

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



Date of Meeting: 23 September 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, Leon Mallard, 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 that Max would be arriving late as he had another meeting to attend before this one.

Adsent

Natalia Solomon

Conflict of Interest

None

Action Points of Previous Meeting – 26.08.24

1. Ray has completed the paperwork and sent it to GoFund, which will apply for the grants on behalf of the school. See Appendix 2 & 3.
2. Michelle will forward the motion, regarding the Audit Management Letter, to Leon's new email address.

3. Ray has completed the process required by the Ministry regarding Cohort Entry in 2025. A letter will be sent to the school community informing them of this change. The first intake will be on 8<sup>th</sup> February 2025.
4. The Out-of-Zone ballot for 2025 is underway; the newspaper advertisement was included in the pack.
5. Ray added the agenda items to this meeting.
6. The school has decided not to change to the Hero Management System in 2025 due to the many changes introduced by the Ministry. Ray has Informed HERO. Please refer to Appendix 4.
7. Michelle and Ray have changed the Schedule of Delegations, which has been included in the pack.

## 2] Strategic Aims

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

- School Roll – As of 19.09.24, the school roll was at 380, down 32 students from a similar date in 2023.
- Stand-Downs - Since the last meeting, There have been three stand-downs. These were for mobile phones being used in school and fighting.
- Attendance - Ray informed the Board that attendance levels for Term 3, up to Week 8, were as follows: 51% of students attending at 90% or more and 21% of students attending at 80%.
- Staffing - Ray informed the Board that the high number of staff absent due to sickness in term three has resulted in a number of classes being split, as we are not able to get relievers at short notice. This is an ongoing issue due to many relievers across Auckland being hired regularly to cover the increase in CRT release.
- MOE Staffing Allocation & Funding - Ray informed the Board that the latest notice shows the school will receive the same funding it currently receives.

- Security Callouts – Ray informed the Board that since we switched to Matrix, the school has had low-security callouts, with zero again this month. The guards are required to scan different areas around the school during beddown.
- Property
  - Ray informed the Board that the senior playground would need a lot of funding for repairs and new matting. The Board briefly discussed this and will look at it at the next meeting before deciding. Ray to add to the agenda.

The Board thanked Ray for his report.

### 3] Governance Information & Legal Compliance

3.1 **Schedule of Delegation** – The Board briefly discussed the above document, and the following motion was proposed:

To accept and approve the Schedule of Delegations, adopted by the Board on 23.09.24.

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

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

**Abstained:** Max Guptill (not at the meeting at the time of the motion)

### 3.2 **Board Assurances - Term 3**

Assured

- Risk Management
- Planning and Preparing for Emergencies, Disasters, and Crises
- Student Attendance
- Reporting to Parents on Student Progress and Achievement.

- Searches, Surrender and Retention of Property (No non-teaching staff are authorised).
- Minimising Physical Restraint (Training is in-house).
- Stand-down, Suspension, and Exclusion
- School Records Retention and Disposal
- Safety and Welfare for Students on Work Experience (Assured where applicable (Rare)).

#### 4] Finance & Asset Management

4.1 **Financial Reports** – Liz Lombard informed the Board that the accounts are still good but still need to decrease the deficit. The following was briefly discussed:

- Review the next stage of the Junior Playground area
- Reducing the cost of relievers for the remainder of the year, but this budget will be over budget. Ray has requested an additional \$20,000 for the remainder of the year.
- Budgets will close on 28.10.24 for most purchases, except the required expenses for the remainder of the year.

The Board briefly discussed Ray's request to increase the overspending in the relievers' budget by \$20,000.00; this will only be used if required. The following motion was proposed:

The Board approves an additional overspend of \$20,000.00 to the Relievers Budget.

**Proposed:** Liz Lombard                      **Seconded:** Max Guptill

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

**Abstained:** Max Guptill (not at the meeting at the time of the motion)

4.2 **10-Year Property Plan for 2023/24** – The Board discussed the 10YPP that was tabled at the meeting. Please see attached Appendix 5.

4.3 **Annual Provision of Cyclical Maintenance Calculation** – The Board discussed the above Cyclical Maintenance Calculation, and the following motion was proposed:

To accept and approve the Annual Provision of Cyclical Maintenance Calculation dated 31.12.2024, as presented.

**Proposed:** Steve Doran

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

**Abstained:** Max Guptill (not at the meeting at the time of the motion)

5] **Strategic Decision**

5.1 **Cohort New Entrant Entry** - Ray informed the Board that the school has been approved to move to a cohort entry in 2025. Ray has asked Fia Salesa to publish a letter to the community about this change. The first intake will be on the 8<sup>th</sup> of February 2025 and then the fifth week of the term.

5.2 **BOT Elections 2025** – Steve informed the Board that the elections will be held in September 2025.

6] **General Business**

6.1 **Sports Events**—The Board is pleased to see the boy's netball team make the Auckland Championship. Ray informed the Board that they played well and as always showed good sportsmanship. The school has received positive feedback from the recent Whānau Events.

7] **Motions**

**Minutes of the previous meetings**

The meeting minutes held on 26th August 2024 were read and accepted as a true reflection of that meeting.

**Proposed:** Michelle Love

**Seconded:** Liz Lombard

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

**Abstained:** Maua Collins-Kamuhemu and Leon Mallard

**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 August 2024 and the bills to be paid.

**Proposed:** Liz Lombard

**Seconded:** Leon Mallard

**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 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

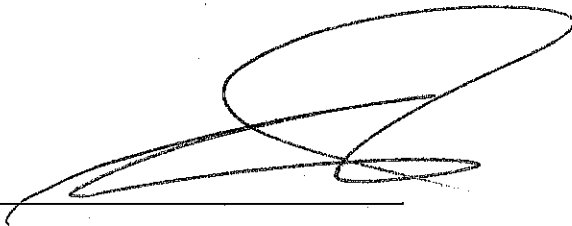
protect the privacy of individuals concerned as follows: "that the matters being discussed are of a personal and private nature."

The Board moved out of In-committee.

10] Closure

Steve thanked everyone for attending.

7:20 pm



Signed: Board Chairman  
Stephen (Steve) Doran

7/10/2011  
Date

## ACTION POINTS FROM THE MEETING OF

23rd of September 2024

No.	ITEM	WHO	WHEN
1.	Michelle to resend the motion for the Auditor's Management Letter to Leon using his new email account.	Michelle	
2.	Steve is to sign the Schedule of Delegations on Friday, 27.09.24	Steve	
3.	10YPP - Michelle will send the signed Appendix 5 to Yellowstone Holdings.	Michelle	
4.	Ray to add to the agenda for the next meeting:  Senior Playground	Ray	
5.	Michelle will send the Border Fencing Service Quote to the Board in the next Board Pack.	Michelle	



Appendix 1

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



**Motion (via Email) to Appoint a Delegate**

30<sup>th</sup> August 2024

Te Whakarōputanga Kaitiaki Kura o Aotearoa (NZSBA) has called a Special General Meeting (SGM) of NZSBA member boards, to take place by Zoom at 1pm on 12<sup>th</sup> October 2024. The Board will need to appoint a delegate to represent them.

The following motion was proposed:

To appoint Max Guptill as the delegate to represent the Board at the Te Whakarōputanga Kaitiaki Kura o Aotearoa (NZSBA) Special General Meeting (SGM) of NZSBA member boards, via Zoom at 1pm on 12<sup>th</sup> October 2024.

**Proposed:** Stephen (Steve) Doran

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

Signed: Board Chairman  
Stephen (Steve) Doran

Date 24/9/24.

Appendix 2

Bailey Road Primary and Intermediate School

**THE BOARD OF TRUSTEES**



**Motion (via Email) to apply for Grant Funding**

13<sup>th</sup> September 2024

The school would like to apply for \$10,000.00 Grant Funding from the Lions Foundation for Synthetic Turf for the Senior Court Area.

The following motion was proposed:

To apply for grant from the Lions Foundation for \$10,000.00 for Synthetic Turf in the senior court area.

**Proposed:** Ray Kelly

**Seconded:** Michelle Love

**Result:** 7 in Favour / 1 - Abstained ~ motion carried

  
\_\_\_\_\_  
Signed: Deputy Board Chairman  
Max Guptill

Date 12/9/24

Appendix 3

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



**Motion (via Email) to apply for Grant Funding**

13<sup>th</sup> September 2024

The school would like to apply for \$13,850.00 Grant Funding from The Trusts Community Foundation Ltd for Synthetic Turf for the Senior Court Area.

The following motion was proposed:

To apply for grant from The Trusts Community Foundation Ltd for \$13,850.00 for Synthetic Turf in the senior court area.

**Proposed:** Ray Kelly

**Seconded:** Michelle Love

**Result:** 7 in Favour / 1 - Abstained ~ motion carried

A handwritten signature in black ink, appearing to read 'Max Guptill', written over a horizontal line.

Signed: Deputy Board Chairman  
Max Guptill

Date 19/9/24

Appendix 4

Bailey Road Primary and Intermediate School

**THE BOARD OF TRUSTEES**



**Motion (via Email) to approve the 2023 Auditor's Management Letter**

25<sup>th</sup> September 2024

The Board reviewed and discussed the 2023 Auditor's Management Letter and the following motion was proposed:

To accept and approve the 2023 Auditor's Management Letter.

**Proposed:** Stephen (Steve) Doran

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

A handwritten signature in blue ink, appearing to be 'S. Doran', written over a horizontal line.

Signed: Board Chairman  
Stephen (Steve) Doran

Date 23/10/24

Appendix 5

Bailey Road Primary and Intermediate School

**MINUTES OF THE BOARD OF TRUSTEES MEETING**



**Date of Meeting:** 23 September 2024      **Time:** 6:00 pm

**Present:** Stephen (Steve) Doran (in the chair), Maua Collins-Kamuhemu, Liz Lombard, Leon Mallard, Michelle Love (Staff Representative) and Ray Kelly (Principal)

**In Attendance:** Michelle Ginders (Minute Recorder)

**Apologies:** Max Guptill

**Absent:** Natalia Solomon

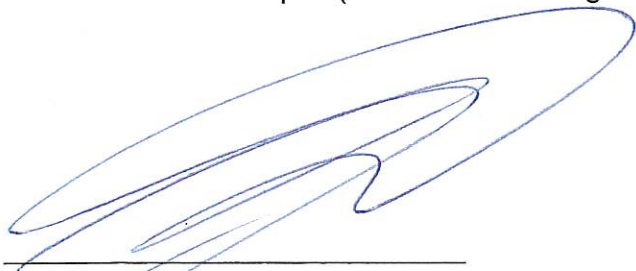
The Board discussed the 10 Year Property Plan (10YPP) 2023/24, which was tabled at the meeting and the following motion was proposed:

The Bailey Road School Board of Trustees have met and discussed the 10 Year Property Plan (10YPP) 2023/24, as presented, therefore give approval for it to be adopted.

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

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

**Abstained:** Max Guptill (not at the meeting at the time of the motion)

  
\_\_\_\_\_  
Signed: Board Chairman  
Stephen (Steve) Doran

Date 27/9/2024

Appendix 6

Bailey Road Primary and Intermediate School

**THE BOARD OF TRUSTEES**



**Motion (via Email) to not change to HERO Student Management System**

25<sup>th</sup> September 2024

The Board, on Ray Kelly's recommendation, has decided to continue with Etap and not move to HERO for the Student Management System.

The original motion was discussed and approved at the 26<sup>th</sup> August 2024 meeting.

The following motion was proposed:

To rescind the motion, from the 26<sup>th</sup> August 2024 meeting, to move forward with HERO and to stay with Etap for the Student Management System in 2025.

**Proposed:** Ray Kelly

**Seconded:** Max Guptill

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

A handwritten signature in blue ink, appearing to be 'Stephen Doran', written over a horizontal line.

Signed: Board Chairman  
Stephen (Steve) Doran

Date 23/10/2024