

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



Date of Meeting: 18 November 2024

Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson), Leon Mallard, Michelle Love (Staff Representative & Minute Recorder) and Ray Kelly (Principal)

Welcome

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

Apologies

Liz Lombard, Maua Collins-Kamuhemu and Natalia Solomon  
Michelle Ginders (Minute Recorder)

Conflict of Interest

None

Action Points of Previous Meeting – 23.09.24

1. One group of playground people have been out. We are waiting for the second group.
2. Steve and Max met with the appraiser, and the meeting went well.

3. The school will continue with Subway & Pita Pit until the end of the year. The lunch scheme for next year will consist of four warm lunches and one cold.

## 2] Strategic Aims

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

- We are down 50 students, but our funding hasn't gone down since we have had an
- increase in CRT
- An outside researcher, on sabbatical, completed the attendance report, which is an interesting analysis of our attendance.
- Updated cyclical maintenance to review
- The gift policy needs dollar values added for outside agencies, companies, and individuals.
- Completed three random checks against gifts to the principal and family.
- We have two WSC positions up for grabs – we have two applicants.
- We are doing all the right things for attendance with our officer and have made good gains.
- Leon asked about Ngā Hau e Wha – could a goal for the school to be able to do their pepeha? Lead a Powhiri. Ray asked the Board to think about any keystone elements they want for Te reo Māori for students to walk away with.

The Board thanked Ray for his report.

## 3] Governance Information & Legal Compliance

None.

## 4] Finance & Asset Management

- 4.1 **Financial Reports** – Business as usual. Remember, we aren't doing the junior courts, so we should come out ahead or even. We are

waiting for funding for the Rimu courts, which will hopefully come through in December.

4.2 **Draft 2025 Budget** – Ray is still waiting for government funding. It is a reasonable \$16,000 in debt. We could consider using some term deposits before the board turnover next year.

4.3 **Gift Policy** – The Board discussed and the following motion was proposed:

Motion to propose that the school can give up to \$200.00 for a gift/koha to an individual or company unless a request is brought to the Board.

**Proposed:** Max Guptill

**Seconded:** Ray Kelly

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

4.4 **Cyclical Maintenance Schedule** – The Board reviewed the new schedule, and the following motion was proposed:

**Proposed:** Michelle Love

**Seconded:** Max Guptill

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

4.5 **Audit Engagement Documents** – The Board briefly discussed and the following motion was proposed:

**Proposed:** Steve Doran

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

The Board must start looking for an accountant to replace Liz next year. Having an accountant on the Board to help with finance would be very beneficial.

5] **Strategic Decision**

5.1 **Principal Growth Cycle** - setting up systems. Having a 5-week cycle to check that they are working. Next year, Ray's personal goal is to upskill himself in Te Reo.

5.2 **Principal's Annual Leave** - It is a requirement to share what Ray does during leave.

5.3 **2025 Out-of-Zone** – There is one on the waitlist, and ten are accepted,

The one on the waitlist lives next door to Panama Road School.

6] **General Business**

None

7] **Motions**

**Minutes of the previous meetings**

Max queried that Natalia had not given her apologies.

The meeting minutes held on 21<sup>st</sup> October 2024 were read and accepted as a true reflection of that meeting.

**Proposed:** Max Guptill                      **Seconded:** Ray Kelly

**Abstained:** Leon Mallard

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

**Correspondence**

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

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

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

**Financial Reports**

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

**Proposed:** Steve Doran

**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.

8:30 pm



Signed: Board Chairman  
Stephen (Steve) Doran

Date 9/12/24

## **ACTION POINTS FROM THE MEETING OF**

**18th of November 2024**

<b>No.</b>	<b>ITEM</b>	<b>WHO</b>	<b>WHEN</b>
1.	Steve to send Ray an email with some fundraising opportunities for businesses.	Steve	