

Minutes of the Bayfield High School Board Meeting
held at Bayfield High School on Tuesday 21st November 2023 at 6:30pm

Present

Steph Woodley, Andrew Lee (Student Rep), Phil Wheeler, Jess Melrose, Mark Jones, Jane Chrystal, Andrew Barton, Chris Gold (ERO via Zoom)

In Attendance

Greer Poll, Mike Beagley

Open with Karakia by Board members

Apologies

Andrew Stoddart

Conflict of Interest

Nil

Official welcome to Andrew Barton.

Minutes from the previous Board meeting

Minutes from the previous meeting held on Tuesday 17th October 2023.

“That the amended minutes of the previous meeting 17th October 2023 be accepted as a true and accurate record”

Moved Steph Woodley/ Andrew Lee/carried

Matters Arising

- Bayleaf – to be discussed at the beginning of 2024
- Iconography images – feathers in progress, these tie in with Bayfield’s cultural narrative
- Kaiako role has been advertised, to discuss later in agenda
- Ōtākou marae – very successful and productive visit, enjoyed by all staff and BOT members
- Staff well-being survey – to be distributed in the next few weeks
- Draft virtual tour. Footage of two departments still to be obtained

Inward Correspondence

- Nil

Outward Correspondence

- Nil

Resolutions – By Email

- Nil

Curriculum Development

Principal’s Report and ensuing discussion

- Taken as read.
- Yr 8 Day was held with just under 100 students, this is a little down on previous year

- Interviewing for part-time guidance counsellor on 22 November 2023
- Ōtākou marae visit was enjoyed by all staff. We would like to try to embed this as a yearly event, for a chance for staff to gather together and be involved in activities that contribute to the strategic direction of the school. Holding this for a full day or starting earlier in the day would be appreciated, as some staff had to leave a bit early due to child-care commitments.
- A Hard Technology teacher has been employed – Paul Byers.

Action: Mark to organise a visit to the marae, preferably towards the start of the year if available

Finance

- Taken as read
- The boilers are being converted to use woodchips, but we have no idea what the cost of running this will be
- The capital expenditure items:
 - \$24,000 for lathes.
 - \$25,000 Gateway car. In the short- to medium-term it is cheaper to buy than to lease a car. The car will have sign writing on it to advertise Bayfield. It will be available for other groups to use, but first and foremost is for Gateway.
 - \$30,000 for associated chrome books with COWS.
- Draft Budget – deficit of \$142,000 the biggest component is \$200,000 for over-staffing next year.

***“That the Board accepts the Draft Budget for 2024.”
Mark Jones/ Steph Woodley/Carried***

***“The Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2023 Annual Accounts on the Board’s behalf when confirmation is received that the audit has been completed.”
Jane Chrystal/ Phil Wheeler/Carried***

***“The Board approves the 2023 budgeted Statement of Financial Position and 2023 budgeted Statement of Cash Flows, which are both derived from the Board’s approved 2023 operating and capital budget.”
Jane Chrystal/Phil Wheeler/Carried***

***“That the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2023 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2023 year and will include an income amount and an equivalent expenditure budget.”
Jane Chrystal/ Phil Wheeler/Carried***

***“That the Board approves the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2023. The 2023 figure will include an income amount and an equivalent expenditure budget.”
Jane Chrystal/Phil Wheeler/Carried***

Property

- We are coming to the end of a four-year cycle.
- Currently the admin staff toilets are being upgraded.

- Steph mentioned that the staff room looks a bit tired. Mark confirmed that the Ministry of Education would not fund any upgrades, and that anything more than painting and curtains would need the Ministry's approval. Potential for our textiles and hard technologies departments to assist? Also, would it be possible to have a private outside area for staff?
- Shade – options for the quad area? Due to Health and Safety regulations we cannot use shade sails. Other options include sun umbrellas, sunscreen readily available outside, sun hats (but unlikely to be popular with students) or caps?

Action: Discuss updating of the staffroom at a meeting in 2024.

Student Representative

- Nil

Health & Safety

- Taken as read
- Health and Safety review noted that the lathes were no longer sufficient.
- A checklist for each lab to completed early T1 & T3 2024. Procedures in place.
- Bob Hartlebury is joining the Health & Safety Committee.
- Dave Goodwin is enrolled in a Health & Safety representative course.

A Lock-down occurred (14/11/2023) due to a firearms threat received by email:

- All students were safe and calm.
- Police controlled the boundary and senior staff were in 5 key areas of the school. Jess noted that she was in the admin area so had a lot of information on what was happening, but other staff were more isolated.
- Communication to families was initially via Facebook. Three parents were unhappy with communication; Mark has responded to their concerns. Many parents also contacted Bayfield to express their thanks of how this situation was managed. Other options for communication:
 - A notice can also be added to the school website page.
 - Email out through Kamar to all parents.
 - It has been learnt that we can send mass texts out through MSM, which will be done in future, informing caregivers to look at their emails and the BHS website.
 - Police request that we not put out too much information.
 - In these situations, it is important to limit the number of staff (and students) that are online.
- Jane asked if the Board had officially thanked the staff. A morning tea was provided by the Board on Wednesday morning.
- It was acknowledged that the way the scenario unfolded was not a one that we had a procedure for, as it was not a "routine" day. This meant that some key people were not where they were needed.
- In the last week, the SLT have looked at other scenarios and implemented new procedures.
- In usual circumstances, once the lockdown is over, everyone is to go to gym, roles are to be checked and a debrief held. In this situation, senior students were sitting NCEA exams (which were delayed) and so the debrief differed to usual as students needed to start their exams
- A full debrief for the 14 November 2023 lockdown will occur this year.

School Docs

- Nationwide best practice documents – the two policies for this meeting were reviewed and no changes were required

- The link and log-in details to School Docs has been in the newsletter, for whānau to comment on, no feedback was received

Strategic

Strategic Plan 2023-2025

- Chris Gold has taken over from Juliette Hayes, as our ERO review partner, and joined us via Zoom. Chris provided an overview of the New Zealand education system, including the responsibilities of the Board, and EROs role in supporting schools in evaluation practice. ERO is going through an evolution and adopting a new model of review. This is based on a partnership, and we are in the third year of the cycle.
- Bayfield was initially one of the first schools in new model. Chris has been in the school over the past few weeks, with two more meetings at end of the cycle, followed by a report (which is different to previous reports).
- Chris and the Board, discussed the Board assurance statement, and helped clarify some areas of this document
- Principal's appraisal will be completed early next year by external advisor. Chris Gold commented that a mix of external and internal appraisals is good and useful for boards. She encouraged the Board to work alongside an external advisor, as this is one way of knowing that your principal is executing your priorities.
- ERO check areas that are high risk to students: health & safety, personnel.
- Health Curriculum consultation – this will be done in the next few weeks, by survey. It was last consulted on just over two years ago.
- Personnel Section–Children's Act. The Board had some questions around Section 1C – verification of identity. ERO expects board has taken all reasonable checks that they are who they say they are and have not taken on the identity of someone else. Chris recommended that we keep as many records as possible to prove the check has been done.
- Mark and Steph reviewed the Board Assurance document last week and shared this with the Board. Once received and processed by ERO, a report will be generated
- Completed assurance documents from the board required before 13 December 2023.
- **Action:** Mark and Steph to sign the document and return to Chris Gold.

Maori kaiako

- An interview has taken place, with Mark, Steph and Sherrill Passau. The candidate is strong relationally, pastorally and with respect to tikaka. He is confident to teach te reo Māori to Yr9 and Yr10 and will utilise Te Aho o Te Kura Pounamu for Yr11-13 for at least the first year.
- The candidate feels confident that he can support and teach our senior taura and will engage in PD.
- Not linked to mana whenua but is willing to build connections
- Involved in kapa haka in his previous role.
- Discussion was had around appointment, and agreed to

International Subcommittee

- Nil

Staff Wellbeing at school survey – NZCER

- Work in progress

General Business

Steph thanked the Board for their work this year.

Closed with karakia

Meeting closed at: 9.08pm

Next Meeting: 30th January 2024 for strategic planning

ACTION POINTS

Action item	Person/people responsible	Timeframe
Organise another trip to Marae	Mark	Next meeting
Updating of the staffroom	Board	A meeting in 2024
Return assurance document to ERO	Mark/Steph	November