

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



Date of Meeting: 26 August 2019

Time: 6.00 pm

1] Administration

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

Fia Salesa (Deputy Principal)

Liz Lombard (Potential Trustee)

Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone for attending the meeting especially Liz Lombard. Steve explained to the Board that Liz had been asked to attend the meeting as she could potentially become a trustee. Liz briefly told the Board a little about herself, her accounting background, family and interests.

Apologies

Leon Mallard

Conflict of Interest

None

## Action Points of Previous Meeting

1. Ray/Fia has contacted community groups in regards to old furniture. Amelia's husband will send some of the furniture to a small Togoan village and a bin has been ordered for the remaining furniture.
2. Ray has made the changes to the policies, formatted to align with current polices and send back to the Board for approval.
3. Steve/Max will check with the MaCoL schools', at the next combined BOT meeting, if they would like to do a group booking for the 2020 NZSTA Conference and Kerry will then check accomodation availability.
4. Liz Lombard is attending this meeting as a possible Trustee, with a financial background, to join the Board.
5. Ray/Michelle will get new quotes for the painting of the school pool once the pool has been emptied.
6. Ray has included the cost of School Docs in his report.
7. Ray has sent more information on the \$150.00 per student governement grant.
8. Ray still to look at the requirements and funding option for IT equipment.

## 2] Strategic Aims from Principal's Report

Ray briefly explained his report to the Board.

### Mathematics

Ray informed the Board the teachers are currently having professional development in mathematics. This is very labour intensive to start with but is will be very beneficial to staff in the long term.

### Grounds

- Emergency Response Plan - Ray informed the Board that we are now have completed the paperwork for the code of compliance for the gas and awaiting the documentation. The school has also recently completed a hazardous substance emergency drill.

- Jessop House – the ranchslider fell off, narrowly missing a student and parent, we have installed safety measures so this will not happen again. The door will be replaced and this will hopefully be done within the next few weeks.
- Old Furniture – some of the furniture will be going to Tonga and the rest will be discarded.
- Ray contacted WINZ and has a caretakers assistant starting next week, to work two days along side Talo.
- Room 21 – the refurbishment has been completed but awaiting the leaky window to be fix, will hopefully be completed by the end of next week.

### School Events

- Parent Teachers - Ray informed the Board that the evening was very successful and explained that he will have the attendance data from the evening and will share this with the Board. Teachers will be contacting the parents that did not attend to arrange another time to meet.
- Mantra (Please, thank you and sorry) – Ray informed the Board that he introduced this to the students at a recent assembly, this is the first stage to calm aggressive behaviour in the school.
- Pubertal Development Parents' Meeting – Ray informed the Board that the staff involved were excellent and their knowledge in this curriculum area was a credit to the school. The parents who attended were happy with the presentation given.
- Hip Hop Dancers – these classes are going really well with the students very engaged and loving it.

### SENCO

- SWiS Camp – 9 students attended a camp ran by SWiS at Peter Snell Camp over the weekend. The students had a great time and all enjoyed themselves.

## Staff

- Health & Safety Committee – Ray informed the Board that he has 6 staff members in this committee and they will meet monthly. The Board would like to be linked into any correspondence from these meetings. Kerry informed that there will not be a course this year but there will be one next year.

## PB4L & Wellbeing

- Wellbeing Survey – Ray informed the Board that this survey is nearly ready to go out.
- Father Line (St Bernadette's Church) – Ray and Fia has met with Father Line, the new priest, and he has kindly offered the use of the church carpark for before and after school.

The Board thanked Ray for his detailed report and liked the photos. The Board also thanked Fia Salesa for attending and she left the meeting at 6.30pm.

## 3] Governance Information & Legal Compliance

### Policies

The Board discussed the changes that had been made but would like the following changes made:

- Red Card – instead of sending someone, the teachers to ring using their cellphone.
- The Board questioned whether 5 incidents is too many would like this reduced to only 3.
- Zero tolerance wording will be used.

Ray will make the changes and send to the Board via email for approval.

Kerry will send the Bomb Threat telephone checklist and has suggested we laminate this and keep it by the main phones.

### Enrolment Zone

Ray explained the process to the Board. The Board decided that there will be 60 places available and the ballot will close on the 15<sup>th</sup> November at 3pm. Ray and Fia will be visiting the local ECC with flyers and enrolment packs. The Board suggested the school do community flyers.

## 4] Finance & Asset Management

### Surplus

Steve informed the Board that the school surplus is still high and would like the schools' wish list by the next meeting.

### Child's Time Lease

The lease payment has been received. Steve asked Michelle if the terms of the lease agreement.

## 5] Strategic Decisions

### Community Survey

Ray briefly explained his preliminary findings from the survey he is currently conducting. The feedback from the community is bullying and communication. Ray is still to complete the staff and students and will share his findings at the next meeting.

### Government Grant - \$150.00 per Student

Ray sent the Board additional information on the grant and the Board discussed. The Board would like to hear feedback from the community and

asked Ray to include this in the newsletter. The Board have heard that South & West Auckland school are wanting to take up this offer. The Board will make decision at the next meeting, if they will take up this grant when offered.

### Foreign Students

Ray briefly explained to the Board of the benefits of having these students. However it is a very involved process to follow before the school is allowed to have foreign paying students. The Board discussed and would like Ray to look into starting the process to be introduced in a year or more time. Max suggested he speak with Nick Coughlan from One Tree Hill College.

### School Docs

The Board discussed and can see the value of the programme but cannot justify the cost. The Board would like more information and will look at the Stanhope Road School website. The Board also wondered if this would be something the MaCoL would be interested in and they will bring it up at the next MaCoL meeting. At this stage the Board has decided not to go ahead with this software programme.

### Principals' Visual Presentation

Ray presented his visual presentation on his vision for the school. The Board discussed and like what Ray's vision for the school is and his ideas.

### Security

Ray informed the Board that he would be meeting with our current providers on the many callouts, even when they are notified of events. He will also get quotes from other companies to see if the school is getting a good service and value for money from them.



## Financial Reports

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

**Proposed:** Michelle Love

**Seconded:** Max Guptill

**Result:** All in Favour ~ motion carried.

## 9] Agenda Items for Next Meeting

None

The Board thanked Liz Lombard for attending the meeting and she left at 7.35pm

## 10] In Committee – Personnel

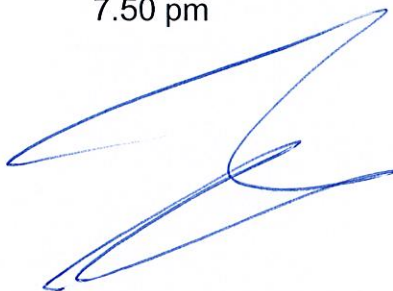
Stephen moved that:

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

7.50 pm



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Signed: Board Chairman  
Stephen Doran

Date



## ACTION POINTS

1. Ray to get quotes for the painting of the school pool.
2. Ray to continue to look into the IT equipment needed for the school.
3. Ray to share the Health & Safety correspondence and reports to the Board.
4. Ray to make changes to the policies and then forward to the Board via email for approval.
5. Kerry to send Bomb Threat telephone checklist to Michelle.
6. Surplus fixed asset wishlist to the board by the next meeting.
7. Michelle to look into the Child's Time lease amount terms.
8. Ray to start the process for foreign students.
9. Ray to meet with security companies and get quotes.
10. Ray to arrange for curriculum reports to be presented in the next three meetings and for the MaCoL data to be presented at the October meeting.