

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



Date of Meeting: 21 October 2024

Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson) (arrived 6:40 pm), Maua Collins-Kamuhemu, 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 apologies.

Apologies

Leon Mallard

Absent

Natalia Solomon

Conflict of Interest

None

## Action Points of Previous Meeting – 23.09.24

1. Michelle resent the motion for the Auditor's Management Letter to Leon using his new email account, and the motion was passed.
2. Steve signed the Schedule of Delegations on Friday, 27.09.24
3. 10YPP - Michelle sent the signed Appendix 5 to Yellowstone Holdings.
4. Ray added the agenda for the next meeting.
5. Michelle included the Border Fencing Service Quote in the Board Pack.

## 2] Strategic Aims

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

- Stand-Downs - Since the last meeting, There has been one stand-down. Which was for mobile phones being used in school.

The Board thanked Ray for his report.

## 3] Governance Information & Legal Compliance

3.1 **Policies** – The Board briefly discussed the policies presented to them and needed clarity on any new employee reference check, which has been tightened. The following motion was proposed:

To accept and approve the following motions:

- Finance & Asset Management
- Managing Income and Expenditure
- Financial Conflicts of Interest
- School Donations and Student Activity Payments / Attendance Dues and Other Income
- Expenditure
- Asset Management and Protection
- Property Planning and Maintenance
- Prevention of Bribery, Corruption, Fraud and Theft

**Proposed:** Liz Lombard

**Seconded:** Ray Kelly

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

Ray informed the Board that all school docs policies and procedures have been updated.

### 3.2 Board Assurances - Term 4

Assured

- Risk Management
- Planning and Preparing for Emergencies, Disasters, and Crises.
- School Year, Terms, and Holiday.
- Managing Income and Expenditure and Expenditure.
- School Donations and Student Activity Payments.
- Gifts.
- School Swimming Pool.

Not Applicable

- Daily School Bus.
- International Learners Review.

## 4] Finance & Asset Management

4.1 **Financial Reports** – Liz Lombard informed the Board that the school has made some of the deficit, which is slightly lower. The bank accounts are looking good, but there is an overspend on fixed assets.

4.2 **Senior Playground** - The Board inspected and discussed the Senior Playground and the options available to the school. Over the years, there have been very few accidents on this playground; the school would like

to retain the playground. But all agree that it does require repairs and new fall protection. Removal of the playground will also be expensive as well.

Steve informed the Board that Team Turf visited the school last week to look at the playground. He has shown the Board the fall cushion options required for this playground and tabled a Critical Fall Height document outlining the requirements. He also explains what has been happening in the industry regarding the upcoming changes.

The Board will seek further expert/legal advice on what is required to comply with future changes. Steve will send through the names of companies who can do this.

The Board may apply for grant funding in 2025 to help with this.

- 4.2 **Property Work** - The Board discussed the Border Fencing Services quote and asked for additional quotes. Steve will send Ray details of another contractor.

5] **Strategic Decision**

- 5.1 **Release Forecast 2025** - Ray briefly discussed his report outlining the CRT allocation for 2025.
- 5.2 **Cohort Entry 2025** – Ray informed the Board that the school has met all the requirements and that the school currently has six students starting in the first cohort entry in 2025.
- 5.3 **Attendance Officer** – Ray informed the Board that the Attendance Officer is progressing well. Attendance rates are trending okay at around 70%. The school has received funding of \$20,000.00 to cover their wages.

- 5.4 **Principal's Task Checklist** – The Board briefly discussed the principal's annual leave section. The Board informed Ray that he needs to communicate any issues or workload concerns to the Board.
- 5.5 **Board's Task Checklist** – The Board briefly discussed and is happy these are all followed.
- 5.6 **Ka Ora, Ka Ako** – Ray informed the Board that the school was told last Thursday that the lunch provider would no longer provide lunches effective immediately. The Ministry has provided a new provider for the remainder of the year, Subway & Pita Pit, but the school must distribute the lunches. The Board has asked Ray to keep them updated.

6] **General Business**

- 6.1 **Sports Events**—Ray informed the Board that the Tākaro Whānau event went really well.
- 6.2 **Entrust Election** – The Board briefly discussed, and the following motion was proposed:

To vote to keep the dividend and to delegate the voting of representatives to Steve Doran.

**Proposed:** Michelle Love      **Seconded:** Maua Collins-Kamuhemu

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

Michelle Ginders to send the completed form.

- 6.3 **Te Whakarōputanga Kaitiaki Kura O Aotearoa (NZSBA) SMG** – Max briefly reported to the Board on the recent SMG online meeting he attended on behalf of the Board. He informed the Board that a new constitution will be in place by 2026, mainly involving legal and

government changes. The draft will be presented at the next conference.

7] **Motions**

**Minutes of the previous meetings**

The meeting minutes held on 23<sup>rd</sup> September 2024 were read and accepted as a true reflection of that meeting.

**Proposed:** Maua Collins-Kamuhemu                      **Seconded:** Ray Kelly

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

**Correspondence**

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

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

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

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

8] **Agenda Items for Next Meeting**

- Senior Playground

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.

7:40 pm



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Signed: Board Chairman  
Stephen (Steve) Doran

Date 9/12/2026

## ACTION POINTS FROM THE MEETING OF

21st of October 2024

No.	ITEM	WHO	WHEN
1.	Steve to send through contact details for the playground and property contractor.	Steve	
2.	Ray to confirm a date with the senior leadership appraiser to meet with Steve & Max.	Ray	
3.	Ray will keep the Board updated on the lunch scheme.	Ray	