

Minutes of the Bayfield High School Board Meeting
held at Bayfield High School on Tuesday 28th February 2023 at 6:30pm

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

In Attendance: Greer Poll, Mike Beagley

Open with Karakia by Board members

Apologies: Nil

Conflict of Interest: Nil

Minutes from the previous Board meeting

Minutes from the previous meeting held on Tuesday 31st January 2023.

“That the minutes of the previous meeting of 31st January 2023 be amended and accepted as a true and accurate record”

Moved Steph Woodley/Amie Curtis/carried

Matters Arising

- My Study Series – only PE is available at present, Maths and Science are being developed. The cost for three study series is similar to the price of two. Will look at these further once Maths and Science are available
- Whānau tutor groups and house groups; Jess and Amie met with Sherilyn. It is good to see some of the Deans attending the whānau hui. Jess had a conversation on behalf of the Deans, to understand how to be part of the process and the dynamics of the space. Whānau tutor group is open to staff informally popping in. Everyone is welcome to be involved in the whānau hui.
- Meet the teachers, survey and community presentation; around 70 attendees, similar numbers at other schools.

Inward Correspondence

- Nil

Outward Correspondence

- Nil

Resolutions – By Email

- Nil

Schedule of Delegations

- Read and accepted

“That the Bayfield High School Board accept the Schedule of Delegations”

Steph Woodley/Jess Melrose/carried

- The Board have considered the documentation of overnight trips and out of the district trips – i.e. trips around water, rock climbing (normally checked and authorised by the DP). Under the Health & Safety Work Act the Board is covered. The Board is happy for the process of signing off-site activities to stay as it is currently.

Curriculum Development

Principal's Report and ensuing discussion

- Taken as read.
- A new Food Tech teacher has been appointed, to start in Term 2.
- Guidance Counsellor interviews to be held, Wednesday 8th March 2023 after 4pm, Steph Woodley will be the Board representative.
- Five New Zealand scholarships were obtained in 2022
- Kathryn Burkett – staff professional development and a community forum about the adolescent brain. For staff she covered how to de-escalate stressful situations, the need to support all that get involved in the situation as it arises and that it's imperative to have a relationship with students.
- 600.1 students – 127 identify as Māori.

Finance

- Taken as read
- Surplus that we initially finished 2022 on was high but various expenses will bring this figure down to \$250,000.
- Staff Banking \$1,500 in deficit
- The two term deposits are to be reinvested at a 6 month rate. Another term deposit comes due in March.
- David Irvine, the Financial Manager is working on how to best report financial information to the Board.

Property

- Taken as read
- New windows are going into the canteen at the moment.
- B1 office is not yet finished, it will be a couple of weeks away.
- Deputy Principal's office is being worked on.
- Hall lighting now all LED's.

Internationals

- Nil

Student Representatives

- All aspects of school life have started.
- Breakfast club and homework club have started.
- Tutors available every day in the library after school.
- Canteen, everyone is loving the food, there is normally a huge queue. IOUs still to be paid to Canteen from when the eftpos was not working
- Library computers – Mike confirmed that only juniors can take out the library computers.

Health & Safety

- The final clean and spraying of Deputy Principal's office has been done.
- Lift issue – currently there is no working phone in the lift, but work is taking place to fix this.
- Building WOF – curtains over the doors in Hall are no longer allowed to go across doors as they are a fire exit hazard.
- Fire drill – an unplanned drill occurred last week; it went well. There was a hour and a half visit by the fire brigade, for the student who pushed the alarm.
- The heavy door behind the Tech Block (within locked compound) has been broken off its hinges, it is to be fixed.

School Docs update

- 8-12 weeks to receive the documentation related to this

Strategic

Whanau Hui – feedback

- Quite a few new whānau, Deans etc attended the whānau hui on 8 February.
- Cultural Narrative – handover by Megan Pōtiki was a nice, relaxed event – further advertising of this may have increased community attendance. We will be releasing portions of the narrative into the newsletter (suggested student leaders could be responsible for this). First viewing of the haka was exciting.
- Whaea Sherilyn is unfortunately not well. Suggested that we send a koha to her from school or whanau hui.
- Whaea Sheryl acknowledged for stepping in to a relieving position. She will continue until end of T1. This is to be mentioned to the students, as some have been anxious about progressing their work. Lots of support being put in place.
- Poutama Pounamu feedback – is there a plan to get together and debrief with Poutama Pounamu (before end of T1)? Work will be done with two key departments.
- Manu whenua – Amie has written a report, which included asking if they still approve of her being their representative on the Board.
- Setting up the Whānau tutor group – have staff been informed about the background to the set up? (Positive) perspective of parent on how this group has impacted their child.
- A recording of Megan Pōtiki unpacking the Cultural Narrative will go on Facebook.

Action: Approach student leaders to select portions of the Cultural Narrative to include in the newsletter
Action: Arrange for the Board to meet with people from Poutama Pounamu

Analysis of Variance for 2022

- Taken as read – most goals have been achieved.
- The number of students who feel unsafe at school has increased slightly on previous years.
- A number of activities couldn't be held due to Covid – pushing values, various activities. It will be interesting to see T2 survey results.
- Attendance – talking to families. Some students are excused non-attendance, some families do not value school.
- Gateway – increase in number of places has increased the number of students who have stayed. One problem with Gateway is students trying to keep up with workload. Teachers having to alter teaching to fit.
- Thank you to Mark for putting the Analysis of Variance together, congratulations on the targets that have been achieved.
- It was felt that 2022 has been the hardest of the last three Covid years.
- Training for teachers regarding de-escalation is dependent on the trainer. Restraint documentation is now coming out.

“That the Bayfield Board accept the Analysis of Variance for 2022”
Steph Woodley/ Andrew Lee/carried.

Community Consultation – update

- Feed-back to be collated and presented at next meeting, to feed into the Strategic Plan

Pathway Coordinator – Leeana Duncan

- Leeana Duncan gave an overview of her role and the work undertaken. The goal is: To ensure students have access to supports to reach their career goals.
- 2021: Funded for 39 places, placed 40 students out into the workplace.
- 2023: Funded for 50 places.
- Otago Secondary Tertiary College – 17 students.
- Leeana acknowledged the great support she has in Sally Vorgers.

Student Discipline and Staffing Matters

To maintain confidentiality while the Board discussed matters concerning a student discipline matter and staffing matters, Steph put a motion to move the Board into committee at 8.29pm.

“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/Amie Curtis/carried

Out of Committee: 8.31pm

General Business

- Board social function – it was suggested that this be held at the beginning of Term 2. Friday would suit. Action: Steph to organise a Doodle poll

Closed with Karakia

Meeting closed at: 8.31pm

Next meeting: 4th April 2023 @ 6.30pm

ACTION POINTS

- Koha to Whaea Sherilyn
- Approach senior students to select portions of the Cultural Narrative to include in the newsletter
- Arrange for the members of the Board to meet with people from Poutama Pounamu
- Doodle poll for Board social function