

**Minutes of the Bayfield High School Board Meeting  
held at Bayfield High School on Tuesday 4<sup>th</sup> April 2023 at 6:30pm**

**Present**

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

**In Attendance**

Greer Poll, Bevan Townsend

Open with Karakia by Board members

**Apologies**

Mike Beagley

**Conflict of Interest**

Nil

**Minutes from the previous Board meeting**

Minutes from the previous meeting held on Tuesday 28<sup>th</sup> February 2023.

***“That the minutes of the previous meeting of 28<sup>th</sup> February 2023 be accepted as a true and accurate record”***

***Moved Steph Woodley/Amie Curtis /carried***

**Matters Arising**

- Koha to Whaea Sheralyn to be followed-up by Amie Curtis. A Givealittle page has been set up – request for this information to be posted on the Bayfield FaceBook page and in the school newsletter.
- Excerpts from the Cultural Narrative to be included in the newsletter every fortnight – this is under way.
- Representatives from the Board are to meet with Poutama Pounamu when they visit the School in May.
- Doodle poll about Board function – responses still required.

**Inward Correspondence**

- Nil

**Outward Correspondence**

- Nil

**Resolutions – By Email**

- Nil

**Curriculum Development**

**Principal’s Report and ensuing discussion**

- Taken as read.
- Ministry of Education have informed schools that the confirmed staffing and operational finance for 2023 will be delayed by approximately six weeks. As a consequence we are unable to adopt a finalised budget until late May.
- One report per term will be received from the International Director. A Homestay Coordinator is now required due to the increasing number of international students.

***“That the Board approve the appointment of a permanent Homestay Coordinator at 15 hours per week.”***

***Moved Steph Woodley/Jess Melrose/carried***

- B Block toilets need to be upgraded as soon as possible.

***“That the Board approve the renovations of the B Block toilets using up to \$150,000 of Board funds.”***

***Moved Andrew Stoddart/Jess Melrose/carried***

#### Finance

- Taken as read

#### Property

- Taken as read

#### Internationals

- Nil

#### **Student Representative**

- Everyone is keen for the holidays.

#### **Health & Safety**

- An unplanned fire evacuation drill was held due to biscuits burning in the Food Tech room.

#### **School Docs update**

- 8-12 week to develop our platform.

#### **Bendigo Application**

- Fiona Jack, learning assistant, completed an application for funding to the Bendigo Valley Sports and Charity Foundation. This is for computers to be used in Te Waka Whaikaha. They will be an asset of the school.

***“That the Board approve the application for funding to the Bendigo Valley Sports and Charity Foundation to purchase computers for the SPEC programme.”***

***Moved Steph Woodley/Jane Chrystal/carried***

#### Strategic

##### **Whanau Hui – feedback**

- Nil

#### **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 7.04pm.

***“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: 8.00pm**

## **Strategic Plan Development**

- Steph provided a summary of feedback from Community Consultation in Excel and Word formats. Good information received from whānau and students about the future direction of Bayfield, with common themes emerging across all 7 questions
- Discussion in small groups about potential objectives for draft strategic plan, before coming back as a group to discuss
- Agreement on the key objectives that emerged from the data:
  - Safe, inclusive learning environment: respect between kaiako and taura, comfortable environment
  - Fostering student achievement: success for individuals, growing life-long learners (academic, leaders across all year groups), staff consistency and learning; life skills
  - Community partnerships/connection/engagement: Layered approach to communication; all voices
  - Physical environment: places to gather, connection with the land
- Important to embed these with the Cultural Narrative and Te Tiriti – how do these fit with our RISE values and school vision
- Discussed possible whakataukī, e.g., Poipoia te kākano kia puawi – Nurture the seed and it shall grow
- Referred to the Maori Strategic Plan, and agreed we should use this as a basis for the whole school strategic plan
- **Action: Amie and Steph to meet prior to the next Board meeting to draft strategic goals**

## **General Business**

- Board social function – TBC once Doodle poll completed.
- Congratulations on the school production, well done to all involved.
- Kamar codes – there is no code that covers cultural trips undertaken by individuals (outside of organised school cultural trips).

## **Closed with Karakia**

**Meeting closed at: 9.10pm**

**Next Meeting: 2 May 2023 @ 6.30pm**

## **ACTION POINTS**

- Koha for Whaea Sheralyn – Amie
- Bendigo Trust application – require a copy of the signed minutes which includes resolution (after next meeting)
- Confirm date of Board function – Steph
- Strategic plan – Steph and Amie to meet to draft strategic goals to present at the next meeting