

Minutes of the Bayfield High School Board Meeting
held at Bayfield High School on Tuesday 1st August 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,

In Attendance

Greer Poll, Mike Beagley

Open with Karakia by Board members

Code of Conduct for State School Board Members

The previously signed Code of Conduct was voluntary document, the newly amended Code of Conduct is now compulsory to sign.

Apologies

Hazel McDermott (Student Rep Co-opted)

Conflict of Interest

Nil

Minutes from the previous Board meeting

Minutes from the previous meeting held on Tuesday 13th June 2023.

“That the minutes of the previous meeting of 13th June 2023 be accepted as a true and accurate record”

Moved Steph Woodley/Jane Chrystal/carried

Matters Arising

- Mark is still working on the strategic plan.
Action: *Steph to arrange for strategic plan to go out to the community for week beginning 7 August 2023 (in newsletter), along with information from consultation document and other BOT news.*
- Virtual tour of Bayfield. Jess mentioned that there had been lots of conversations and visions. Matthew Grey has been helping with this, and some hi-tech equipment required to get better quality videos (approx. \$350 in funding required). Jess to liaise with Paul McDowell about resources in media studies and other staff/BOT for input on the draft version. Hoping to have this done by end of Term 3.
- Information for the school website to be compiled; still awaiting draft from developer.
Action: *Steph to send BOT information around for comment.*

Inward Correspondence

- 14 June 2023 – NZSTA – Sector update – Code of conduct for school board members
- 28 June 2023 – Ministry of Education – Consent letter – Board funded property project 234768 – upgrade of Block D Laboratories
- 7 July 2023 – BDO Invercargill (auditors) – BHS representation letter and audit of accounts
- 10 July 2023 – NZSTA – Voting papers for NZSTA President and Board
- 25 July 2023 – Louisa Chrystal-Lowe – Māori Whānau group and kaiko

Outward Correspondence

- 27 July 2023 – Louisa Chrystal-Lowe – Acknowledgement of letter to the Board (Steph)
- 28 July 2023 – NZSTA – Voting papers for NZSTA Board and President (Steph)

Resolutions – By Email

- Nil

BOT Elections

- We need to elect a Returning Officer for the upcoming 18-month election cycle.
- Greer has provided nominal dates (a bill is currently before Parliament to change the election date) which the Board agreed to.
- Calls for nominations (forms) to be sent electronically.

***“That the Board appoint Greer Poll as Returning Officer for the upcoming 18 month and student representative elections.”
Steph Woodley/Amie Curtis/carried***

Curriculum Development

Principal’s Report and ensuing discussion

- Taken as read.
- Erin Thompson has been appointed as 2IC English.
- Rene Lammers has taken a medical retirement. He will be recognised for his contribution at Bayfield around the end of term.
- Māori kaiko – Advertisement currently out for this role, and any suggestions or ideas are welcome in terms of recruitment strategies.
- Recruiting for International Director. Mark and Steph interviewed candidates last week. An applicant has been offered and verbally accepted the role as of Friday 28 July 2023. We are now negotiating a start date.
- Attendance Officer – This is a new fixed term (two terms) role that is externally funded by the Ministry through their attendance and engagements funds. Brian Treanor is providing admin support to the Deans.
- Student achievement data – complete 2022 data presented, with some pleasing results. Due to industrial action, interim 2023 data not available (junior or NCEA), but should be available after Week 8, Term 3
- Senior Parent Teacher Interviews – These were cancelled in Term 2 due to the industrial action. Discussion held about these and their value in terms of developing relationships with whānau and students. There is normally a three week cycle required to organise parent teacher interviews for seniors, and need to be mindful of the teachers’ workload and upcoming practice exams/events.
Action: *Mike will consult with staff to see if holding the interviews later in Term 3 is a possibility.*

Finance

- Auditor has given Bayfield accounts a clean bill of health.
- Term Deposits – prior to each financial meeting David will inform the Finance Committee of which term deposits are due for renewal and these be discussed at the finance meeting. Bank-related documents to be added to the Finance Committee correspondence.

Property

- The renovations of the D Block science labs are underway, alongside the B block toilets (these will be done in the upcoming holidays).

- There is an expensive water leak that is proving hard to locate. The DCC will be bringing in a Doppler to attempt to locate the leak.

Student Representative

- Nil

Health & Safety

- Injuries register – nothing to report.
- Radioactive isotopes located in the D Block renovations. Mike has made inquiries with various organisations (including the DCC and University) to seek advice on how to dispose of this.
Action: *Mike will email Karen Reader with details of the substances and enquires will be made with the university regarding disposal.*
- Asbestos in science labs being sorted over weekend.
- Mountainview trip is this weekend, weather dependent, all safety measures have been discussed.
- Ski trip during weekend of 4-6 August.

Strategic

Strategic Plan 2023-2025

- Discussion about involving all staff in a hui, relating to the Strategic Plan. If possible we would like to hold this at Ōtākou marae. Amie advised that September and October are fully booked, so we will look to November 2023
Action: *Amie to check the available dates and liaise with Mark about booking a time.*

Māori kaiako/Whānau tutor group

- Mariana Whakamoe has been appointed to teach the junior te reo Māori classes. As she is not a qualified teacher, she is practicing under a limited appointment to teach (LAT) registration. She is also being supported by a teacher within the classroom
- The letter received from Louisa Chrystal-Rowe was discussed, and the BOT is happy for our taurira to support advertising for a Māori kaiako. Agreed that students are welcome to make a video/tik tok, to generate interest – and to pass this by staff and whānau Maori before posting.
- In relation to social media, agreed it would be beneficial to update Bayfield's Facebook page with news relating to our whānau tutor group. This means any prospective kaiako will have a better feel for our taurira, as well as other prospective staff and students. Important to promote this asset.
- Whaea Sherill (with help of Amie) will draft a job advertisement that begins with a mihi, to be linked to our strategic plan – should we not be successful with recruiting through the position that is currently being advertised. We could also try advertising through the cultural networks.
- Discussion about making sure we can attract a Māori kaiako, including making this a leadership role. The position currently advertised does make available an extra unit, but agreed that this should be key part of any future advertisements (if not successful with the current advert) – to employ a Māori kaiako in a Dean's role (kaitiaki). Mark advised that the staff need to be consulted in any alteration in leadership units, and that this unit (kaitiaki) would be BOT funded in the interim.
- Discussion also held around was asked if someone could step into this role until it is filled?
Action: *Staff to be consulted by Mark on the Māori kaiako position, including the unit, with assistance from Amie. Mark to also discuss with staff if anyone has any interest in stepping into the whānau group role until it is filled, to continue their personal development in this space*

“That the Board supports the appointment of a Maori kaiako at Dean/ kaitiaki level, after consultation with staff.”

Steph Woodley/Andrew Stoddart/carried

- Louisa’s letter mentioned that the culture of the whānau tutor group, especially during USSR, has changed. It was discussed that literacy can take on different forms, and work will be done with staff around USSR activities. Agreed that the culture of the whānau tutor class should remain as it was under the guidance of Whaea Sheralyn.

Te Kura programme – students are concerned about not having access to the appropriate support and resources to successfully pass their course. Two key issues were discussed: (1) the importance of ensuring that the students can keep up with their work and submit this on time; and, (2) having some support within the classroom, preferably of someone who speaks te reo, to help students so that they can move forward with their work. It is hoped that Miriana could assist with Yr11’s with some guidance from staff.

Action: Mike/Mark to liaise with Leeana Duncan who oversees the Te Kura NCEA submissions, to make sure these are in hand.

Action: Employ someone on a part-time basis (e.g., a university student) to assist the students with te reo Māori. Some ideas were discussed on how to progress this.

Action: Whānau hui to discuss Waitangi trip.

Action: Steph to reply to Louisa’s letter.

Website

Still waiting on website developers to get back to us about this. Next meeting discuss.

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 7.43pm.

“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: 8.14pm

General Business

Nil

Closed with Karakia

Meeting closed at: 9.14pm

Next Meeting: 12th September 2023 @ 6.30pm
17th October 2023 @ 6.30pm
21st November 2023 @ 6.30pm

ACTION POINTS

- Mike – consult with staff regarding Senior Parent Teacher Interviews

- Mark – working on Strategic Plan. Steph to arrange for this plus BOT update to go to the community
- Jess – Virtual tour of Bayfield
- Mike – Email Karen Reader regarding radioactive isotopes.
- Karen – Make enquiries with the university regarding disposal of radioactive isotopes.
- Amie – send available dates for a hui to Mark, preferably in November 2023.
- Mark – to consult with staff around appointment of Māori kaiako in a Dean/kaitiaki position, and to see if someone on staff would have an interest in stepping into this space (including the whānau tutor group)
- Mark/Mike – liaise with Leeana about Te Kura submissions; seek to employ someone on a part-time basis to support the senior taura with te reo Māori
- Amie – to pass information to whānau group about fundraising for Waitangi trip etc
- Steph – respond to Louisa