

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



Date of Meeting: 9 December 2024

Time: 6:00 pm

1] Administration

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

In Attendance: Michelle Ginders (Minute Recorder) and Simon Kahika

Welcome

Steve Doran welcomed everyone to the last meeting of the year. Thank you, Simon, for attending the meeting. Who is considering joining the Board at the next elections? Steve explained the meeting rules and the expectation that all reports be read before the meeting.

Apologies

None

Conflict of Interest

Steve Doran – Senior playground quote, as he has a business connection with the company.

Action Points of Previous Meeting – 18.11.24

1. Steve will still send Ray an email with some business fundraising opportunities.

2] Strategic Aims

2.2 Principal's Report – The Board briefly discussed the following:

- Stand-downs – Ray informed the Board that there was one today.
- Data Reports - Ray explained that these preliminary reports look okay. He will share the final reports at the next meeting.
- School Roll - The school will lose fifty Year Eight students and thirty-nine students will move into Year Eight in 2025.
- New Housing - Many new houses have been built in the area. The school will advertise in the new year.
- Staffing: Three new teachers will start in 2025, and one will leave at the end of the year.
- Property
 - Senior Court – If funding is received, the job can be booked for the end of February. The school has applied for funding for this project.
 - Junior Block – Hopefully, this will be done in the holidays.
 - Hall – There are rotting boards that will need replacing next year.
- Gift Policy – will be approved next year.
- Kahui Ako - Nick Coughlan has indicated that he is open to standing again; we are just waiting to see if there are any other applicants. Ray will let the Board know once the process has been completed. Both Zoe Foster and Michelle Love have finished their Within School Roles, with Gillian Lolesi and Rachel Stier taking over.
- Board Assurances – all done for 2024.

The Board thanked Ray for his report.

3] Governance Information & Legal Compliance

None.

4] Finance & Asset Management

- 4.1 **Financial Reports** - The budget is still in deficit but should be better by the end of the year. However, Liz indicated that the Board would need to monitor expenditures closely going forward.

Future proposed projects will need trust funding to proceed. The school will be required to fund up to a quarter of the cost of any future projects. From next year, both Ray Kelly and Ria Henty will be working on trust funding, and the school may consider using another company, other than Go Fund, to help apply for funding.

- 4.2 **Senior Playground** – The Board discussed the quote for the removal of the senior playground, and the following points were made:

- The school can choose what they would like to do, as the students still use the playground. However in the future the playground will not meet the Health & Safety Standards.
- Competitive Quote.
- Good feedback/photos from other schools/companies.
- Awaiting more Quotes.
- Student Feedback is required.

- 4.3 **5YA / 10 YPP** – Ray informed the Board that the 5YA / 10 YPP has been signed off.

- 4.4 **2025 Draft Budget** – Ray is still working on the budget, looking a little better, and will present it again at the February meeting.

The Board thanked Liz.

5] Strategic Decision

- 5.1 **2025 New Entrants** - Ray informed the Board that the school will have eleven new entrant students starting in February.

5.2 EOY Reports – Ray briefly explained the reports, and the Board discussed the following:

- **Connected Curriculum**
 - Te Reo Māori – Ray explained the staff will be upskilling / team building next year.
 - PE - Sports gear will be purchased in the new year.
 - Sports—The Board was pleased with the school's participation in sports events this year, with a team making the Auckland Finals. They were pleased to see different teachers involved. Ray informed the Board that a student teacher next year will be involved in hockey and will be coaching in 2025.
- **Team Reports**
 - Devices – Ray said he will add \$10,000.00 to purchase more devices in 2025. The aim is one-to-one in Rimu and one-to-two in Kowhai. The current Chromebooks are old and breakdown, and most devices have three to five years of life.
 - Liz will look for old laptops from her employees and donate them to the school.
- **IT / Technology**
 - Ray explained that the school requires additional cyber security, which is managed by Entity.
 - Better storage is required.
 - The school will look into this in 2025.

Education Review Office Visit - This visit was scheduled; the next visit will be in mid-2026. Ray will send the Data Reports to them in early 2025.

Board Elections—The Board briefly discussed the quote for a returning officer and will continue with the current system rather than employing an outside organisation. The Board will continue to approach potential new Board

members. Steve has asked the Board to inform him whether they will stand or resign at the next elections.

6] **General Business**

Anna Voyce - Max informed the Board that he met with Anna at her new school, and she sent her greetings to the Board.

7] **Motions**

Minutes of the previous meetings



The meeting minutes held on 18th November 2024 were read and accepted as a true reflection of that meeting.

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

Abstained: Liz Lombard, Maua Collins-Kamuhemu and Natalia Solomon

Result: All in Favour ~ motion carried.

Correspondence

A motion was proposed to accept all incoming and outgoing correspondence.

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

Result: All in Favour ~ motion carried.

Financial Reports

A motion was proposed to accept and approve the financial accounts for November 2024 and the bills to be paid.

Proposed: Liz Lombard **Seconded:** Max Guptill

Result: All in Favour ~ motion carried.

8] **Agenda Items for Next Meeting**

- Gift Policy

Simon Kahika left the meeting at 7:10 pm.

9] 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 In-committee.

10] Closure

Steve thanked everyone for attending.

7:30 pm



Signed: Board Chairman
Stephen (Steve) Doran

Date

26/3/25

ACTION POINTS FROM THE MEETING OF

9th of December 2024

No.	ITEM	WHO	WHEN
1.	Steve will send Ray an email with some fundraising opportunities for businesses.	Steve	
2.	Ray to advertise the school in early 2025.	Ray	
3.	The Board is to approve the gift policy in February and to be added to the agenda.	Ray	
4.	Ray to get more quotes for a new appraiser.	Ray	