Bailey Road Primary and Intermediate School

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date of Meeting: 8 September 2025 **Time:** 6:00 pm

1] Administration

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

In Attendance: Michelle Ginders (Minute Recorder), Fia Salesa (Deputy Principal).

Welcome

Steve welcomed everyone to the last meeting of the current Board and thanked the trustees who are leaving for all their hard work.

Steve read an email from Leon Mallard expressing his gratitude to his fellow Board members.

Apologies

Leon Mallard and Natalia Solomon

Conflict of Interest

Steve Doran – Senior Playground and Turf, as he works within this industry.

Action Points of Previous Meeting – 4.08.25

1. Steve sent out a motion for the additional 5YA funding required.
2. Meet the Candidates went ahead at the Whānau Hui.
3. A temporary safety option has been installed for the height drop since the removal of the flagpole structure.
4. Ray will remove the procedures from the policies before sending them to the Board.
5. Ray has included the Government's Budget Announcements in this pack.
6. Senior Camp - Funding options will be added to the 2026 Budget, and a Whānau Hui will be organised.
7. Michelle G has removed wording in the Minutes dated 9.06.25

2] Strategic Aims

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

- Stand-downs – The stand-downs were for fighting.
- Strategic Plan 2026-28 - Ray informed the Board that he is currently gathering the necessary information.
- Property - The MOE has inspected the water damage in Rooms 20 and 21, and we are awaiting emergency funding once quotes have been sent to them.
- PB4L – Michelle Love briefly explained the process that the school is currently following.
- Board Assurances:
    - Assured
        - Risk Management
        - Planning and Preparing for Emergencies, Disasters, and Crises
        - Student Attendance
        - Reporting about Student Progress and Achievement
        - Searches, Surrender and Retention of Property

        - Minimising Physical Restraint
        - Stand-down, Suspension, and Exclusion
        - School Records Retention and Disposal
        - Food and Nutrition
    - Not Applicable
        - Safety and Welfare for Students on Work Experience

The Board thanked Ray for his report.

3] Governance Information & Legal Compliance

3.1 **Board Elections –** Michelle Ginders updated the Board on the election progress to date and informed the Board when the results should be in. Once the results are in, Ray will contact all candidates to inform them of the outcome, starting with the unsuccessful candidates, then the successful ones, and finally notifying the community. The Board has requested that if we use this system again, reminders to vote not be sent to the community that has already voted.

3.2 **Policies** – The Board has reviewed the following policies, and the following motion was proposed:

Motion to accept and approve the following polices:

- Child Protection
- Abuse Recognition & Reporting
- Food and Nutrition
- Safety Checking
- Police Vetting
- Missing Student Procedure

Proposed: Max Guptill **Seconded:** Maua Collins-Kamuhemu

Result: All in Favour ~ motion carried.

4] Finance & Asset Management

4.1 **July & August 2025 Financial Accounts** - Liz briefly explained the financial reports. The accounts are in good standing, and the bank accounts are healthy; however, property funding is included for work that is still to be started and completed.

4.2 **Senior Playground** - Fia Salesa briefly outlined the three quotes and what is included, from Playground Creations, Playground Centre and Park Supplies & Playground, that the school has received.

The school has currently received $20,000.00 in trust funding and are awaiting a decision on three more applications. The Board discussed the possibility that if the school does not receive any additional trust funding, it will cover the balance.

The school will use Graeme Brown to project manage this project. The following motion was proposed:

Motion to set the budget for the Senior Playground at $225,000.00 excl GST.

Proposed: Michelle Love **Seconded:** Maua Collins-Kamuhemu

Result: All in Favour ~ motion carried.

Next Steps:

- Confirmed Quotes & final designs – Installation & Turf
- Confirm weight restrictions
- Adult Climbing Frame
- Quotes to be presented at the next meeting

6] Strategic Decision

6.1 **Curriculum Only Days 2026 & 2027** – Ray informed the Board that the Ministry has approved these dates.

6.2 **Biodet Services** – The Board briefly discussed the report on the mould in Rooms 20 & 21, which they did not think would be an issue.

6.3 **Kahui Ako Attendance Report** – The Board briefly discussed the report and found it interesting.

6.4 **Grant Applications** – Ray briefly explained the report from Stephanie Maitland on the progress of the grant applications. The Board discussed and agreed that there is currently limited funding available.

7] Te Whakarōputanga

None

8] General Business

None

9] Motions

Minutes of the previous meetings

The meeting minutes from August 8, 2025, were read and accepted as a true and accurate reflection of the 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: Max Guptill **Seconded:** Liz Lombard

Result: All in Favour ~ motion carried.

Financial Reports

A motion was proposed to accept and approve the financial accounts for July and August 2025 and to pay the bills.

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

Result: All in Favour ~ motion carried.

10] **Agenda Items for Next Meeting**

None

Fia Salesa left the meeting at 6:50 pm.

11] **In Committee – Personnel**

Steve moved that:

The meeting moved into committee, and the 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**

7:10 pm

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Signed: Board Chairman Date

Stephen (Steve) Doran

ACTION POINTS FROM THE MEETING OF

8th of September 2025

No.	ITEM	WHO	WHEN
1.	Ray / Fia to send Playground quotes & final designs to the Board.	Ray/Fia	