

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



Date of Meeting: 1 July 2024

Time: 6:00 pm

1] Administration

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

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve Doran welcomed everyone to the meeting. Steve informed the Board of the trustees' apologies.

Apologies

Leon Mallard, Maua Collins-Kamuhemu and Natalia Solomon

Conflict of Interest

None

Action Points of Previous Meeting – 26.05.24

1. Ray will continue to look into establishing a relationship with the Panmure Basin Yachting Club.
2. Ray will continue to look into shade options for Rimu Area and possible grants.

3. Ray to purchase a new water trough.
4. The pack includes the Bikes/Scooters Policy and Procedure and the Permission/Agreements forms.
5. The Board checked that they could access SchoolDocs and no issues were reported to Ray.
6. Michelle sent the signed Delegate form to Te Whakarōputanga Kaitiaki Kura o Aotearoa and gave the original to Max.
7. Michelle returned the signed Audit documents and Appendix 1 of the Board Minutes to the Auditors.
8. Ray has checked with the Ministry regarding Cohort Entry for students and has been included in the pack.
9. Ray to discuss the Out-of-Zone Ballot later in the meeting.
10. Ray has drafted and sent the email to 3 O'Clock Dash, which will be discussed later in the meeting.
11. Ray has met with the Church regarding the driveway, which will be discussed later.

## 2] Strategic Aims

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

- July Roll Return – Ray Kelly explained that the school has thirty-one fewer students than last year. Which will result in one less teacher and unit being allocated to the school. As the school has not replaced Anna Voyce, this should not impact the school. This year has seen more new entrants, hopefully a good sign in the future.
- Flooding - The drains have been cleared, but the school is still waiting on the report from the drain layers regarding the camera inspection. The drain layers truck damaged parts of the school grass area, but they will remediate this. Child's Time has had the pile of dirt removed.
- Property – Ray is still awaiting a start date for the work of Rooms 4-6.

- Mid-Year Reports – These will be sent home on Thursday. Some students whose attendance is under 84% will also receive a letter with the report.
- Immunisation Hub – The Board agreed that other places in the area already offer this service, so it declined to become a hub.
- Attendance – Low attendance affects a student's learning. The school will employ a staff member in a part-time, fixed-term position till the end of the year to work with the students who have 79% and above attendance. Ray, Fia, Danielle and Roar will continue to focus on the students who attend below 79%. The school has good strategies in place, which are working but it takes time. The Ministry's target is to have 70% of our students at 90% attendance by the end of the year.
- Kahui Ako—The recent conference went ahead, which was good. Sharon Riley presented, and she gave a great presentation.
- Stand-downs / Restraints – 3 Stand-downs and 2 Restraints.

The Board thanked Ray for his report.

### 3] Governance Information & Legal Compliance

3.1 **Policies**—The bike and Scooter Policy was presented to the Board. Students can only use these if they have signed the agreement and completed a safety session with Fia Salesa. Fia Salesa monitors/policies this.

To accept and approve the Bike and Scooter Procedure and Getting to and from School Safely Policy:

A motion was proposed to accept and approve the following policies:

**Proposed:** Liz Lombard

**Seconded:** Michelle Love

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

### 3.2 Board Assurances - Term 2

Assured

- Risk Management
- Planning and Preparing for Emergencies, Disasters, and Crises
- Safety Checking and Police Vetting for Non-Teachers
- Teachers Registration, Certification, and Police Vetting
- Performance Management
- Appointment Procedure, Staff Conduct and Professional Development
- Equal Employment Opportunities
- Child Protection and Abuse Recognition and Reporting

3.3 **Gender Identification** – Ray Kelly informed the Board that the OIA had requested the school complete the survey included in the pack. The Board briefly discussed and asked Ray to complete the survey as they feel this will become more of an issue in the future. It currently has some complicated and grey areas that will need to be sorted.

## 4] Finance & Asset Management

4.1 **Financial Reports** - Liz Lombard informed the Board that the accounts look good, showing a \$26,000 deficit. However, we are on track with the budget, and most of the property work has been completed. There has been an underspend on the Room 1-3 work, which is expected to be used for the next phase.

4.2 **Budgeted Statement of Financial Position 2024 & Cash Flow Budget for 2024** – Liz briefly explained these reports to the Board, and the following motion was proposed:

To accept and approve the Budgeted Statement of Financial Position  
2024 & Cash Flow Budget for 2024

**Proposed:** Liz Lombard

**Seconded:** Max Guptill

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

5] **Strategic Decision**

5.1 **Cohort New Entrant Entries** - The Board discussed the positives and negatives of introducing this. Ray informed the Board that students would begin at the beginning and halfway through a term. Here are the points discussed in detail:

- Group Entry: this would help with the start of school.
- Going to another school, potentially losing students.
- Other schools in the area are not introducing this.
- Better management of the students streamlines them to succeed better.
- Inclusivity, the negative impact of this.

Ray will now consult with the community and early childhood centres for feedback. The school will also discuss this at the upcoming Fono and Hui. The feedback and discussion with the community will determine if this goes ahead in 2025.

5.2 **2025 Term Dates** – The Board briefly discussed the only issue could be the changes to the holiday act from the government, and the following motion was proposed:

To accept and approve the 2025 School Term dates, the school will commence on Tuesday, January 28th, and conclude on Friday, December 12th.

**Proposed:** Michelle Love

**Seconded:** Liz Lombard

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

- 5.3 **BOT Meeting Dates** – The Board will check the dates and confirm them at the next meeting.
- 5.4 **2025 Out-of-Zone Ballot** – The Board looked at this again due to the recent discussion points from a meeting attended by Ray Kelly on out-of-zone students attending neighbouring schools. Both Sylvia Park and Stanhope will be capping these students in the future. Ray questioned holding a ballot for next year for the ten placements decided at the last meeting but will accept siblings of students currently enrolled at our school. The Board will discuss and make a final decision at the next meeting. The school will also tighten the enrolment requirements, such as proof of address.
- 5.5 **Curriculum Refresh** – The Board briefly discussed the correspondence from the Minister of Education, Erica Stanford.

6] **General Business**

- 6.1 **Sports Reports** – The Board are pleased to see the students participating in sports and attending events.
- 6.2 **Te Whakarōputanga Kaitiaki Kura o Aotearoa Conference** – Max Guptill briefly discussed the recent conference he attended on behalf of the Board. Max was also attending as a member of the Te Whakarōputanga Kaitiaki Kura o Aotearoa Board this year, which he found interesting. Overall, the conference was good; however, the AGM was not held again due to the lack of schools in attendance. There were over a thousand in attendance but they would like more Boards to encourage their members of their Kahui Ako's to attend. The next conference has not been decided yet, but it could be in Wellington. Max encourages our Board to attend the next conference.

Erica Stanford (in attendance) and David Seymour (via Zoom) spoke. Erica spoke well; she is working with other parties in the hope that any changes will carry over when the government changes. She spoke

mainly on the curriculum and the changes they are making. David spoke about Charter Schools, Attendance, and School Lunches. However, his did not go down the same, whether due to him not being in person or how he spoke. The Minister is not working with other parties.

The conference also discussed the mental well-being of Principals, Staff, and Students, things that Boards can do, and how to help.

The Te Whakarōputanga Kaitiaki Kura o Aotearoa Board has recommended that all Boards review and update their delegation documentation, especially when Principals are away. Ray will review and update it and present it to the Board at the next meeting.

The Board thanked Max for attending on their behalf.

- 6.3 **2025 Board Elections** - These will take place next year. Steve Doran has asked the Board to consider whether the current members will stand for another term or resign. Steve indicated that he would stand again, and Liz Lombard not be restanding. The Board prides itself on being stable and well-structured, which they want to continue. The Board will continue this discussion at the next meeting.

## 7] Motions

### Minutes of the previous meetings

The meeting minutes held on 26<sup>th</sup> June 2024, were read and accepted as a true reflection of that meeting.

**Proposed:** Max Guptill

**Seconded:** Ray Kelly

**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 May 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**

- Confirmation of the 2025 BOT dates
- 2025 Out of Zone Ballot
- Principal's – Delegate of Authority (Review)

### **9] In Committee – Personnel**

Steve moved that:

The meeting moved into committee, and 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.

8:15 pm





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Signed: Board Chairman  
Stephen (Steve) Doran

Date 29/7/24

## ACTION POINTS FROM THE MEETING OF

1st of July 2024

No.	ITEM	WHO	WHEN
1.	Ray will continue to look into establishing a relationship with the Panmure Basin Yachting Club.	Ray	
2.	Ray will continue to look into shade options for Rimu Area and possible grants.	Ray	
3.	Ray to purchase a new water trough.	Ray	
4.	Ray will consult with the community and Early Childhood Centres on Cohort Entry.	Ray	
5.	Ray to add to the agenda for the next meeting:  Confirmation of the 2025 BOT dates  2025 Out of Zone Ballot  Principal's – Delegate of Authority (Review)	Ray	
6.	Ray to complete the OIA questionnaire on Gender Identification.	Ray	
7.	IC - Michelle to send the staff request document to the Board.	Michelle G	

8.	IC - Ray to organise the Koha and letter to the Church	Ray	
9.	IC – Ray will continue to manage 3 O'clock Dash, also planning for the future.	Ray	