

**Minutes of the Bayfield High School Board Meeting
held at Bayfield High School on Tuesday 2nd May 2023 at 6:30pm**

Present

Mark Jones, Steph Woodley, Jane Chrystal, Andrew Lee (Student Rep), Hazel McDermott (Student Rep Co-opted), Karen Reader, Phil Wheeler, Jess Melrose.

In Attendance

Greer Poll, Mike Beagley

Open with Karakia by Board members

Apologies

Amie Curtis, Andrew Stoddart

Conflict of Interest

Nil

Minutes from the previous Board meeting

Minutes from the previous meeting held on Tuesday 4th April 2023.

“That the minutes of the previous meeting of 4th April 2023 be accepted as a true and accurate record”

Moved Steph Woodley/Jess Melrose/carried

Matters Arising

- Koha for Whaea Sheralyn, the whanau hui is still in the process of arranging this. Mark to follow up.
- Bendigo Trust – signed copy of the previous Board minutes to application to go to Fiona Jack to include with her application to the Bendigo Trust.

Action: Steph to liaise with Julie about this

Inward Correspondence

- 21 April 2023 – PPTA – PPTA Strike Notification (T2: Relief and meetings ban)
- 24 April 2023 – PPTA – Sector Update – Guidance for T2 PPTA Partial Strike Action and Survey
- 24 April 2023 – PPTA – Staff Survey
- 1 May 2023 – PPTA – Notice of strike action (rostering home)

Outward Correspondence

- Nil

Resolutions – By Email

- Nil

Curriculum Development

Principal’s Report and ensuing discussion

- Taken as read.
- A regional strike will potentially take place on 9th May 2023, followed by ongoing industrial action including rostered days home for specific year groups. Some negative feedback has been received from parents.

Action: Mark to send an email to whānau explaining the industrial action and the upcoming Teacher’s Only day

- A mid-term BOT election is likely to take place in November this year. A decision was made to adopt a staggered election cycle by the previous BOT, but this was not minuted.

***“That the Board propose we move to a staggered election cycle, commencing this year.”
Moved Mark Jones/Phil Wheeler/ carried***

- Homestay Coordinators – interviews held with two very good candidates being considered. Successful candidate to be notified by the end of this week.

Finance

- Taken as read
- Bayfield is currently in a good financial position, International income is increasing.

Property

- Taken as read
- Completed three Ministry of Education projects:
 - B1 Learning Support Coordinator office upgrade
 - Replacement of the Canteen windows
 - Renewal of the Deputy Principal’s Office
- Upgrade of B block toilets to be covered by the Ministry money rather than by the School (which will contribute \$150k to the D block instead). An amendment is required to the previous motion, as follows:

***“That the Board proposes to use \$150, 000 of board funding to enhance the modernisation of the D block labs.”
Moved Steph Woodley/Jess Melrose/carried.***

Student Representative

- Nil

Health & Safety

- The lockdown procedure was put to students in the last assembly at end of term one. A practice will be run during term two.
- Two fire drills were held in term one, one unplanned.
- Signs are up to code by the boiler room.
- Science labs – regulations around storing chemicals are to be checked.
- Graffiti in C Block toilets has decreased but increased in the T Block toilets.
- Hall/Canteen fluorescent tubes have been upgraded to LED lights.

Physical Restraint Policy

- A prescribed policy around physical restraint of students is to be in place by 7th May 2023. The Board discussed and agreed to adopt the policy on School Docs.

***“That the Board accept the Minimising Physical Restraint Policy and accept the schedule of non-teaching staff who are approved to use physical restraint.”
Moved Steph Woodley/Jane Chrystal/carried***

Strategic

Whānau Hui – feedback

- Nil

Strategic Plan Development

Worked on at the beginning of the meeting. Steph and Amie met to discuss overarching goals for the new Strategic Plan, drawing on the recent Community Consultation, Te Tūruapō ō te Kura Tuarua ō Bayfield (Bayfield High School Maori Vision) and the current strategic plan. The proposed three overarching goals (with accompanying whakatauki) was supported:

- *Tūrangawaewae*: To be a tauraka waka (landing place) that instils a sense of belonging, pride and connection for akoka, their whānau, staff and the wider community.
 - *Mana*: Acknowledging and fostering the abilities and strengths of akoka, to empower success as an individual, and together as a whanau.
 - *Hauora*: Provide a safe, inclusive, respectful learning environment to support wholistic wellbeing, for akoka to be courageous and have agency in their own learning.
- Discussion was had around what key objectives could be included under these strategic goals and how these should be prioritised over the next 3–4 years
 - To consider whether the vision, mission and values also require a refresh, noting the RISE values are the same as those used by the Ministry of Justice (although the te reo Māori translations differ)
 - Once a draft Strategic Plan is in place, this will be shared with whānau for feedback
 - **Action: Steph and Mark to meet to continue drafting the Strategic Plan, to be presented for further discussion at the next BOT**

Student Discipline and Staffing Matters

To maintain confidentiality while the Board discussed matters concerning a student discipline matter and staffing matters, Steph Woodley put a motion to move the Board into committee at 8.22 pm.

“That the Public be excluded under Section 48 of the Local Government Official Information and Meetings Act 1987 in order to consider a confidential matter”
Steph Woodley/carried

Out of Committee: 8.29 pm

General Business

- Board Function - 12th May 2023 – 6pm - Bistro at the Terminus
Action: Steph to make a booking.

Closed with Karakia

Meeting closed at: 8.30 pm

Next Meeting: 13 June 2023 @ 6.30pm

ACTION POINTS

- Koha – Whaea Sheralyn still in progress, Mark to find out.
- Mark to send an email to whānau explaining the industrial action and Teacher’s Only day.
- Steph and Mark to progress the draft Strategic Plan.