

Minutes of the Bayfield High School Board Meeting
held at Bayfield High School on Tuesday 17th October 2023 at 6:30pm

Present

Steph Woodley, Andrew Lee (Student Rep), Karen Reader, Phil Wheeler, Jess Melrose, Andrew Stoddart, Mark Jones, Amie Curtis (via Zoom)

In Attendance

Greer Poll, Mike Beagley

Open with Karakia by Board members

Apologies

Jane Chrystal

Conflict of Interest

Nil

Minutes from the previous Board meeting

Minutes from the previous meeting held on Tuesday 12th September 2023.

“That the amended minutes of the previous meeting 12th September 2023 be accepted as a true and accurate record”

Moved Steph Woodley/ Karen Reader/carried

Matters Arising

- Discussion has been had with staff regarding reinstating a Student Council. This will be brought back next year.

Inward Correspondence

| Date Received | From | Subject |
|---------------|-----------------|---|
| 03/10/2023 | Rachel McDonald | Permission to plan for trip to New Caledonia 2025 |

Outward Correspondence

| Date Sent | To | Subject |
|------------|-----|--------------------------------------|
| 19/09/2023 | MOE | John McGlashan College roll increase |

Resolutions – By Email

- 18/09/23

“For a blanket adoption of the policies on School Docs so that we can move from our current policy set to the new online ones”

Steph Woodley/unanimous

Board Elections

- Jane Chrystal and Andrew Barton are the new parent representatives on the Board. Andrew takes office on 18th October. Karen Reader decided not to re-stand for election. No vote was required.

Curriculum Development

Principal's Report and ensuing discussion

- Taken as read.
- Staffing situation has been discussed with the staff, including the over-staffing for next year (2.3 FTE).
- Worksafe have completed their compliance check. Three out of five lathes in the Tech Block have been prohibited from use. These will cost approximately \$24,000 to replace.
- Staffing – A new homestay coordinator has been employed. Other staff vacancies in Textiles and te reo Māori are still to be filled.
- A 0.5 Guidance Counsellor fixed term position is to be advertised.
- NCEA: Level 3 predicted pass rates are lower than 2022. Reasons for this discussed and it was noted that this year is a much smaller cohort compared to 2023, and all students enrolled in Level 3 are incorporated into these data.
- NCEA: Internal credits are being entered on Kamar.
- Water leak: The source of this is still to be identified. The site has been narrowed down to possibly between Tech block and Gym, with contractors coming to examine it again this week.
- Pathways Centre: An office is being constructed; funds are coming from the Gateway/STAR budget. Due to be finished in four weeks.
- Iconography: Whānau hui and students (as part of the Arts Collective fund) have designed artwork to go on the buildings. On the lift shaft of B Block it is proposed that there be a series of five to seven feathers which will be made from sheet steel and include back lighting. On the Canteen on the green wall facing TWW – Words of haka with reeds. On the other side of canteen, the cream wall a shag standing with outstretched wings with more words of the haka. The designs need to be run past mana whenua. Thank you to all the work Amie has done to facilitate this, and get the project to where it is now.

Action: Provide some images for next staff meeting. Amie to email the mock-ups to school. Mark to formally thank mana whenua.

Finance

- Taken as read
- T3 computer clusters up for replacement 2024 (26-28 computers, 4 must be high end).

***“That the Board moves to replace the T3 computer cluster.”
Moved Mark Jones/Karen Reader/carried***

- Currently finances tracking satisfactorily, but there are still concerns regarding staffing, in light of the downward nationwide trend in Year 9 students. We don't have the backup of international income. We could increase international numbers but do not yet have the homestays to take on additional students.
- Enrolments for 2024 Yr9 are lower than in previous years, currently 95, hopefully 105–100.
- Some discussion around how to enhance marketing of the School – the Bayleaf, mail-drops, Star advertisements etc. More in-depth conversation required

Action: For an upcoming meeting: Discuss the Bayleaf and other marketing strategies

Property

- The boundary fence has been completed, with planting to be added.

Student Representative

- Nil

Health & Safety

- Workplace audit – lathes (see item under Principal's report)
- Alarm set off by dust created by on site work.
- WorkSafe gentleman said we had fabulous students here that he interacted with.

School Docs

- Next meeting – for policy review.

Strategic

Strategic Plan 2023–2025

- T3 update
- Attendance – dropped in August purely through illness.

Te reo Māori kaiako/kaitiaki position

- Discussion around the ideal appointment level, in light of the report prepared by Gavin Kidd (analysis of SLT), current staffing and finances, and strategic requirements of this role.
- Agreed that to fulfill strategic goals of this position, it would be best at an AP level. However, in the current climate, we are unfortunately not able to commit to this. An AP role for next year would have to be fixed term, which was not deemed an attractive option.
- Kaiako – agreed to advertise this as a teacher of te reo Māori and Kaitiaki (Dean), the role is to be 12–15 teaching hours. The Dean level will be permanent (with potentially additional fixed term units). A support person for this role would be beneficial so to share the load, and this person does not necessarily have to be a teacher.
- Students to be consulted regarding what they require from this role, involved in the advertising of the role (as per earlier discussions in light of the letter received from Louisa Chrystal-Lowe).

Action: Amie to help Mark with the writing of the advertisement and interview questions.

Otākou Marae – 8 November

- Things that could be discussed:
 - Cultural narrative in the curriculum – what does this look like, and what support is required?
 - Embedding tikanga into work e.g., starting the week with a karakia. Learning karakia/waiata so that staff do not require prompts. Staff would like to feel confident going into events, so that they are always prepared in a cultural space. Staff are on board with learning more about this.
 - School vision and values.
- Arrive 1.30pm–5.00pm, whānau hui starts at 6pm. Koha is to come from the school.
- Acknowledged that staff need some assistance to prepare for this. Amie to attend the staff meeting 30 October, 2.45pm to support staff in preparing their mihi and waiata. She will also show the staff the plans for the iconography

Mana whenua representative on the Board

- Currently, no replacement for Amie has been identified. This vacancy can be spoken about on 8th November 2023 at the whanau hui.
- Amie is happy to be a consultant to the Board until the role is filled.

On behalf of the Board – Steph gave a formal vote of thanks to Amie for her service on the Board, a more formal thank you will be given at a later date.

Steph thanked Karen for her valuable and unique contributions to the Board as this was her final meeting.

International Subcommittee

- A meeting will take place during the first week after seniors have left.

Staff Wellbeing at school survey – NZCER

- Generic questions for all staff have been created and these were discussed and modified. This will be presented to staff in Week 4 of term (anonymised), with teaching staff also completing the NZCER survey
- Steph spoke to staff at a recent staff meeting to inform them of the plans for the wellbeing survey. To understand trends, this will be done annually, and results shared with the staff.

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 8.36pm.

“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: 8.38pm

General Business

- Head students for 2024 – nominees spoke during assembly; this was well received.
- Security – is an ongoing matter being sorted.
- The mixer in the hall is currently working on two channels only. Could grants be looked at for the repair?
- School French trip to New Caledonia – the Board is happy for Rachel to proceed with the planning and costing of this trip.
- Virtual tour of Bayfield is in the editing mode at the moment. A draft will be presented to the Board at the next meeting.

Action: Jess to present virtual tour to Board at the next meeting.

Closed with Karakia

Meeting closed at: 8.49pm

Next Meeting: 21st November 2023 @ 6.30pm

ACTION POINTS

| Action item | Person/people responsible | Timeframe |
|---|----------------------------------|------------------------|
| Bayleaf | All | Next meeting |
| Iconography images | Amie Curtis | Staff meeting 30/10/23 |
| Writing of the Te reo Māori/Kaiako role advertisement | Mark Jones/ Amie Curtis | Next meeting |
| Preparing for Ōtākou marae | Amie Curtis | Staff meeting 30/10/23 |
| Staff wellbeing survey distributed | Mark/Steph/Julie | Week 4, T4 |
| Draft virtual tour of BHS | Jess Melrose | Next meeting |