

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



**Date of Meeting:** 26 August 2024

**Time:** 6:00 pm

1] **Administration**

**Present:** Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson), 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 trustees' apologies.

**Apologies**

Maua Collins-Kamuhemu, Leon Mallard and Natalia Solomon

**Conflict of Interest**

None

**Action Points of Previous Meeting – 29.07.24**

1. Ray will continue to investigate shade options for Rimu Area and the turf for the senior playground, possibly using grants.
2. A motion regarding the auditors' management letter has been sent. It is awaiting a response from one Trustee, which Steve will follow up on.

3. Ray organised a survey, instead of a pamphlet drop, to the community regarding Cohort Entry. The responses have been included in the pack.
4. The 2025 Out-of-Zone ballot is in progress.
5. Ray added the agenda items for this meeting:  
Policies – to be approved at the next meeting  
Confirmation of the 2025 BOT dates  
Principal's – Delegate of Authority
6. Ray has included the proposal and quotes for the Hero Management System in the pack.
7. Ray removed the names on the Mid-Year Data Report and gave a copy to Michelle G.
8. Ray thanked the staff for their Mid-Year Reports.
9. Ray congratulated the EZ Y8 Netball Team.
10. Ray informed the Board that he has established a relationship with the Panmure Yachting Club through the Rotary Club.

## 2] Strategic Aims

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

- School Roll – As of 22.08.24, the school roll was at 370, down 29 students from a similar date in 2023. The school will lose funding for a teacher and two units in 2025 at these numbers.
- Stand-Downs—Since the last meeting, There have been five stand-downs, including one today. These have been mainly for mobile phones being used in school and continued disobedience. The Board discussed the blanket rule around the cellphone law, which is a one-day standdown, and the understanding the junior student may or may not have of the law. They agreed that the leadership team should decide on junior students. Ray will inform the staff of this decision.
- Map of Students Attending School—Ray briefly explained his report to the Board. The maps show where all students live in Auckland. The Board found these maps very interesting. Ray will

now visit these areas to look at the housing situations and whether the school would potentially increase its school roll.

- **Basic Facts**—Ray informed the Board that the basic maths facts programme is showing promising results. This will now include basic literacy facts, with testing starting in week six. For Y0-3, a structured Maths program is being taught, which aligns with the government mandates. The school has also introduced a termly handwriting assessment, where students will self-assess themselves and create goals with their teacher.
- **Attendance** – Ray informed the Board that MJ Salesa has been appointed as the part-time Attendance Officer, which has been funded. The current focus will be on lateness and attendance.
- **Engage & Learn Whanau Evening** – Ray informed the Board that the evening was well attended, which they found engaging, and everyone seemed to have a great night.
- **Staffing** – Ray informed the Board that all the staff had told him of their plans for 2025.
- **Kahui Ako**—The Colference's workshops for today were included in the pack and attended by staff. Zoe Foster and Michelle Love hosted a workshop on AI.
- **PDL** – The contract with Richard Newton from the University of Auckland and the Ministry has concluded for this year.
- **Property** –
  - Ray informed the Board that he is awaiting the paperwork from GoFund to apply for a grant for the turf and shade sail in the senior playground. Steve has provided a quote, and the company will discount \$4000.00 from this quote from a school that had to cancel their project and forfeit their deposit due to a funding issue. Steve will abstain from any future discussion or decision on this matter.
  - The school has received a safety audit for the senior playground and will work with Graeme on this. The Board discussed proactively working on a solution for replacing

the bark, as this will not meet health and safety needs within the next few years.

The Board thanked Ray for his report.

### 3] Governance Information & Legal Compliance

3.1 **Policies** – The following policies were presented to the Board for review at the last meeting, and the changes they requested were implemented. The following motion was proposed:

To accept and approve the following policies:

- Concerns and Complaints
- Media
- Performance Management
- Professional Development
- Protected Disclosure
- Staff Conduct
- Staff Leave

**Proposed:** Max Guptill

**Seconded:** Michelle Love

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

Community Code of Conduct Policy – The Board briefly discussed, and the following motion was proposed:

To accept and approve the Community Code of Conduct policy.

**Proposed:** Michelle Love

**Seconded:** Max Guptill

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

### 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 the deficit is increasing, and we will need to monitor the accounts over budget.
- 4.2 **Draft 2025 Budget Summary**—Ray briefly explained the draft 2025 budget summary and said he would now go through the expenses in more detail. Ray will present an updated draft at the next meeting.
- 4.3 **HERO Student Management System** – Ray briefly outlined the benefits of this system compared to ETap, which does not provide a good service for the school. Ray also explained that we can remove

Seesaw and KINDO, as HERO offers a similar service. The Board discussed the proposal and quote, and the following motion was proposed:

We plan to move to HERO as the school's Student Management System in 2025, at an annual cost of \$8,000.00 per year and an initial set-up cost of \$2,000.00.

**Proposed:** Liz Lombard

**Seconded:** Steve Doran

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

Ray will now terminate the contract with ETap and sign a new contract with HERO.

## 5] Strategic Decision

- 5.1 **Cohort New Entrant Entry** - The Board briefly discussed the feedback from the community and local Early Education Centres, and the following motion was proposed:

From 2025, the school will move to a Cohort Entry for new entrants, following the Ministry of Education guidelines.

**Proposed:** Liz Lombard

**Seconded:** Michelle Love

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

Ray will now complete the application to the Ministry. Once approval has been given, he will inform the school community. All other year levels and five-year-olds transferring from another school will start when enrolled.

- 5.2 **Ka Ora, Ka Ako** – Ray briefly outlined the main points from the recent correspondence.

**5.3 2025 Out-of-Zone Ballot** – The Board briefly discussed, and the following was decided:

- 10 (ten) New Entrant places
- Priority is given to siblings (no other family members) of a student currently enrolled at Bailey Road School.

The following motion was proposed:

There will be 10 (ten) New-Entrant places for the 2025 Out-of-Zone Ballot; priority will be given to siblings of current enrolled students.

**Proposed:** Michelle Love      **Seconded:** Max Guptill

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

Ray and Phillipa Kahika (Office Manager) will organise the process for the 2025 out-of-zone ballot.

**5.4 BOT Meeting Dates** – The Board briefly discussed the third meeting date has changed to 7.04.2024, and the following motion was proposed:

To accept the 2025 Board of Trustee Meeting Dates.

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

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

**5.5 Delegation of Authority** – The Board discussed the Kiwi Park model document, and the following changes will be made.

- Delegations Retained by the Board
  - 1b – Excess to be set at 10%
  - 1d – Excess to be set at 10%
  - 1e – Daily Limit \$150,000.00 on all term deposits
  - 1g – remove

- 1l – reword – The Board Chair, in the first instance, or Deputy Chair will handle interviews with the media and distribute media releases about governance or legal matters involving the school. The Principal for all other matters.
- Board Delegations to the Principal
  - 2c – reword – Approval will be needed for any orders for goods and services that exceed the board-approved budget allocation.
  - 2d – remove – added earlier.

## 6] General Business

6.1 **Sports Events**—The Board is pleased to see students involved in sporting events. Ray informed the Board that the school is receiving feedback that our students show good behaviour and sportsmanship when attending these events.

## 7] Motions

### Minutes of the previous meetings

The meeting minutes held on 29th July 2024 were read and accepted as a true reflection of that meeting.

**Proposed:** Max Guptill

**Seconded:** Michelle Love

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

**Abstained:** Liz Lombard

### Correspondence

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

**Proposed:** Max Guptill

**Seconded:** Steve Doran



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

### Financial Reports

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

- Principal's – Delegation of Authority

### 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



---

Signed: Board Chairman  
Stephen (Steve) Doran

Date 23/9/2024

## ACTION POINTS FROM THE MEETING OF

26th of August 2024

No.	ITEM	WHO	WHEN
1.	Senior Turf and Shade Sail - Ray is awaiting the paperwork and will apply for a grant.	Ray	
2.	Steve will follow up with Leon regarding the Motion for the Auditor's Management Letter.	Steve	
3.	Ray will complete the process with the Ministry regarding Cohort Entry 2025 for new entrants.	Ray	
4.	Ray to organise the 2025 Out-of-Zone ballot (which is currently in process).	Ray / Phillipa	
5.	Ray to add to the agenda for the next meeting:  Principal's – Delegation of Authority	Ray	
6.	Ray will accept the Hero Management System proposal and inform the current provider.	Ray	
7.	Ray/Michelle to make the changes to the Schedule of Delegations document and send to Board before the next meeting.	Ray / Michelle  G	