

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



Date of Meeting: 4 February 2019

Time: 6.00 pm

1] Administration

Present: Max Guptill (in the chair), Steve Doran, Maua Kamuhemu, Kerry Bell, Michelle Smith (Staff Trustee) and Jody Hayes (Principal)

Michelle Ginders (Minute Recorder)

Welcome

Max Guptill warmly welcomed everyone to the first meeting of the year and thanked everyone for changing the date of the meeting. Everyone shared something special about their holidays.

Apologies

None

Conflict of Interest

None

Action Points of Previous Meeting

1. Jody contacted Steve Waters on hall foyer damage and it is safe to use.
2. Michelle has contacted insurance company on hall damage.
3. Michelle journaled the donation from the PTA.
4. Jody has contacted the MOE to gain permission for the concrete path.

5. Michelle arranged for Auckland Valuation to value the school owned assets.
6. Max contacted the NZSTA in regards to before school care. The NZSTA or MOE both do not have clear recommendations on this, the decision is a Board decision. The Board discussed and feel that a letter needs to be send to parents outlining the school responsibility of students that are dropped off to school early that are not in paid before school care.

2] Strategic Aims

Principal's Report

Jody explained the new layout of her report, which reflects the Strategic Plan and Goals, the Board discussed and are happy with the new layout.

Jody explained that the school has from time to time illegal dumping of rubbish in the school grounds which unfortunately becomes the schools cost to remove as advised by the Council.

The roll started at 439 and is currently at 449, juniors classes are big but not at the stage that another teacher is required at this stage.

3] Governance Information & Legal Compliance

2019 BOT Elections

The Board discussed and the following motions was proposed:

Motion proposed to appoint Michelle Ginders as the Returning Officer for the 2019 Board of Trustees Elections.

Proposed: Max Guptill

Result: All in Favour ~ motion carried.

Michelle Ginders accepted the appointment as Returning Officer.

Motion proposed that the Board of Trustees Election will be held on the 7th June 2019, for 5 Parent Trustees and 1 Staff Trustee.

Proposed: Max Guptill

Result: All in Favour ~ motion carried.

Michelle to take the appropriate action required as the Returning Officer and inform the Board of the progress. A Meet the Candidate Evening will be held on Wednesday 29th May.

4] Finance & Asset Management

Classroom Furniture

Jody informed the Board that the classroom furniture ordered last year will be delivered soon.

Shade Sail

The installation of the shade sail has been delayed due to issues from their end.

PTA Donation

Michelle to journal the donation from the PTA to the school to go towards the shade sail.

Concrete Path

Jody informed the Board that she is still awaiting approval from the Ministry.

5] Strategic Decisions

School Charter & Strategic Plan

The Board discussed the report and the following motion was proposed:

To accept the School Charter & Strategic Plan.

Proposed: Max Guptill

Result: All in Favour ~ motion carried.

Analysis of Variance

The Board discussed the report and the following motion was proposed:

To accept the Analysis of Variance.

Proposed: Steve Doran **Seconded:** Kerry Bell

Result: All in Favour ~ motion carried.

2019 Budget

The Board discussed different sections of the budget and would like an additional \$1000.00 into the Elite Athlete budget. The Board agreed that this is a very good budget and the following motion was proposed:

To accept the 2019 Budget, with the inclusion of the additional \$1000.00 in the Elite Athlete Programme.

Proposed: Michelle Smith **Seconded:** Kerry Bell

Result: All in Favour ~ motion carried.

6] P.T.A

None

7] General Business

Max tabled correspondence from The Mind Lab for the Board to read, the school has had two teachers that have previously completed this programme and have a teacher interested in it.

8] Motions

Minutes of the previous meetings

The minutes of the meeting held on 10 December 2018 were read and accepted as a true reflection of that meeting.

Proposed: Maua Kamuhemu **Seconded:** Steve Doran

Result: All in Favour ~ motion carried.

Correspondence

Motion proposed to accept all incoming and outgoing correspondence.

Proposed: Steve Doran **Seconded:** Maua Kamuhemu

Result: All in Favour ~ motion carried.

Auckland Council – Steve Waters looking into Code of Compliance and the school has paid the Council.

Ed Tech Financial Services – Increase in contract is due to Receipt Bank website being included.

Financial Reports

Jody explained the different budgets that are showing overspends and explained that she has had to buy fans for classrooms for health & safety reasons. The Board as asked that as this is the start of the year, that the new

credit cards are applied for and the existing cards cancelled. The following motion was proposed:

Motion proposed to accept the financial accounts and the accounts be paid for December 2018.

Proposed: Steve Doran **Seconded:** Kerry Bell

Result: All in Favour ~ motion carried.

9] Agenda Items for Next Meeting

None

10] In Committee – Personnel

Max 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

8.15 pm



Signed: Board Chairman

Max Guptill

Date 18/3/19

ACTION POINTS

1. Jody to include the additional Elite Athlete budget amount into the budget.
2. Michelle to look at the requirements of the BOT Returning Officer.
3. Michelle to send the valuation to insurance company.
4. Michelle to cancel & re-apply for new credit cards.