

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



Date of Meeting: 6 May 2024      Time: 6:00 pm

1] Administration

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

Welcome

Steve welcomed everyone to the meeting, one of two this month. He thanked the Board for moving the meeting from last week, as Ray was still away. Steve informed the Board of the apologies from the trustees.

Apologies

Leon Mallard, Natalia Solomon and Michelle Ginders (Minute Recorder)

Conflict of Interest

None

Action Points of Previous Meeting – 18.03.24

1. Ray is still looking into establishing a relationship with the Panmure Basin Yachting Club.
2. Ray informed the Board the policy statement in the Cell Phone Policy to reflect the school has been done.
3. Ray is still looking into shade options for the Rimu Area and possible grants.
4. Ray is still to purchase a new water trough.

5. Ray has contacted the Church in regards to the quotes for the driveway repairs and the school's willingness to be involved. Ray sent photos to Natalia. It is still to be added to the Hall Hire Contract – not to use the Church Carpark

## 2] Strategic Aims

### 2.2 **Principal's Report** – The following were discussed in more detail:

- **Five-Week Cycle Update: Term 1 Week 10 2024** – Ray briefly explained his report to the Board. He also explained how the school is doing the one hour of Reading, Writing and Mathematics required by the Ministry.
- **PAT Data Results - Te Reo** - Ray explained that this is the school's baseline, which will be compared to the end-of-year data results.
- **Attendance** – Management of this has been moved from Anna Voyce to Danielle Wilson and Phillipa Kahika.
- **Stand downs / Restraints**
  - Stand downs – 5 (2 Days), 1 (1 Day) and 4 (Internal)
  - The Board discussed the data and article on Stand-downs. Ray explained that the Ministry will pay attention when you stand down a student. We need to know it works and that students are not just being stood down because this is the easy option. Ray strongly expressed that we use stand downs sparingly and as an action for serious misconduct.
  - Ray will provide the Board with a breakdown of stand-downs for the next meeting and what supports have been implemented. He will provide the full range of positive actions that takes place.
- **Findland & Singapore's Principal's Professional Development Trip** – Ray briefly explained his report to the Board. The main points discussed where:
  - The school in Singapore was more like a city than a school; the campus has three cafes, and the school was not doing

anything different than what we are currently doing, but they are currently talking about structured literacy.

- In Finland, the schools are:
  - They are well-resourced – they have all the resources that are needed.
  - They are big 1000-1500 students.
  - All schools are combined but some are housed in different buildings.
  - Small classes, 18 and no more than 25 students at year 6 or above level.
  - Schools are not run by a Board but by the city.
  - There is no ERO; schools are not accountable or the Principals.
  - Teachers are well looked after and are told to work only 80% of the so they are mentally happy.
  - There is no competition against other schools or teachers to better themselves.
  - The university's academic level is very low, and students are inclined to ask for extensions. Ray is not sure that their system creates the highest possible results.
  - Students speak three languages, and all speak impeccable English. No student speaks English until the age of 7, and by 13, they speak very well.
  - Students feed themselves and clean up afterwards.
  - Learning Support Teachers numbers are high, along with Nurses and Councillors on-site.
  - Ray would like to recommend the following:
    - Talk to the teachers about teaching Māori where possible in reading and writing.
    - We need a reception class to see who can move on to a class. Socialisation: Don't hit

people; say sorry, and until we are confident, we can move them to the mainstream.

The Board thanked Ray for his detailed report.

**3] Governance Information & Legal Compliance**

**3.1 Policies** – The policies presented to the Board were briefly discussed and will be approved at the next meeting.

**3.3 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
- In Process - None

**4] Finance & Asset Management**

**4.1 Financial Reports**—Liz informed the Board that the accounts are looking healthy. We have a slightly bigger surplus than we expected. There will be no future big fixed asset purchases until after the property

and playground construction is completed. Ray informed the Board that although it had been agreed to demolish Room 13, the ballot was unsuccessful, so it will remain.

The Board thanked both Ray Kelly and Liz Lombard for their hard work.

**5] Strategic Decision**

**5.1 New Camera** - Ray informed the Board that a new camera with a panoramic view has been installed in the front of the office.

**5.2 Call-back Days** – Ray explained to the Board that there will be a consistent approach by the school and that if team leaders require staff to attend call-back days during the holiday period, then staff are required to attend. The Board briefly discussed, and the following motion was proposed:

Call-back days can be used during the holiday periods.

**Proposed:** Ray Kelly      **Seconded:** Liz Lombard

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

**5.3 Student Restraint** – Ray informed the Board that the following employees need to be approved, once training has been given, to be able to restrain students who are in danger of hurting themselves or others:

- Talo Vailahi
- Lionel Flashman
- Joe Tevaga

The Board briefly discussed, and the following motion was proposed:

A motion was proposed to approve Talo Vailahi, Lionel Flashman and Joe Tevaga once they have completed training to restrain students when required.

**Proposed:** Steve Doran

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

**Abstained:** Max Guptill for Joe Tevaga

5.4 **Ministry of Education EOY Reports** – The following two reports were briefly discussed, and the following motion was proposed:

- BRS Annual Implementation Plan 2024
- BRS Analysis of Variance Reporting

To accept and approve the BRS Annual Implementation Plan 2024 and BRS Analysis of Variance Reporting:

**Proposed:** Maua Kamuhemu      **Seconded:** Liz Lombard

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

**Abstained:** Max Guptill (not present for the vote)

5.5 **Board Task Checklist Term 2** – The Board was briefly discussed, and everything was acceptable.

6] **General Business**

None

7] **Motions**

**Minutes of the previous meetings**

The meeting minutes held on the 18<sup>th</sup> of March, 2024, were read and accepted as a true reflection of that meeting.

**Proposed:** Maua Collins-Kamuhemu      **Seconded:** Max Guptill

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

**Correspondence**

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

**Proposed:** Liz Lombard

**Seconded:** Maua Kamuhemu

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

### **Financial Reports**

A motion was proposed to accept and approve the financial accounts for March 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**

None

### 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.

7:50 pm

A handwritten signature in blue ink, consisting of a large, stylized 'S' followed by a smaller 'D', written over a horizontal line.

Signed: Board Chairman  
Stephen (Steve) Doran

Date

27/5/20



## ACTION POINTS FROM THE MEETING OF

6th of May 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 provide a breakdown of the stand-downs and supports that are in place to the Board for the next meeting.	Ray	