

**Minutes of the Bayfield High School Board Meeting
held at Bayfield High School on Tuesday 26th March 2024 at 6:30pm**

Present

Steph Woodley, Andrew Lee (Student Rep), Jess Melrose, Mark Jones, Andrew Barton, Andrew Stoddart, Jane Chrystal

In Attendance

Greer Poll

Apologies

Phil Wheeler, Mike Beagley

Opened with karakia by Board members.

Conflict of Interest

Nil

Minutes from the previous Board meeting

Minutes from the previous meeting held on Tuesday 20th February 2024.

“That the minutes of the previous meeting on 20th February 2024 be accepted as a true and accurate record”

Moved Steph Woodley/Andrew Barton/carried

Matters Arising

- No concept plans as yet.

Inward Correspondence

- Nil

Outward Correspondence

- 29 February 2024 – ERO checklist, amendment
- 21 March 2024 – Email to all staff with feedback on staff wellbeing survey

Resolutions – By Email

- Nil

Curriculum Development

Principal’s Report and ensuing discussion.

- Taken as read.
- Confirmed staffing as at 1 March 2024
- Staffing subsidised 0.5 by Ministry of Education (MoE) last all year. This will be estimated again in September. If there are fewer students, this can mean staff reductions or moving things around.
- Bayfield is funded for 40 FTE.
- Otago Secondary Tertiary College (OSTC) is similar to Gateway. A student can sign up and attend Polytech on a Friday, and are classed as absent for 0.2 of the time. While at OSTC they appear to disappear from the roll but the school continues to receive funding to cover the removed 0.8 FTE.

- The two vacant 2IC positions have been internally appointed.
- A new maths teacher has been offered the position. The person is currently overseas and is required to pay a migrant fee of \$4,700. Bayfield will pay half of this and this will be offset by receiving a finder's fee of \$3000.
- Bank staffing is currently in deficit. This is due to a number of staffing transfer agreements falling off the new Ministry system. These will be reinstated and back dated. This will zero the bank staffing issue.
- Boilers to be done by the end of the year.
- Dunedin City Council – Shore St. Another car has gone through the fence outside Te Waka Whaikaha, which makes this the third in two and a half years. Mark has the approval of the Board to write to the Dunedin City Council regarding this as they have verbally said it is a low priority.
Action: Mark to write to the DCC to express the Board's concern about this part of the road and safety
- HoD Technology has requested that permission be given for a female student to be given permission to use large bandsaws in technology block. Permission granted.

Student achievement – Junior

- BASE 9 analysis and added value results, show numeracy remains a concern. Plan to continue to work with MoE and Accelerated Learning in Mathematics (ALiM).
- Entry data from end of Yr10 2023. Literacy is good but maths also has a tail. A change of 0.2 is considered statistically significant
- Discussion around strategies to enhance junior mathematics achievement
 - Unfortunately, some students think they are not good at maths, and many are arriving with damaged confidence in this subject
 - Agreed that a whole school approach is required to enhance student confidence and results
 - Planning in place for the HoD Maths to go to Onslow College and Horowhenua College to see how they teach outside the streaming model, as they are nationally known for their results
 - Staff to be helped with PLD, including broadening those using ALiM
 - Discussed the possibility of introducing a remedial maths programme or changing USSR to maths rather than reading
Action: Mark will discuss the potential change in USSR with HoDs and staff.
- ALiM funding has been confirmed again for this year. However, there is a gap in ALiM funding, from end of year through to 1 April. In future years, the Board could fund these few months to ensure continuity in the programme
Action: Add this as an agenda item for October meeting

Student achievement – NCEA

- A change from the decile system to equity index, means it is difficult to compare results with similar schools
- Steph recently attended a NZSTA governance course, and attendees were not aware, nor did they appreciate, that the Bayfield NCEA data includes all students
- When compared with other coeducation schools Bayfield performed satisfactorily. L1 and L2 compare well, but we were slightly lower with L3, although UE results were good.
- Andrew Lee suggested putting information regarding GATEWAY on the school website.
- Discussion around how to best publicise our data, given the new equity index system
- NCEA boundaries – students used to be able to resubmit or have work reassessed to pass or receive a higher grade, but this is no longer possible.

- The proportion of merit and excellence results are still being analysed.
- This year there are less assessments on offer with the intention of encouraging students to take each assessment more seriously, and to put more work in from the beginning of the year.
- Overall, 2023 was a reasonable year. There was a lot of disruption to learning with industrial action.

Marketing

- Discussed and agreed to restart a subcommittee for marketing, with Board representation. This would be for all marketing including for open night, prospectus, promotional material etc.
- Subcommittee = Leean Duncan, Mark Jones, Steph Woodley, Andrew Barton, Bevan Townsend, and Liz Gold.
- Prospectus to be updated this year, design needs to be completed by the third week of term two.
- Open Night – 24 July.
- Promotional video of school is still a work in progress – Greer’s husband ,Wayne Poll will help Jess with finishing this.

International

- Taken as read
- New fee structure will be implemented for 2025. Bayfield pricing will be in the low- to mid-range bracket compared to other Dunedin schools.
*“That the Board accept the new schedule of international fees”
Moved Mark Jones/Jane Chrystal/carried*
- Most of our international students are from the Pacific Rim, Thailand, Japan. Currently we have some Italians and Germans. The area that we are developing at the moment is Korea.
- We provide English for Speakers of Other Languages (ESOL).

Final budget

- Very little change from the last draft, and currently returning a surplus of \$740.
- Additional staffing budgeted at \$79,000.
- Other MoE grants budgeted at \$90,000. We have already received \$46,000 to date
- We have not increased the school donation in recent years. There has been wide debate about the previous Governments introducing the donation scheme (\$150 per pupil) which Bayfield has not opted into. If we had opted in, numerous activities that are currently offered, for a charge, would not be possible as the \$150 would not cover all activities.

*“That the Board adopt the Final Budget”
Moved Mark Jones/Steph Woodley/carried*

Mana whenua representative

- Steph spoke to Amie Curtis, who is looking to create a network of Māori whānau to support governance roles. Suggest that if unable to co-opt a mana whenua rep that we co-opt a Māori member who is not mana whenua.
Action: Steph to progress this with Amie

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 8.12pm.

“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: 8.50pm

The Board conveyed their thanks to Mark Jones for his work over the previous year.

Congratulations to the senior volleyball teams on their results at the recent South Island Secondary Schools tournaments.

Closed with a karakia.

Meeting closed at: 8.55pm

Next meeting: 7 May 2024

Action Points	Who	When
Talk to staff about integrating maths into USSR	Mark	Next meeting
Add ALiM funding to October Board agenda	Steph	Added to Teams
Write to the DCC regarding the Shore St corner and the spate of accidents.	Mark	Next meeting
Marketing subcommittee to be created	Mark	Next meeting
Approach a prospective Māori representative	Steph	After Easter