

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



Date of Meeting: 17 June 2019

Time: 6.00 pm

1] Administration

Present: Stephen (Steve) Doran (Elected, in the chair), Max Guptill, Kerry Bell, Leon Mallard, Natalia Solomon, Michelle Smith (Staff Trustee) and Fia Salesa (Acting Principal)

Michelle Ginders (Minute Recorder)

Welcome

Fia Salesa warmly welcomed everyone to the first meeting of the newly appointed Board, especially the new trustees Leon Mallard and Natalia Solomon. Max then said a karakia blessing for the new Board.

Max briefly explained the process of the packs and that the trustees are expected to read everything before the meeting. Max also explained the process and expectations of a meeting.

Apologies

None

Conflict of Interest

Steve Doran – Torpedo 7 Jackets

## Action Points of Previous Meeting

1. Max wrote the letter to the community in regards to the NZEI strike action.
2. Michelle Ginders registered 5 trustees for the upcoming NZSTA Conference.
3. Michelle has sent the audit questions to Steve Waters from the management letter, still awaiting reply.
4. Michelle still to attached the email motion appointing the contractors for the new 5YA, requires the full email chain to be sent.
5. Fia and Steve have sorted the cost of the school jackets, the Board has donated \$1000.00 towards the purchase of these jackets and the school will purchase 23 jackets with the staff paying the difference.
6. Fia and Michelle organised the morning tea for the staff on behalf of the Board, which was attended by Max, Steve and Maua. The staff asked Fia to passed on their thanks. The Board thanked Fia and Michelle for organising this.

Max stepped down as Chairperson and handed the meeting over to Fia Salesa.

## **2] Election of Office Holders for 2019**

Fia Salesa called for nominations for Chairperson for the Board of Trustees for the remainder of 2019.

Steve Doran was nominated by Kerry Bell, seconded by Leon Mallard. Fia asked Steve if he accepted this nomination and he accepted.

No other nominations were received and Steve Doran was duly elected as the Chairperson.

The Board congratulated Steve on his appointment and Steve thanked them for this huge honour.

Fia Salesa handed the meeting over to Steve Doran.

### 3] Strategic Aims from Principal's Report

Fia amended her Principal's Report, page 4 (Business as Usual) PTA. The PTA ran a cake stall on 31.05.19 and raised \$600.50 pure profit. The PTA sold drinks and colour pouches at the Colour Run and raised approximately \$270.00

#### PB4L

Fia Salesa informed the Board that the team meets regularly. The school has received \$5000.00 to use throughout the year on professional development and resources. Fia briefly explained to the Board what the PB4L matrix is.

#### Wellbeing

Fia informed the Board that the Wellbeing Survey will go out later this term.

#### Stand downs

Fia Salesa informed the Board that there has been 3 male students stood down this term. The senior management team has been sending a clear message that this behaviour will not be tolerated. Fia has met with all the families with the students present, to set out the expectations going forward.

#### Cotswold Lane - Traffic

Kerry Bell informed the Board of the traffic issues in this street:

- Driving/Parking on Private Driveway and Council Property
- Over driveways
- Grass verge
- Speeding

The Board discussed and Fia will try and have a staff member on duty, will put reminders in the newsletter, seesaw and website. She will monitor this area and call in Auckland Transport if required.

## Staff

- Carol Emslie was farewelled with a morning tea last Wednesday.
- Muta Filoa has been appointed as Office Manager
- Jan Ene has been appointed to teach Room 13 & Kowhai Team Leader
- Rosalind and Sonnie will be farewelled with a morning tea and assembly on the last day of term.

The Board thanked Fia for her excellent report.

## 4] Governance Information & Legal Compliance

### 2019 BOT Elections

The Board thanked Michelle Ginders for running the election. Michelle informed the Board that all the paperwork has been completed and sent the required paperwork to the District Court. All members have been updated on the NZSTA website.

### NZSTA Annual Conference

The following, Ray Kelly, Michelle Smith, Steve Doran, Leon Mallard and Natalia Solomon will be attending the conference. Michelle will send the brochure for trustees to choose their seminars. Michelle will work with Heather from One Tree Hill College to arrange airfares and accommodations.

Steve will email out a motion on the voting rights for the AGM.

## 5] Finance & Asset Management

### Finance

Steve informed the Board that the school surplus is at approximately at \$84,000.00 and would like to keep it a this till nearer the end of the year and arrange to spend on big fixed asset purchases before the end of the year. Fia

has been managing the finances well but would like this to continue on all budgets.

### Budget Spending

Fia informed the Board of the additional budget spending after consulting the staff and students for the Boards consideration:

- Sports Equipment – Fia explained what the school would like to purchase and the Board have agreed to allow a spend of \$2,000.00 for sports equipment.
- Website Upgrade – Fia explained that the school would like to change the current provider to a more modern and user friendly website that will be managed by Entity. The cost would be a initial set up fee of \$900.00 and a monthly charge of \$13-17/month. The Board discussed and happy for this to go ahead.
- Money Counter – Fia would like to purchase one and explained how this would be helpful for the finance officer and school. The Board discussed and agreed to purchasing of a money counter.
- VisTab – Fia informed the Board the benefits of having this system would be, it can be linked to eTap and would help streamline the health & safety requirements for a school. The cost would be an initial set up cost of \$903.00 and \$55.00/month. The Board discussed and the following motion was proposed:

To purchase VisTab at a cost of \$903.00 + GST set up fee and \$55.00 +GST per month.

**Proposed:** Kerry Bell

**Seconded:** Michelle Love

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

### 6] Social Worker in Schools

Fia tabled the SWiS report and briefly explained the report. She also explained the Transformers Programme currently running in the school which was



## Financial Reports

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

**Proposed:** Michelle Love      **Seconded:** Max Guptill

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

### 10] Agenda Items for Next Meeting

None

### 11] 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.

### 12] Closure

7.30 pm



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Signed: Board Chairman  
Stephen Doran

Date 9/8/2019