

**Minutes of the Bayfield High School Board Meeting**  
**held at Bayfield High School on Tuesday 20<sup>th</sup> February 2024 at 6:30pm**

**Present**

Steph Woodley, Andrew Lee (Student Rep), Phil Wheeler, Jess Melrose, Mark Jones, Andrew Barton, Andrew Stoddart

**In Attendance**

Greer Poll, Mike Beagley, Anna King

**Apologies**

Jane Chrystal

Open with karakia by Board members

**Conflict of Interest**

- NZSTA Register – no conflicts.

**Minutes from the previous Board meeting**

Minutes from the previous meeting held on Tuesday 30<sup>th</sup> January 2024.

***“That the minutes of the previous meeting on 30<sup>th</sup> January 2024 be accepted as a true and accurate record”***

***Moved Andrew Barton/Jess Melrose/carried***

**Inward Correspondence**

- Nil

**Outward Correspondence**

- Nil

**Resolutions – By Email**

- Nil

**Code of Conduct**

- Read aloud by Steph, signed by Board members.

**NZSTA – Board checklist for Term 1**

- Some items on this list are already in progress or have been completed.
- Principal’s professional growth cycle – final meeting with independent appraiser (Ros McQuillan-Mains) for the past year is next week, with report to follow
- Learning development opportunities for Board members – reminder about upcoming NZSTA courses around governance (in-person, March)

**Board schedule/workplan 2024**

- A reminder about the workplan that sets out the key strategic items for discussion at each meeting
- On 21 and 22 May (starting at 6.30pm) we have set two additional meetings, to receive reports from the different curriculum areas

## Delegations

- See attached.

***“That the Board accept the Schedule of Delegations with the amendment for 2025 (change Trustees to Board Members).”***

***Mark Jones/Steph Woodley/carried***

Discipline committee – Steph Woodley, Jane Chrystal, Phil Wheeler, Andrew Barton

Finance committee – Andrew Stoddart, Steph Woodley, Mark Jones, Mike Beagley, David Irvine, Andrew Barton

International committee – Phil Wheeler, Mark Jones, Bevan Townsend, Liz Gold

***“That the board delegate the above members to the delegated committees with a requirement that they report back to the Board.”*** Steph Woodley/Andrew Lee/carried

## Curriculum Development

Principal’s Report and ensuing discussion.

- Yr9 pupil enrolments are now at 98. We expect approximately 30-40 new students coming in during the year and others leaving.
- The demographics of Dunedin school roles between now and 2030 show that the school populations will drop by about 16.4% based on the last data set available from the Ministry.
- Latest report from NZQA shows that the extra work done at the end of 2023/beginning of 2024 is paying dividends. Level 1 NCEA pass rates have increased by 5% (final data yet to be confirmed)
- We are still advertising a couple of positions and working through appointments.
- Six NCEA scholarships gained in 2023, with a larger proportion of students obtaining this qualification compared to 2022
- Unfortunately we are highly unlikely to get any reimbursement from the Dunedin City Council or the Ministry of Education for the water leak. The leak has been found and repaired.
- Concept plan for installation of school wharenuī, \$7,000 + GST. This was discussed at the whānau hui last week and agreed to

***“That the Board approve the expenditure of \$7,000 + GST with Oakley Gray for concept plans for a school wharenuī.”***

***Moved Andrew Stoddart/Phil Wheeler/carried***

## Strategic

### **Strategic plan – 2024**

Strategic plan and annual implementation plan – prepared in the new format

An item relating to staff culture (3.4) has been added to the strategic plan – in 2024 the goals and actions related to this will be incorporated into the second item on the annual plan

### **Annual Plan**

- Four main goals for 2024 chosen from the strategic plan
- Cultural narrative has no specific target as this is difficult to quantify. However, the cultural narrative is really important to what we have been doing over the last few years, and in the future
- Goal 3 = Attendance – it is vital that correct attendance codes are used otherwise this can skew figures. Students who attend less than 70% of the time are 21% of our school, with the aim to halve this in 2024. We have applied to the MoE for funding for a person to help monitoring attendance. This trend is being seen internationally, and in the UK and USA is known as the “big turn off”, as students are no longer engaging in education.
- Staff still have time to provide feedback – some feedback has already been received.
- Important to explain acronyms as this will be read by our whānau and community

- Suggestion that the design of the Charter, Strategic and Annual Plan document may be able to be passed by someone in the School who has expertise in this area, prior to it being published on the website
- School values – discussion that we will consult the community about these this year (even though this is not an item in the annual plan)

**Action:** Mark to finalise document in conjunction with Steph and add to website

### **Mobile phone rules**

- New legislation introduced by the government (bylaw). Term 2 will see the 'phones away for the day' policy enforced. Phones must be kept in bags with no access to phones during interval or lunch time.
- There are a few criteria that students will be allowed to have access to their cell phones:
  - essential for monitoring a medical condition,
  - overcoming a specific learning need (e.g., international students may use this to help with translating),
  - where nothing else could replace the phone for learning purposes.
- Information will go out in the newsletter this week, and feedback invited, to be given to the principal over the next couple of weeks
- Students will be informed on Friday 23 February 2024.
- We will start to implement the change in mid-March to be ready for Term 2.
- Applications can be submitted to the Principal for an exemption.
- Information to also be included in the parent handbook.
- In the case of school trips, what will the policy be?

**Action:** Review the policy in relation to school trips, could circulate via email prior to the next meeting

### **Mana whenua representative**

- This position is still vacant.
- Steph will have another chat to Amie Curtis around suggestions for a person to join the Board.
- This could also be raised at the next Whanau Hui.

### **Student Representative Report**

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 8.25 pm.

***“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: 8.30pm**

**Closed with Karakia**

**Meeting closed at: 8.32pm**

**Next meeting: 26 March 2024**

# BAYFIELD HIGH SCHOOL

## SCHEDULE OF DELEGATIONS

The purpose of the schedule is to ensure that the effectiveness of the governance and management of the school is maintained, to provide an agreed basis by which the Principal can exercise their responsibilities, and to enable responsibilities delegated to be monitored. This policy is reviewed annually and membership of committees named.

### **Resolved that:**

1. Except where the Board at its discretion otherwise determines, the Deputy Principal will be appointed Acting Principal in the un-contactable (for more than one whole day) absence of the Principal. Where the Principal and Deputy Principal are absent one of the Assistant Principal's will take on the role of Acting Principal.
2. The Principal has delegated authority to attest employees' performance and determine salary increments as per school procedures and Collective Agreements or Individual Employment Agreements.
3. The Principal carries out staff competency procedures in accordance with the applicable employment agreement provisions.
4. The Principal carries out initial inquiries in regard to complaints against staff members in accordance with the applicable employment agreement provisions and the Board complaints policy.
5. The Principal undertakes any inquiry into a possible breach of discipline. In the event the issues under investigation are not resolved by the Principal or the Principal is of the view that the matter should proceed to the Board, then the Principal may initiate formal disciplinary procedures by forwarding relevant documents to the Board for this purpose as per any relevant employment agreements.
6. The Principal may suspend any employee in the case of serious misconduct as per the relevant employment agreement of the employee, during any inquiry or following receipt of a complaint if satisfied that the welfare and interests of any student attending the school or of any employee at the school so requires.
7. The Principal is appointed on behalf of the Board as the Privacy Officer.
8. The Deputy Principal be delegated the authority to sign off low risk day activity. RAMS/EOTC/Permission forms
9. The appointment of staff is carried out by the Principal in accordance with the Board's appointment policy.
10. The Principal has authority to grant discretionary leave up to a maximum of 5 days.
11. The Board delegates to the Principal the task of undertaking police vetting and monitoring of teacher registration.
12. The Principal has delegated authority to undertake mandatory reports to the Education Council of NZ as required.
13. The Principal signs agreements, contracts and Ministry of Education documents that require the Principal's signature.
14. The Principal has authority to spend up to the limits of the approved annual budget. The Principal may delegate to other budget holders excluding the depreciation budget.
15. The Principal has authority to spend up to \$10,000 on emergency works as part of the documented property projects.
16. The Principal be delegated the power to authorise expenditure as per the financial delegations schedule.

17. The Principal has delegated authority to control access to EdPay by authorised personnel.
18. The powers conferred on the Board under relevant sections of The Education and Training Act 2020 are delegated to the Board discipline committee made up of no fewer than 3 members to work within the established terms of reference.
19. The Board Secretary to be delegated the role of Electoral Returning Officer of the Board.
20. The Board Chair signs agreements, contracts and Ministry of Education documents that require the Board Chair's signature.