

**Minutes of the Bayfield High School Board Meeting
held at Bayfield High School on Tuesday 31st January 2023 at 6:30pm**

Present

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

In Attendance

Greer Poll, Mike Beagley, Lloyd McGinty (Community Consultation only)

Open with Karakia by Board members

Appointment of Presiding Member

Mark Jones called for nominations for Presiding Member.

Steph Woodley nominated by Andrew Stoddart/Phil Wheeler/Carried

Apologies

Jess Melrose

Conflict of Interest

Nil

Minutes from the previous Board meeting

Minutes from the previous meeting held on Tuesday 22nd November 2022.

“That the minutes of the previous meeting of 22nd November 2022 be accepted as a true and accurate record”

Moved Steph Woodley/Amie Curtis/carried

Matters Arising

- 18 month election cycle – Jane Chrystal is sitting for an 18 month election cycle. Karen Reader will also put herself forward for an 18-month term if it is required. Dates for the midterm election are not yet known,
- HoD – My Study Series – Hazel used this in Yr11 PE and found it useful. Mark to follow-up
- Whānau tutor groups in relation to house groups – carry over to next meeting

Inward Correspondence

- 30 January 2023 – NZ School Trustees Association – Industrial Action by Secondary Teachers in-Term 1 2023.
- 31 January 2023 – SchoolDocs – NZ Secondary School Policies and Procedures Manual Service Agreement

Outward Correspondence

- Nil

Resolutions – By Email

- 28 November 2022. That the Bayfield High School Board of Trustees resolves to apply to Bendigo Valley Sport & Charity Foundation for a grant of \$6,000 (exl GST), being a contribution towards two portable tennis nets.

- 22 November 2022. That the Bayfield High School Board resolves to apply to Lion Foundation for a grant of \$6,000 (excl GST), being a contribution towards two portable Basketball hoops.
- 30 January 2023. That the Bayfield High School Board resolves to apply to Grassroots Trust Central Limited for a grant of \$6,900 (excl GST), towards the cost of audio and sound equipment for the 2023 Bayfield High School production of Wizard of Oz.

***Correspondence and resolutions accepted
Moved Steph Woodley/ Jane Chystal/accepted***

Meeting dates (6.30pm start)

Term 1 – 28 February (Teams/Zoom for Jane Chrystal), 4 April

Term 2 – 2 May, 13 June

Curriculum Development

Principal's Report and ensuing discussion

- Taken as read.
- History/Social Studies for Term 1, sabbatical cover sorted in-house.
- Canteen – with the departure of Libelle, Liz Rades has been employed. Everyone is very excited to have Liz return to the Bayfield family. London House's meal contract will be provided by Bayfield canteen in due course.

Finance

- Taken as read

Property

- Taken as read

NCEA Preliminary Results

- Taken as read. Results were quite pleasing and will only improve as results continue to come in until late February.

Internationals

- Due to Auckland flooding, there have been major delays.
- We are starting Term 1 with 20 international students actually in school.
- Reviewed the tuition fees which have not changed for 5 years. To come into effect in 2024:
 - Full year: from \$15,000 to \$15,500 in 2024.
 - Three Terms: \$12,000 (no change)
 - Two Terms: from \$8,000 to \$8,250
 - One Term: from \$4,000 to \$4,250
 - Four Terms \$15,500

“That the board accept the proposed school fees for 2024 international students and amendments.”

Steph Woodley/AmieCurtis/carried.

International fees have not changed for five years.

Strategic

Community Consultation – Planning for 2023

- 9th February 2023 (starting at 5.30pm), to be held in conjunction with Meet the Teachers evening and sausage sizzle
- This is open to students at all year levels and their whānau, to meet the staff and then contribute to the community consultation This is open to students at all year levels and their whānau, to meet the staff and then contribute to the community consultation event.
- Stations to be set up in the hall with tables, and whānau will have the opportunity to respond to questions using post-it notes. Once completed the responses will be collated and arranged into key themes. These will then be sent out to the Bayfield community for whānau to indicate what they believe should be the priorities, which will inform our strategic plan. (The purpose of the questions is to capture the thoughts of the community for the school).
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- Examples of questions are in Mark's report. Information and draft questions to be sent out prior to the evening to allow people time to think about their responses 2023, with the option of completing the questions electronically if they are unable to make it in-person.
- Amie suggested that we also provide a link to the Māori Education Plan developed by the Whānau Ropu (as an example of a strategic plan) – agreed this was a good idea, and this could be put into the Friday newsletter and/or accompany the information that is emailed out about the community consultation
- Lloyd will raise the community consultation at the upcoming whānau hui on 8 February, but there may not be time to discuss this in detail or respond to the questions given it's the first hui of the year
- Questions to be given to students and staff also.
- Examples of questions are in Mark's report, but suggested modifications and additions include:
 - Rather than: *What should teaching and learning look like in Bayfield High School* could this read: *What would you like to see happening in the classroom at Bayfield High School?*
 - *What does success and inclusion look like?*
 - *If you could change one thing at Bayfield High School what would it be?*
 - *Any additional comments?*

General Business

- Industrial Action by Secondary Teachers – Term 1 2023. These are unsettled industrial times. There is a ban on teachers doing relief during their non-contact time, there but this should have minimal impact. One day strike potentially occurring in Term 1 but no date set as yet. School would have to close if this eventuated.
- SchoolDocs – Service agreement to be signed.
- ERO will be visiting Bayfield either 6 March 2023 or 7 March 2023.
- ERO here for Alternative Education review 7 March 2023

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 7.51pm.

“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: 8.05pm

Closed with Karakia

Meeting closed at: 8.17pm

Next Meeting: 28th February 2023 @ 6.30pm

ACTION POINTS

- Mark to follow-up with staff about My Study Series
- Whānau tutor group and where they sit within the house groups – Amie and Jess to liaise with Sherilyn
- Mark and Steph to draft information to go out to whānau about Meet the Teachers and the Community Consultation