

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



Date of Meeting: 5 August 2019

Time: 6.00 pm

1] Administration

Present: Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson), Kerry Bell, Leon Mallard, Natalia Solomon, Michelle Love (Staff Trustee) and Ray Kelly (Principal)

Fia Salesa (Deputy Principal)

Michelle Ginders (Minute Recorder)

Welcome

Steve thanked everyone for attending the meeting and for allowing the change of date. He also welcomed Ray to his first meeting as Principal.

Apologies

None

Conflict of Interest

None

Action Points of Previous Meeting

1. Fia has purchased the school jackets, had the logo embroidered on and they look great.
2. The Wellbeing Survey will be done this term.

3. Fia has looked into the Cotswold Lane traffic issues and spoken with Johnny from Auckland Transport, which their advice which was not helpful. They also only do inspections periodically and do not give notice when these are done. Kerry informed the Board that the situation has improved at the moment and also that residents are able to take photos of cars parked over their driveway and send to Auckland Transport.
4. The airfares and accomadation for NZSTA Conference was arranged by Heather from One Tree Hill College.
5. Fia has purchased the agreed budgets spend of sports equipment, website, money counter and VisTab.
6. Fia will look into gift for Maua and this will be presented at an upcoming assembly.
7. Michelle has made the changes to May BOT Minutes.

2] Strategic Aims from Principal's Report

Emergency Response Plan

Ray informed the Board that he is currently working on this and it should be ready by next week.

Old Furniture

Ray explained that there is a large number of old furniture around the school. The Board discussed and have asked that the following agencies and local churches be asked if they would like these items:

- Salvation Army
- Local Churches
- Father Avele

Polices

- Traumatic Incidents - The Board discussed and were happy with the

policy, they would like it reformatted to align with the current policies.

- Anti Bullying / Discipline Policy – The Board discussed and would like the policy reformatted, to take out consequences from the policy and include in the procedure. When this has been done the policy can be sent to Steve to be ratified via email. The procedure will be completed and represented to the Board at a later date.

Health & Safety

Ray informed the Board that he is currently in the process of organising a committee for on-site reps, the school will have a register of events and a policy/procedure for all contractors and visitors to the school. He hopes to have this all completed by the end of the year.

The Board thanked Ray for his report.

3] Governance Information & Legal Compliance

NZSTA Conference

The Board really enjoyed the conference it was really interesting and good opportunity for the Board. The guest speaker was better this year and the accommodation was good.

The Board would like to book early for the conference next year. They will discuss with the schools in the MaCoL if they would like a group booking done and get this sorted soon. Kerry will check accommodation availability with her contact in Rotorua.

Combined BOT Meeting

The date for this meeting is 21 August 2019.

4] Finance & Asset Management

Surplus

Steve informed the Board that the school surplus is approximately at \$94,000.00 and would like Ray to monitor the budgets that are getting close to their limits and control spending in other areas.

Co-Opting an Accountant

Steve explained to the Board why this is needed, as due to him being Chairperson it is a conflict for him to also do the Finance. The Board discussed and agreed that this would be a good idea. This person would become a full Board Trustee and be able to attend meetings. The Board discussed possible people of interest and Fia, Steve and Max will approach people they know to see if they would be interested and get back to the Board.

School Pool - Painting

The Board discussed and would like up to date quotes sent to the Board for a decision to be made.

Credit Cards

Refer Appendix 1.

School Docs

Ray explained why this software would be beneficial to the school which helps to manage the school's policies and procedures. There is a number of schools within the MaCoL that currently use School Docs. The Board discussed and would like a quote on the cost of this and have asked Fia to get feedback from Stanhope Road School on how they find it.

Government Grant - \$150.00 per Student

Ray informed the Board that he would like to apply for this grant and briefly explained what it is, what it covers (school trips, activity fees and shows) but the school will not be able to ask for school donations to be eligible to apply. School Camp are exempt and schools' can charge for camps. The Board discussed and would like more information to be sent to them.

Digital Technology

Ray explained to the Board what the schools' requirements are in this area that would bring the school up to speed in this curriculum area. The Board discussed and would like the following looked into:

- Grants for IT Equipment
- Look into what the Mt Wellington Trust IT Grant is being used for this year.
- List of requirements & quotes

The Board would then see if any of the surplus funds would be used.

Budgeted Statement of Financial Position

Steve briefly explained this report from EdTech Financial Services Ltd and proposed the following motion:

To accept the proposed suggested Budgeted Statement of Financial Position from EdTech Financial Services Ltd.

Proposed: Stephen Doran

Result: All in Favour ~ motion carried.

5] Strategic Decisions

Deputy Chairman

Steve explained why this is necessary for the Board and thanked the trustees

for passing the motion via email. Michelle to attach this motion sent via email to these minutes.

ERO Visit 2020

Ray informed the Board the Education Review Office has indicated that they will visit in Term 1 of 2020. The Board discussed and will meet before the visit once a confirmed date has been given.

6] P.T.A

The PTA will run the following events:

- a sausage sizzle at the Trash to Fashion event later this term.
- Continue to sell Entertainment Books through the school office
- A Food Festival in term 4

The PTA is hoping to raise \$5,000.00 by the end of the year.

7] General Business

Line Marking

Ray explained to the Board that he would like all yellow lines and the carparks marking done in the next school holidays. The Board discussed and are happy for this to go ahead but would like to make sure the paint that is used does not get slippery when wet.

Cotswold Lane Gate

Kerry informed the Board that the gate was left open in the holidays and she was unable to lock this with her key. Michelle will look into and get this sorted.

Baradene Proposed Zoning

Steve shared the letter he received in regards to the proposed zoning area for Baradene College. The Board briefly discussed but have no objection at this stage. The letter was received late and if the Board wanted to object, that date has already passed.

8] Motions

Minutes of the previous meetings

The minutes of the meeting held on 17 June 2019 were read and accepted as a true reflection of that meeting, with the minor change to be corrected.

Proposed: Max Guptill **Seconded:** Kerry Bell

Result: All in Favour ~ motion carried.

Correspondence

Motion proposed to accept all incoming and outgoing correspondence.

Proposed: Michelle Love **Seconded:** Kerry Bell

Result: All in Favour ~ motion carried.

Financial Reports

Motion proposed to accept the financial accounts and the accounts be paid for June 2019.

Proposed: Stephen Doran

Result: All in Favour ~ motion carried.

9] Agenda Items for Next Meeting

None

The Board asked Fia Salesa to stay for the In-committee meeting.

10] In Committee – Personnel

Stephen 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.

11] Closure

7.30 pm

A handwritten signature in dark ink, appearing to be 'S. Doran', written over a horizontal line.

Signed: Board Chairman
Stephen Doran

Date 9/08/19

ACTION POINTS

1. Ray/Fia & Michelle to contact community groups in regards to old furniture.
2. Ray to make the changes to the policies, format to align with current polies and send back to the Board for approval.
3. Steve/Max to check with the MaCoL schools' if they would like to do a group booking for the 2020 NZSTA Conference and Kerry to check accomodation availability.
4. Steve/Max & Fia to look at possible Accountant to join the Board.
5. Ray/Michelle to get new quotes for the painting of the school pool.
6. Ray/Fia to get quote for the cost of School Docs and feedbak from Stanhope Road School.
7. Ray to sent more information on the \$150.00 per student governement grant.
8. Ray to look at the requirements and funding option for IT equipment.

Appendix 1

Credit Card

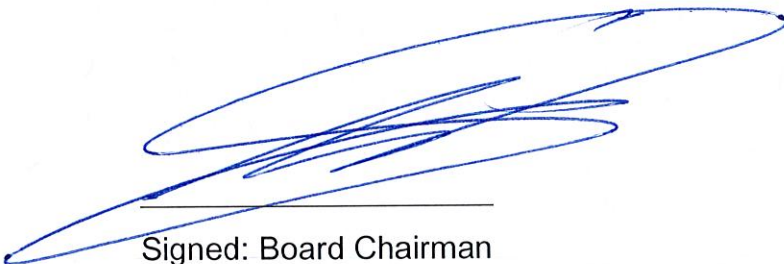
With the appointment of the new principal, Ray Kelly the Board has requested that Michelle Ginders apply for the new Visa Business credit cards for him. The Board as decided to cancel all Business Rewards Credit Card in Fia Salesa's name, as this will finally remove Jim Strafford-Bush's name from the statement and apply for a new Visa Business Card for her.

Ray Kelly asked that the credit limit be increased to \$3,000.00, for his & Fia's credit card, and explained why there is a need for this. Michelle's credit card limit will decrease back down to \$1,500.00. The Board discussed and the following motion was proposed:

Motion proposed to apply for two new school Visa Business Credit Cards in the name of Mr Ray Kelly & Mrs Fia Salesa with a \$3,000.00 credit limit. To decrease the limit on Ms Michelle Ginders school credit card to \$1,500.00 and cancel the Visa Business Rewards school credit card in Fia Salesa's name.

Proposed: Max Guptill **Seconded:** Leon Mallard

Result: All in Favour ~ motion carried.



Signed: Board Chairman
Stephen Doran



Date 9/8/19