

Minutes of the Bayfield High School Board Meeting
held at Bayfield High School on Tuesday 12th September 2023 at 6:30pm

Present

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

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 1st August 2023.

Matthew Gray's name had been incorrectly spelt.

“That the amended minutes of the previous meeting of 1st August 2023 be accepted as a true and accurate record”

Moved Steph Woodley/Andrew Lee/carried

Matters Arising – Action Points

- Parent Teacher interviews – rescheduling parent/teacher interviews slipped off the radar.
- Promotional video of Bayfield High School – most of the footage has been shot and is being edited. It is looking good. Discussion had about whether the head students introduce themselves as such, so not to outdate the content and/or whether the first part is able to be edited as needed each year. Jess, Mark and team to decide on the best approach to this
- Radioactive isotopes – ESR are arriving next week to collect the isotopes and take them to Wellington.
- Hui date for staff confirmed as 8th November, starting between 1.00–1.30pm at Ōtākou Marae, followed by the whānau hui. Mark has made the booking which includes afternoon tea.

Action: Mark to liaise with Amie regarding the protocol for BHS, who will do the whaikōrero, what waiata to use etc

- Te Kura submissions have been done.
- Josh Stoddart has been employed to support the senior te reo classes.
- Amie will enquire about the previously proposed whānau trip.
- Elections – Student representative. Congratulations to Andrew Lee who has been re-elected as the student representation on the BOT. All agreed it is a good idea to have a co-opted student alongside the elected student, with a mix of senior year levels. Discussion had about other schools and student councils. If Bayfield were to reinstate the school council, potentially the student representative from the Board could chair the meeting. Each tutor group/House could have a representative on the student council. Junior student council fosters leadership within the school.

Action: Mike to explore reinstating the student council and how this might be structured, including feedback via the Board student representative

Inward Correspondence

Date Received	From	Subject
20/8/2023	Jared King	Projects around school in relation to sports
25/8/2023	Hannah Manning	Request to speak with the BOT about student entry process and tutor teacher duties
29/8/2023	NZSTA	Collective agreements and other updates
30/8/2023	John Guthrie	ABTC and BHS tennis court development
31/8/2023	John Guthrie	Notice of BPCST AGM, 28 September 2023
31/8/2023	John Guthrie	Request for thank you letter to pass onto OCT for funding asphaltting
31/8/2023	Te Mahau	Resourcing Audit and Review of Attendance Management
6/9/2023	John Guthrie	Request for thank you letters to pass onto Bendigo Valley and Callis Charitable Trust for funding asphaltting
6/9/2023	NZSTA	2023 Midterm school board elections – returning officers memo 1
11/9/2023	Ministry of Education	Request for change of classification/year level and maximum role increase – in relation to John McGlashan College

- Of the four points that Jared raised, two have been dealt with. With respect to the climbing wall, charitable donations/funding applications will be required.
- Resurfacing of tennis courts. A meeting was held last week that included Mark, Steph, Jared and Sheree. Representatives of the school (Jared, Sheree and Jess) have also had other meetings with John Guthrie. Bayfield to meet with John again to discuss what works best from the school's perspective, and external funds will be needed to support this.
- Hannah Manning, PPTA Union Rep – Mark met with Hannah and had a discussion which was followed up with a letter. Tutor teacher duties are set out in the contract, these were eased off over Covid, now they are returning to normal.
- John McGlashan College has asked for a roll increase 500–540 (potentially 40 boarders, but there is no guarantee extra students will be boarders). Implications for student intake at other Dunedin schools including BHS discussed, noting many other schools are unsupportive.
Action: Mark will reply stating Bayfield does not support this application (deadline is 25 September)
- Resourcing Audit – national Ministry office discounted a number of students from the roll.

Outward Correspondence

Date Sent	To	Subject
10/8/2023	Louisa Chrystal-Lowe	In response to letter received on 25 July in relation to Māori whānau class and taura
4/9/2023	John Guthrie	Letter to pass on to OCT for funding asphaltting
7/9/2023	John Guthrie	Letters to pass onto Bendigo Valley and Callis Charitable Trust for funding asphaltting

Resolutions – By Email

- Nil

Curriculum Development

Principal's Report and ensuing discussion

- Taken as read.
- School Docs platform is now up and running.
- Staffing – waiting for staffing notification for 2024, due 15th September 2023.
- New International Director – Liz Gold has been appointed. Liz's first trip will be to Japan in a few weeks time
- Catharine Kan has handed in her resignation, effective from the beginning of 2024.
- Yr10 literacy and numeracy results are pleasing.
- ALiM (accelerating learning in mathematics) report. Discussion around the improvements for children who have been supported by this programme. The Board expressed its thanks and appreciation to Erina Jefferies for the work she has put into the ALiM programme, including the report. Potential an information evening for whānau may be a way to gain further engagement in ALiM
- Enrolling Yr10's from other schools – large rise in students recently, which seems to coincide with the post-July role return. Bayfield has no legal right to turn students away. If the student has been excluded from their previous school, we can say no in the first instance, but the Ministry of Education can then insist that they are enrolled with Bayfield. Schools have no jurisdiction to require students to undertake specific programmes, counselling etc prior to their arrival at a different school.

Finance

- Taken as read
- Van – in order to purchase another school van a budget variance is needed. This is in order to be able to purchase a 12-seater van.

“That the Board increase the approved budget for the purchase of a new school van from \$40,000.00 to \$55,000.00”

Moved Mark Jones/Jane Chrystal/carried

- T3 computer cluster – it would be financially better to purchase these at the latter part of this year rather than next.
- Trialling cameras and vape detectors. This has been successful so far, with a noted reduction in the number of students who have been seen to be vaping. The cost to Bayfield would be approx. \$120,000 for the entire school, with the main cost relating to the wiring to connect to the network. Cameras are guaranteed for 10 years, wiring for 30 years. While Bayfield is one of few schools not to have cameras in operation, discussion was had around the benefits of cameras – at it was agreed that the safety of our students and staff is paramount.

Action: Mark to seek further information/quotes for the cameras and installation

Property

- The water leak may have been located, with a leak located in the vicinity of the recently commenced B Block renovations. This will be repaired and a close eye kept on our water consumption.

Student Representative

- Issue with the school soundboard, with broken knobs.
Action: Andrew/Matthew Gray to discuss this with the relevant teachers/SLT, to arrange a plan for these to be fixed.

Health & Safety

- Taken as read
- Argest – Health & Safety for schools. The online register is up to date and we have a building WoF.
- A lockdown practice has not yet been held.

Strategic

Strategic Plan 2023–2025

- The Implementation Plan is a living document and will be updated on a regular basis – and reported on to the Board at least once per term.
- Education Advisory at the Ministry of Education to have a look over it.
- Members raised the topic of attendance, and how this is “rewarded”. It was noted that not all students can attend a full week, including for example, neurodiverse students. Can the Board acknowledge that it is important that students look after their health, including their mental health, without being penalised for this. Management to explore options for children who are unable to attend a full week at school due to the impacts this has on their health and wellbeing.
- Deans monitor attendance patterns.
- Poutama Pounamu – currently working with Science and Social Sciences.
- Hui at the marae 8th November 2023.

Māori kaiako position

- A replacement for Whaea Sherilyn is being sought, but there have not been any applicants to the latest advertisement. Noted that there are currently many Māori kaiako vacancies within Dunedin, and New Zealand in general.
- Staff have been consulted around senior leadership units, with the idea of an assistant principal or kaitiaki position (leadership). There was some confusion from staff around the vision for this role. It was agreed that it would be useful to explain what this role may entail to staff. Amie noted that we need to be open and honest about what it means to be a Māori kaiako in the school (which will be different to other teaching/leadership roles) and to acknowledge that what we had in Whaea Sherilyn as a leader was something unique.
Action: Amie to help with drafting a potential role description for a Māori leadership position which is to be conveyed to staff.
- The Board is currently consulting with senior leaders around their roles and how a Māori leadership position would fit (Gavin Kidd is collecting the data and will report this to the Board).
- Mariana Whakamoe – has a fixed term until the end of 2023.
- Congratulations to Amie on her new role with the Ministry of Education, as whānau engagement/lead advisor, starting 14th November. Amie’s new role will be supporting schools to engage with Māori at a strategic and policy level.

Mana whenua representative on the Board

- The Board would like to acknowledge the work that Amie has done, and how much her input is valued.
- With Amie’s Ministry role she will not be able to sit on the Board. Discussion had around seeking another mana whenua representative. Amie mentioned that the whānau hui may be able to set up a Māori advisory group to the Board.
- Amie will be having a Mihi whakatau at the MoE ,and has extended an invitation to all.

International Subcommittee

- A committee is to be set up to support the International Programme. Suggested membership: Liz Gold (International Director), Mark Jones, Mike Beagley/Bevan Townsend, Phil Wheeler (Board representative), an international student and potentially the international prefect
- Schedule/timing of meetings to be decided upon.

Staff wellbeing at school survey

- It is the Board's responsibility is to ensure the health and wellbeing of staff – important to monitor this on a regular basis
- Potential to use the NZCER (Wellbeing@schools) survey, as we use the NZCER survey for our students.
- Discussion had around the importance of explain the process for the survey, to brief staff before the survey is done on what the results will mean, how the data will be processed, and ensuing actions from the results.
- Agreed to undertake the survey in T4 initially and then in T2 (as timing likely to be better), informing staff that it will be done in T2 each year.

Action: Steph to explain the process to staff at an upcoming staff meeting.

Action: Steph to contact the NZSTA on how best to run the survey and report back to the Board around how this process might look.

Website

- Draft website still in progress. No further discussion.

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 8.07pm.

***“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: 8.42pm

General Business

- Thank you to Hazel for her contribution to the Board over this year, and congratulations to Andrew for his re-election.
- In the absence of parent-teacher interviews for senior student it was agreed that it would be useful to include a cover letter with senior reports stating: “If you have any concerns about this report please contact the Dean”.
- Marking of practice exams will be underway. Deans have done predictive credits and home has been contacted for those students who may need further support. Leeana is identifying students for callbacks.

Closed with Karakia

Meeting closed at: 9.09pm

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

ACTION POINTS

Action item	Person/people responsible	Timeframe
Protocol for hui at Ōtākou marae	Mark to liaise with Amie	Next meeting

Explore reinstating student council	Mike	Next meeting
Reply to Ministry about John McGlashan enrolment scheme	Mark	25/9/2023
Information about security cameras and installation	Mark	Next meeting
School soundboard	Management	–
Role outline for a Māori leadership position to be conveyed to staff	Amie, Mark	Next meeting
Staff health and wellbeing survey – liaise with NZSTA advisor and purpose explain to staff	Steph, Mark	Next meeting