

**Minutes of the Bayfield High School Board Meeting**  
**held at Bayfield High School on Tuesday 14<sup>th</sup> May 2024 at 6:30pm**

**Present**

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

**In Attendance**

Greer Poll, Mike Beagley

**Apologies**

Andrew Stoddart

Open with Karakia by Board members

**Conflict of Interest**

Nil

**Minutes from the previous Board meeting**

Minutes from the previous meeting held on Tuesday 26<sup>th</sup> March 2024.

***“That the minutes of the previous meeting on 26<sup>th</sup> March 2024 be accepted as a true and accurate record”***

***Moved Steph Woodley/ Jane Chrystal /carried***

**Matters Arising**

- The possibility of changing USSR to maths is still to be discussed with staff.
- DCC, Road Safety. Mark received an email in relation to road safety on Shore Street. The DCC need to prioritise their funding and therefore nothing will be done at this point in time.
- The Subcommittee for marketing has been created. To meet, Wednesday 22 May, 5.30pm.
- Māori representative – no one has been approached as yet. Steph has spoken to Aimee Curtis but she has no suggestions at present. Steph to approach a possible parent representative.

**Inward Correspondence**

- 29 April 2024 ERO Unconfirmed reports for Bayfield High School 382
- 30 April 2024 ERO Confirmed reports for Bayfield High School 382
- 30 April 2024 SchoolDocs Advisory Team Term 2 reviews and board assurances
- 8 May 2024 DCC Safe and Active Travel in Schools

**Outward Correspondence**

- 24 April 2024 ERO Unconfirmed reports for Bayfield High School 382
- 2 May 2024 MOE Study award endorsements – in relation to the motions that were agreed by email resolution below

**Resolutions – By Email**

- 19/4/2024 Motion 1 – study award

***That the Board supports Ben Milne with his application for a study award for 2025. Ben will focus on teaching practice in a mixed ability setting.***

- 19/4/2024 Motion 2 – grant application  
***The Bayfield School Board resolved to apply to Aotearoa Gaming Trust for a grant of \$8,300 (excl GST) towards the cost of Mayfair Theatre hire for the school production. The Trustees authorise David Irvine (Finance Manager) and Melanie Linwood (Funding Support Officer) to apply on behalf of the school.***
- 2/5/2024 Motion 1  
***That the Board supports Mike Beagley (senior leadership) with his application for a study award for 2025 (for one term).***
- 2/5/2024 Motion 2  
***That the Board supports Bridget Murphy with her application for a study award for 2025 (for one term).***
- 2/5/2024 Motion 3  
***That the Board supports Leeana Duncan (senior leadership) with her application for a study award for 2025 (for one term).***
- 2/5/2024 Motion 4  
***That the Board supports Michelle Budge with her application for a study award for 2025 (Term 3). Michelle would like to focus on exploring ways to support teachers in the implementation of universal design in learning so they can better cater for the needs of students with additional learning needs.***

#### **NZSTA – Board Checklist – Term 2**

- For reference

#### **Board schedule/workplan – 2024**

- For reference

#### **Curriculum Development**

##### **Principal's Report and ensuing discussion.**

- Attendance data – Ministry of Education will soon provide documentation regarding what is classified as ill health in terms of reasons for absences.
- Staffing 0.5 down on GMS.
- Local primary schools were invited to see Rock of Ages but were unfortunately not able to attend. Timetabling and the costs of travel to the show by bus were prohibitive.
- Banked staffing is now in the positive.
- NZCER staff survey to be commenced in the next few weeks. The survey for all staff, with open-ended questions will be done at the end of the year (early Term 4).
- Worksafe – now have compliance.
- Spot painting has started on the inside of the building.
- Whare concept to be presented to the whānau hui. The estimated cost of building the whare is \$1,000,000.
- Changes in staff noted, with new a maths teacher starting this term.

**Action:** Thank you to John Dalgarno and hello to Hannah Keating in the next newsletter.

## **Marketing – Open Night, Promotional Material**

- Meeting next week to discuss this including the prospectus. Andrew Barton unable to make the meeting, but happy to communicate via email.

## **ERO report**

- There is now a new model of ERO reporting in partnership with the school. This involves visits twice, if not three times a year.
- As a school we asked ERO to focus on (a) Implementation of planned interventions supporting a focus on equity; (b) Equitable outcomes for Māori learners at NCEA Level 1 and (c) Improved retention of male learners at Year 12.
- For point (b) our goal is to close the achievement gap for Māori and non-Māori students. Some progress has been made with this, but there is still more required to improve outcomes. What resources can we get in to support these learners? Discussion around the services provided locally by the MOE to support Māori students as well as staff, whānau and the Board (e.g., whānau liaison person).  
**Action:** Mark to approach leadership advisor to access the MOE staffing and resources.
- Staff are engaging in Māori-focused PD, which is usually in addition to their workload. MoE recommend that term breaks are used for PD activities. Discussion around funding cover for staff to undertake training, but not all at once.
- Matua Damian – is focused on building relationships with our students and staff. Damian is working alongside the Deans regarding the students who are in the whānau tutor class, and in these instances he is the home contact. Damian is planning to provide some entry level te reo Māori to staff, later in the year.
- For point (c). Performance and retention of males. The data suggest we have achieved this, and this will no longer be a focus of the evaluation and partnership with ERO.
- Congratulation to leadership and staff on the positive report.
- **Action:** The ERO reports will be communicated an upcoming newsletter.

## **ERO – report – EOTC delegation**

- Chris Gold communicated the outcomes of the ERO visit to Steph via telephone.
- One non-compliance item was around high-risk Education Outside of The Classroom (EOTC) activities. It was noted that our current processes do not reflect what is written in our Schedule of Delegations, and that we need a more robust working model.
- As per the Schedule of Delegations, the Deputy Principal (DP) signs off on low-risk day activities.
- A process was agreed for higher-risk EOTC activities: These will be listed in the Principal's report in advance, as they come to hand. The preliminary documentation (including RAMS) will be sent to the Board Chair to read through, closer to the time, but at least 1 week in advance where possible. The Board Chair will discuss with the DP and sign-off.

## **Health & Safety**

- New committee member required – PPTA representative to be approached.
- Dave Goodwin completed a two-day online Health and Safety course. Paul Byers to do the course later in the year.
- Medical register – cuts and burns in Tech department.
- Science – incorrect keys, as they are able to open classroom/labs, Lory to investigate.
- Caretaker – daily and weekly building checks to be signed off, up to date.
- Workshop checks, Mike set up form, this has been signed off.

- Earthquake/fire/lockdown drill. We have not done an earthquake drill this year (required twice a year for earthquake, four times a year for fire).
- Chemical inventory – a representative from the Fire Department has updated this, we are waiting for information from them.
- Laser cutter in the Tech block requires a specific fire extinguisher, Lory to organise.
- Te Whata Ora – provided 600 pairs of safety goggles (expired) to Bayfield to use.
- Makeup of the Health & Safety committee was discussed with a suggestion that this could be more diverse, particularly in terms of female representation (as currently there is none)  
**Action:** Mike to discuss with staff and potentially approach a female member from the Art, Science or PE department

### **Strategic Plan – Reports**

- Priority learners – update 1
- 2024 strategic plan – progress report 1
- Attendance – T1 – MoE redrafting the requirements, which we are yet to receive.
- No feedback yet has been sought from students in relation to the Student Coaching session. Andrew Lee (student representative) has found it quite good personally.

### **Policies for Review – SchoolDocs**

- **Action:** Policies to go into the newsletter 17 May, for whānau feedback. Feedback is received via email. To discuss the policies at the June Board meeting.

### **Financial Report**

- Draft annual report – still to be submitted to the Auditor, due by 31 May 2024.
- We are not responsible if the auditor delivers the report after 31 May 2024.

### **Mana whenua representative**

- As per Matters Arising.

### **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 6.43pm.

***“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: 7.33pm**

**Closed with Karakia**

**Meeting closed at: 8.38pm**

**Next meetings: HoD reports, 21 & 22 May 2024, 6.30pm**

<b>Action Points</b>	<b>Who</b>	<b>When</b>
Discussion with staff around the USSR sessions changing from literacy to maths	Mark	Next meeting
Approach the Leadership Advisor at the MoE regarding support for Māori learners	Mark	Next meeting
Thank you to John Dalgarno and hello to Hannah Keating in newsletter	Greer	Next newsletter
The ERO reports will be communicated an upcoming newsletter	Greer/Mark	Next newsletter
Mike to seek a female staff member to join the Health and Safety committee	Mike	Next meeting