme and is doing an excellent job.
- Property:
 - The classroom refurbishment should be completed in the upcoming holidays.
- School Events – The School is attending sports events, has also attended a Blues training session, and has met the players. Students have also attended the art gallery.
- Ministry Funding for Special Needs Students - Ray has met with Kerry from the Ministry and observed a classroom. She will contact the School to see if she can find additional funding to help with additional teacher aides.
- Health & Safety - From the recent Health & Safety Meeting, the committee suggested updating the current school sound system.

The current system is archaic; the speakers must be manually put out and brought in, and sound issues exist. The suggestion is to replace it with a built-in system and have a phone for easier communication in all areas of the School. The Board discussed this and would like quotes before any decisions are made.

- Kahui Ako - Ray informed the Board that the recent Budget Announcements indicate that the Within School and Across Schools roles will be finished at the beginning of the year. Due to current contract agreements lasting longer than this, the Ministry may need to fund these, but at this stage, no decision has been made.
- School Zone – The School and Ministry are happy with the current system.
- Board Assurances:
 - Assured
 - School Planning & Reporting
 - Learning Support
 - Health Education
 - Safety Management System & Working Engagement, Participation, and Representation
 - Healthcare
 - Digital Technology and Online Safety
 - Not Applicable
 - Boarding House / Hostel Policies

The Board thanked Ray for his report.

4] Governance Information & Legal Compliance

4.1 Policies - The policies from the last meeting have been reviewed, and the following motion was proposed:

A motion was proposed to accept and approve the following policies:

- Planning and Preparing for Emergencies, Disasters, and Crises.
- Communication During an Emergency, Disaster, or Crises.

- Emergency Closure.
- Emergency Management.
- Disaster Management.
- Crises Management

Proposed: Michelle Love

Seconded: Liz Lombard

Result: All in Favour ~ motion carried.

- 4.2 **Strategic Plan 2026-2009** - Ray informed the Board that he will start the new strategic plan in term three and share information throughout the rest of this year.
- 4.3 **AI Policy**—Ray informed the Board that this policy will be for staff only. The Board discussed it, and Max has spoken with other teachers at the college level about how they use it. Teachers will use it, which will be a labour-saving tool. Ray will send the policy to SchoolDocs, and the Board will approve it at the next meeting.
- 4.4 **BOT Elections** – The Board discussed whether a digital or postal election should be held. Te Whakarōputanga has sent out a revised schedule to allow for a postal election, with better time frames. The Board discussed and has asked the School to survey what parents would prefer, and a decision will be made via email early next week. Ray will ask Fia Salesa to send out a Seesaw survey tomorrow.

5] **Finance & Asset Management**

- 5.1 **May 2025 Financial Accounts**—Liz briefly explained the financial reports. The accounts are looking good, but the deficit has increased slightly this month.
- 5.2 **Annual Audited Accounts** – Liz briefly explained the Annual Audited Accounts & the Closing Report. The Board discussed the following recommendation from the closing report in more details:

- Principal's Wellbeing Funding – Ray will address this with the Auditors at the end of the year.
- Annual Leave: The School is working on reducing the amount owed to a staff member, but this will take time.
- Payroll - The School acknowledges the request, but this is not always possible due to time frames. The School is now doing the Activity Report fortnightly, and the Principal and a Board Member will sign off on it.

The following motions were proposed:

A motion was proposed to accept and approve the 2024 Annual Audited Account.

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

Result: All in Favour ~ motion carried.

A motion was proposed to accept and approve the 2024 Audit Closing Report.

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

Result: All in Favour ~ motion carried.

- 5.3 **Government Budget Announcements** - The funding for Learning Support Coordinators has been reviewed. Schools with a roll of less than 500 students will only receive 0.75% funding for a teacher; therefore, that teacher would need to go back into a class for 0.25%. Ray advised the Board that he has had an initial meeting to inform Danielle Wilson of these changes.

6] Strategic Decision

- 6.1 **Pedagogy Development in our School** – Fia Salesa could not attend this meeting so that she will present her report at the next meeting.

- 6.2 **Advertising of the School & Out of Zone Ballot** - Ray informed the Board that he will arrange the School's advertising to help boost the roll and include this each year in the budget.
- 6.3 **Funding Consultant** - Ray informed the Board that Stephanie Maitland has been contracted to help with the grant application. The consultancy fee is \$4,500.00, paid in three monthly instalments. Her system differs from Go Fund Ltd, where the School sends the application. The School will apply for the new playground and learning support assistants. The Board discussed and proposed the following resolutions (refer to attached).
- 6.4 **Parent / Teacher Conferences** - Ray briefly explained his report. Although the turnout was not the best, it was a good night with positive feedback.

7] Te Whakarōputanga

- 7.1 **Appoint a Delegate for AGM** – The Board briefly discussed and the following motion was proposed:

Motion to appoint Max Guptill as the 2025 Te Whakarōputanga Annual General Meeting (AGM) delegate.

Proposed: Michelle Love **Seconded:** Steve Doran

Result: All in Favour ~ motion carried.

Michelle Ginders will complete the online form to appoint a delegate.

8] General Business

None

9] Motions

Minutes of the previous meetings

The meeting minutes held on 12th May 2025 were read and accepted as a true reflection of that meeting.

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

Result: All in Favour ~ motion carried.

Correspondence

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

Proposed: Michelle Love **Seconded:** Ray Kelly

Result: All in Favour ~ motion carried.

Financial Reports

A motion was proposed to accept and approve the financial accounts for May 2025 and the bills to be paid.

Proposed: Liz Lombard **Seconded:** Max Guphill

Result: All in Favour ~ motion carried.

10] Agenda Items for Next Meeting

- Pedagogy Development in our School (Fia)

11] 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."

The Board moved out of the In-committee.

12] Closure

Steve thanked everyone for attending.

7:50 pm



Signed: Board Chairman
Stephen (Steve) Doran

Date 22/8/25

ACTION POINTS FROM THE MEETING OF

9th of June 2025

No.	ITEM	WHO	WHEN
1.	Ray / Michelle G will send the signed Resolutions to Stephanie Maitland.	Ray / Michelle G	
2.	Ray to get quotes to update the sound system.	Ray	
3.	Elections: • Ray / Fia will organise a Seesaw Survey for the election type. • Steve will arrange a motion on the type of election based on the survey results.	Ray / Steve	
4.	Michelle G. to complete the Te Whakarōputanga Delegation online form.	Michelle G	

9th June 2025

Milestone Foundation
1/218 Gillies Avenue,
Epsom,
Auckland 1023

19 Bailey Road, Mt Wellington,
Auckland 1060, New Zealand
Ph: 09 579 4619 | Fax: 09 579 9930
email: tekaha@xtra.co.nz
www.baileyradschool.nz

Dear Sir/Madam

**RESOLUTION FROM BAILEY ROAD SCHOOL BOARD OF TRUSTEES MEETING
HELD 9TH JUNE 2025**

Board Members Present: Presiding Member – Stephen (Steve) Doran, Max Guptill – Deputy Chairperson, Ray Kelly – Principal, Liz Lombard – Parent Representative, Michelle Love – Staff Representative

Board Members Absent/Apologies: Leon Mallard, Maua Kamuhemu and Natalia Solomon – Parent Representatives

Bailey Road School Board of Trustees resolved to apply to Milestone Foundation for financial assistance of \$26,000.00 (exclusive GST) towards salaries of Learning Support Assistants.

We certify that the above is a true and correct copy of a resolution passed by the Bailey Road School Board of Trustees.

Signed



Stephen (Steve) Doran
Presiding Member



Proudly affiliated with HMNZS "TE KAHA"

9th June 2025

The Trusts Community Foundation Ltd
Private Bag 93108
Henderson
Auckland 0650

Dear Sir/Madam

**RESOLUTION FROM BAILEY ROAD SCHOOL BOARD OF TRUSTEES MEETING
HELD 9TH JUNE 2025**

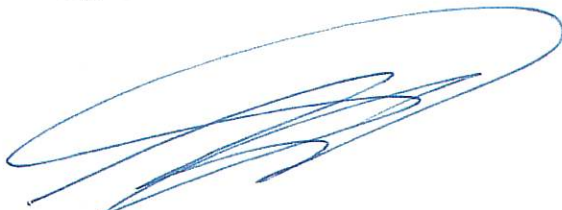
Board Members Present: Presiding Member – Stephen (Steve) Doran, Max Guptill – Deputy Chairperson, Ray Kelly – Principal, Liz Lombard – Parent Representative, Michelle Love – Staff Representative

Board Members Absent/Apologies: Leon Mallard, Maua Kamuhemu and Natalia Solomon – Parent Representatives

Bailey Road School Board of Trustees resolved to apply to The Trust Community Foundation Ltd for financial assistance of \$36,140.22 (exclusive GST), partial costs towards the full amount of \$72,280.44 (exclusive GST), to install a senior playground.

We certify that the above is a true and correct copy of a resolution passed by the Bailey Road School Board of Trustees.

Signed



Stephen (Steve) Doran
Presiding Member



9th June 2025

Four Winds Foundation
PO Box 74104,
Greenlane,
Auckland 1546

19 Bailey Road, Mt Wellington,
Auckland 1060, New Zealand
Ph: 09 579 4619 | Fax: 09 579 9930
email: tekaha@xtra.co.nz
www.baileyradschool.nz

Dear Sir/Madam

**RESOLUTION FROM BAILEY ROAD SCHOOL BOARD OF TRUSTEES MEETING
HELD 9TH JUNE 2025**

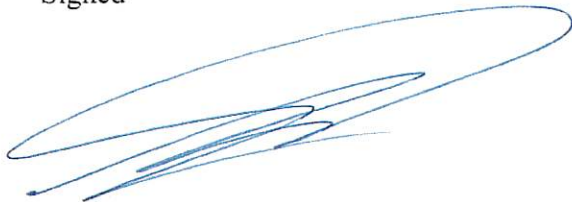
Board Members Present: Presiding Member – Stephen (Steve) Doran, Max Guptill – Deputy Chairperson, Ray Kelly – Principal, Liz Lombard – Parent Representative, Michelle Love – Staff Representative

Board Members Absent/Apologies: Leon Mallard, Maua Kamuhemu and Natalia Solomon – Parent Representatives

Bailey Road School Board of Trustees resolved to apply to Four Winds Foundation for financial assistance of \$36,140.22 (exclusive GST), partial costs towards the full amount of \$72,280.44 (exclusive GST), to install a senior playground.

We certify that the above is a true and correct copy of a resolution passed by the Bailey Road School Board of Trustees.

Signed



Stephen (Steve) Doran
Presiding Member



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