

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



Date of Meeting: 27 May 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, Michelle Love (Staff Representative) and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the meeting, one of two this month. Steve informed the Board of the trustees' apologies.

Apologies

Natalia Solomon

Conflict of Interest

None

Action Points of Previous Meeting – 06.05.24

1. Ray is still looking into establishing a relationship with the Panmure Basin Yachting Club.
2. Ray is still looking into shade options for the Rimu Area and possible grants.
3. Ray is still to purchase a new water trough.

4. Ray has included the breakdown of the stand-downs and supports that are in place in the board pack.

## **2] Strategic Aims**

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

- Everyday Matter – Ray explained the new format. He will also check the data results.
- Stand-downs – 2 (1 for mobile phone and the other for misbehaviour).
- BRS Management Strategy to Support At-risk Students - Ray briefly outlined the safeguards that have been put in place. These do, however, depend on the student. He also explained the different reasons for stand-downs. Mobile phones were discussed, and the Board agreed that this is a law now, so they are happy with the process set out.
- Bikes & Scooters - The Board would like parents to sign an agreement if their child is riding these to/from school, outlining that the school is not liable. The school does not have a rule saying students cannot ride these.

## **3] Governance Information & Legal Compliance**

### **3.1 Policies - Steve has had issues accessing SchoolDocs. The Board will all try to access the website and inform Ray of any issues.**

Max informed the Board that Te Whakarōputanga Kaitiaki Kura o Aotearoa has raised concerns regarding SchoolDocs and that schools are not properly reviewing the policies and making sure that they relate to their school.

The Board are happy with SchoolDocs and will continue to ensure they relate to our school.

The policies presented to the Board at the last meeting were discussed briefly, and the following motion was proposed:

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

- Employer Responsibility
- Appointment Procedure
- Equal Employment Opportunities
- Employ a Reliever
- Safety Checking
- Police Vetting
- Classroom Release Time

**Proposed:** Max Guptill

**Seconded:** Michelle Love

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

**3.2 Te Whakarōputanga Kaitiaki Kura o Aotearoa – Appoint a Delegate –**

The Board briefly discussed and the following motion was proposed:

To appoint Max Guptill as the Board's representative at the Te Whakarōputanga Kaitiaki Kura o Aoteroa, Annual General Meeting, and is free to vote as he sees fit.

**Proposed:** Maua Kamuhemu-Collins

**Seconded:** Michelle Love

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

Michelle Ginders will email the completed nomination form and give the original to Max to take to the conference.

**3.3 Board Assurances - Term 2 -** The Board briefly discussed police vetting. All non-teaching staff are police vetted. Contractors are asked to produce their police vetting documentation. Where possible, contractors complete work during the holiday period.

- 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 look good, showing a \$22,000 deficit. However, we are on track with the budget.

4.2 **Annual Audited Accounts** – Liz briefly explained to the Board that the school had a \$70,000 deficit last year, down \$200,000 from 2022. Liz expects the school to be in surplus this year.

The Board briefly discussed the annual audited accounts and representative letter from the Auditors, and the following motion was proposed:

To accept and approve the 2023 Annual Audited Accounts

**Proposed:** Liz Lombard                      **Seconded:** Leon Mallard

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

To accept and approve the 2023 Representative Letter.

**Proposed:** Liz Lombard

**Seconded:** Maua Kamuhemu-Collins

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

**4.3 Cyclical Maintenance Schedule Review** – Please refer to Appendix 1.

Michelle Ginders to send the signed Annual Audited Accounts, Representative Letter and Appendix 1 of the Board Minutes to the Auditors.

**4.4 2024 Camp Finances** - The report was tabled at the meeting. There was a shortfall of about \$4000.00. Ray explained to the Board that the fundraising from this year will go towards reducing this. Also, we have laptop sales and are still awaiting payment from parents, which he hopes will heavily lessen this amount.

The Board briefly discussed this, and all agreed that if the school is left with a small deficit, this outweighs the experience these students have gained from attending camp.

**4.5 Child's Time Lease** – The Board robustly discussed the annual lease charge. Although they were flooded last week due to heavy rain and school runoff, the school is not responsible; Steve Waters has been in and will handle this going forward. The school would like to keep our good relationship with them, so they have agreed to keep the lease at the same amount and review it next year and every two years after that. The Board would also be interested to see if they have increased their rates or are going to shortly. The following motion was proposed:

Child's Time lease will remain at \$17,000.00 plus GST in 2024 and be reviewed in 2025.

**Proposed:** Liz Lombard

**Seconded:** Leon Mallard

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

5] Strategic Decision

5.1 **Principal's Collective Agreement** - Ray informed the Board that the second funding drop for Principal's professional development has been received. Ray will look at professional development options and let the Board know.

4.2 **Out-of-Zone Ballot** – The Board briefly discussed and decided to offer ten (10) places across the school in 2025. The following motion was proposed:

The 2025 Out-of-Zone Ballot will have ten (10) spaces across the school.

**Proposed:** Ray Kelly

**Seconded:** Max Guptill

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

5.3 **Cohort New Entrant Entry** – Ray briefly explained to the Board how the school would structure this. Students would start in weeks one, four and seven, which would help transition the children better, help with organisation and be less disruptive to teachers. The board discussed and thought this was a good idea but raised concerns that parents might go elsewhere. They would like a model of the information provided to parents/caregivers and a calendar. Ray will contact the Ministry to see if the school can do so and report to the Board.

5.4 **Paid Union Meetings** – The school will remain open during these meetings.

5.5 **Parent / Teacher Conferences** - There was good attendance overall. Teachers are meeting with Whanau who were unable to attend on this day, One teacher, who was away on Jury Service, is currently organising meetings.

5.6 **Sports** – The Board is pleased to see students playing sports and seeing good results.

6] **General Business**

None

7] **Motions**

**Minutes of the previous meetings**

The meeting minutes held on May 6, 2024, were read and accepted as a true reflection of that meeting.

**Proposed:** Liz Lombard

**Seconded:** Maua Collins-Kamuhemu

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

**Correspondence**

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

**Proposed:** Max Guptill

**Seconded:** Michelle Love

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

**Financial Reports**

A motion was proposed to accept and approve the financial accounts for April 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.

8:00 pm



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Signed: Board Chairman

Stephen (Steve) Doran

5/7/24  
Date



## ACTION POINTS FROM THE MEETING OF

27th 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.	Bikes/Scooters – The Board has requested signed permission/agreements for all students riding to/from school.	Ray	
5.	The Board will check that they can access SchoolDocs and let Ray know if they have any issues.	Board	
6.	Michelle to send the signed Delegate form to Te Whakarōputanga Kaitiaki Kura o Aotearoa.	Michelle G	Done
7.	Michelle to send signed Audit documents and Appendix 1 of the Board Minutes back to the Auditors.	Michelle G	Done

8.	Ray to draft a letter to Child's Time regarding the Lease, and Steve to approve.	Ray/Steve	
9.	Ray to check with the Ministry regarding Cohort Entry for students and report back to the Board. Also, provide a calendar showing how this would look in 2025.	Ray/Steve	
10.	Ray to organise the Out-of-Zone Ballot.	Ray/Phillipa	
11.	Ray to draft an email to 3 O'Clock Dash, and Steve to approve.	Ray	
12.	Ray to arrange a meeting with the Church regarding the driveway.	Ray	

## Appendix 1

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



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### 1] Administration

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Apologies Leon Mallard and Natalia Solomon

In Attendance Michelle Ginders (Minute Recorder)

### 2] Annual Provision of Cyclical Maintenance Calculation

The Board briefly discussed the Annual Provision of Cyclical Maintenance Calculation, dated 31<sup>st</sup> December 2023, and the following motion was proposed:

To accept and approved the Annual Provision of Cyclical Maintenance Calculation, dated 31<sup>st</sup> December 2023.

**Proposed:** Liz Lombard

**Seconded:** Max Guptill

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

Signed: Board Chairman  
Stephen (Steve) Doran

Date 27.05.2024