

**Minutes of the Bayfield High School Board Meeting  
held at Bayfield High School on Tuesday 13<sup>th</sup> June 2023 at 6:30pm**

**Present**

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

**In Attendance**

Greer Poll

Open with Karakia by Board members

**Code of Conduct**

**Apologies**

Nil

**Conflict of Interest**

Nil

**Minutes from the previous Board meeting**

Minutes from the previous meeting held on Tuesday 2<sup>nd</sup> May 2023.

***“That the minutes of the previous meeting of 2<sup>nd</sup> May 2023 be accepted as a true and accurate record”***

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

**Matters Arising**

- Koha to Whaea Sheralyn acted on.
- Mark emailed whānau explaining the industrial action and Teachers Only day.

**Inward Correspondence**

- 9 June 2023 – PPTA – PPTA Notice of rolling strike action.

**Outward Correspondence**

- Nil

**Resolutions – By Email**

- Nil

**Curriculum Development**

**Principal’s Report and ensuing discussion**

- Taken as read.

**Finance**

- Taken as read.
- The 2023 budget was discussed at the finance meeting last week, and presented to the full board for discussion.

***“That the Board accept the recommendation from the finance committee that the 2023 budget be adopted.”***

***Moved Amie Curtis/Jane Chrystal/carried***

- It was noted that the price of power is rising. Ba+ – Trust Power – will be signing with them.

#### Property

- Taken as read.
- Costing CCTV installation for security purposes.

#### **Strategic Plan 2023–2025**

- This plan is not exclusive, and will be a living document.
- Discussion had around a few priorities which have been pushed back, with the suggestion that these could be implemented sooner rather than later. For example, prioritise supporting staff with a Māori language plan for staff (supported by students) and a Māori language plan for each year level
- **Action: Mark to format the strategic plan.** We will then publish this through the newsletter and ask for feedback from whānau. The summary feedback sheet from community consultation to go alongside the strategic plan.

#### **Whānau ropu**

##### Whānau Hui

- Mihi to Whaea Sherrill, with a koha to celebrate what she has done in her time at Bayfield. Lloyd going arranging the koha to give and present it to her at the hui. There will be monies in the whānau hui budget and monies left over from the hangi fund. Staff will contribute through the benevolent fund. The Whānau Tutor Group have a gift for her also.

#### **Student Representative**

- Students are frustrated about the impacts of the teachers' strike, including the cancellation of upcoming sporting trips. There is worry about the classes that are being missed and the pressure to try and keep up with school work while rostered off school.

#### **Health & Safety**

- Science labs are beginning to be renovated, dangerous goods will be moved.
- One student received a fractured elbow at the end of an Outdoor Ed class, slipped on the boating ramp.
- OE activities – Mike provided an overview of Outdoor Ed activities and policies in light of the recent caving tragedy at Whangārei Boys High School. If a staff member wishes to do an outdoor activity there is a package they receive which is assessed and a preliminary approval form goes out. Once senior staff are happy with it, the event is put on the calendar. A letter is sent to parents with a consent form. Risk Analysis Management System – safety action plan is documented (what could go wrong and what to do). We look extremely closely at anything that involves water activities, check adequate staffing, and the makeup of the group of students going. When everything has been considered and checked, the plan is signed, copies kept with Mike. Board then take ownership of the activity. It was agreed that it was important that staff never change what has been planned. Need to remind staff of that. There have been three prosecutions in New Zealand related to schools. The Board have liability as a whole, Board members have no individual liability.

#### **General Business**

- Acknowledge the sad passing of Whaea Sheralyn, thanks to Amie, Jane, Andrew and Liz Stoddart, Catharine Khan and Lloyd. Thanks to all the students who did a wonderful supportive

job over the three weeks. It was a privilege to be a part of the whole process. Lots of feedback for the pride of the students in all areas of their involvement.

- How are staff doing? A bit unsettled with industrial action and staff appreciated the time to go through the grieving process alongside the students. Hopefully made Whaea proud.
- Acknowledge the passing of Kristan Mouat – Co-Principal of Logan Park High School. Bayfield will send a morning tea to Logan Park staff in the near future.
- Caretaking duties a bit stretched at the moment, due to caretaker's personal situation.
- Cromwell exchange is going to be cancelled this term due to industrial action. Mike hopes to find a date in term 3 for this to go ahead.
- Struggling with international homestays for term 3, a combination of short/long stays available and have been advertised to the community. May need to revisit payments, particularly as the University offers more
- Open Night – 19<sup>th</sup> July 2023 – having Board members here to go around with groups will be valuable. There will be the two sessions (5pm and 7pm) as per 2022.
- Discussion about the possibility of a virtual tour, which could also be integrated with new website. Jess Melrose to organize this.
- Website – Steph to write brief on the BOT to send to the developers.

### **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 8.15pm.

***“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: 8.27pm**

**Closed with Karakia**

**Meeting closed at: 8.40pm**

**Next Meeting: 1<sup>st</sup> August 2023 @ 6.30pm**

### **ACTION POINTS**

- Mark – Strategic plan formatting
- Jess Melrose – virtual tour for website
- Steph – BOT information for website