

**Minutes of the Bayfield High School Board Meeting
held at Bayfield High School on Tuesday 18th June 2024 at 6:30pm**

Present

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

In Attendance

Leana Duncan, Anna King, Bevan Townsend

Apologies

Andrew Stoddart (late, arrived at 6.45pm)

Open with Karakia by Board members

Conflict of Interest

Nil

Minutes from the previous Board meeting

Minutes from the previous meeting held on Tuesday 14th May 2024.

“That the minutes of the previous meeting on 14th May 2024 be accepted as a true and accurate record”

Moved Steph Woodley/Jess Melrose/ carried

Matters Arising

- Discussion with staff around the USSR sessions changing from literacy to maths. Still to do
- Approach the Leadership Advisor at the MoE regarding support for Māori learners – Mark has actioned this
- Thank you to John Dalgarno and hello to Hannah Keating – this was included in a newsletter
- ERO reports have been communicated in a newsletter
- Mike to seek a female staff member to join the Health and Safety committee – Jo T-Pole has expressed interest

Inward Correspondence

- 13 May 2024 – John Guthrie: tennis court development
- 17 May 2024 – Talia Wild: annual accounts
- 18 June 2024 – Dr. Shannon Walsh – Charter Schools
- 18 June 2024 – Charter Schools Considerations for School Boards

Outward Correspondence

- Bayfield High School Final Accounts
- Bayfield High School Management Letter

Curriculum Development

Principal's Report and ensuing discussion.

- Staffing – struggling to fill the one-term vacancies. Science position has been filled by a staff member from Te Waka Whaikaha.
- Student achievement – difficult to assess due to changes to new Level One programme and fewer standards having been completed at this time of the year compared to past years. Support is in place for students identified as at risk
- Data breach – personal information emailed to an unprivileged recipient in error. Privacy Commission informed but confirmed no further action required.
- Teacher only day (Peninsula Cluster) – positive feedback from staff representative on the Board.

Strategic Plan

Discussion Around Head of Learning Area Reports

- Thank you to all of the HOLAs who presented in May – this was really valuable and great to hear about all of the initiatives that are being employed across the school. Suggestion that next year we hold on one night (rather than across two nights) and invite all staff along as well.
- The possibility of setting up an “Innovation Fund” was raised. Agreed that this would be a good initiative to implement in 2025, with funds to be approved at the Board discretion to assist with resourcing (or multi-disciplinary module resourcing).
Action: Mark to draft terms of reference for the Innovation Fund
- Staffing of all subjects if not mixed-level classes. This was modelled by SLT, and if all classes had their own streams, would cost an additional \$575,000 per year taking into account other changes that would need to be made due to requirement of equity as per timetable policy.
- Outdoor Education. Desire to grow this option at Year 13 – currently there is a Year 13 combined PE/Outdoor Education option, but aiming for separate streams which would also be attractive for international students. Discussion around bringing in a Year 11 option, but potentially not suitable given the unit standards, and not many schools have this offering.
- Discussion around student participation in sports being down, around the country, Otago and at Bayfield. Some plans are in place to address this, including the Junior Diploma

Policies for Review – SchoolDocs

Policies included for review:

- Appointment Committee
- Employer Responsibility
- Employment Agreements
- Ending Employment
- EEO
- Safety Checking
- Salary Units and Management Allowances
- Secondary Employment
- Timetable
- Teacher Registration

- Policies were included in the newsletter (17 May) for feedback from whānau. No feedback received.
- Policies were discussed. Amendment to be made to the Appointments Committee policy – to add a Māori representative to any Māori teaching position appointment.
Action: Mark to amend policy in SchoolDocs

“That the policies for review be accepted as they are, with amendments made to the Appointments Committee policy as noted above.”
Moved Steph Woodley/Jane Chrystal/carried

Financial Report

- Discussion at finance subcommittee around rotating the vans each year. This necessitates Board approval for expenditure for a new van and to retire the oldest in the fleet.
- Indicative pricing puts cost at up to \$70k.

“I move that we purchase and order a second new school van for 2025 delivery”
Moved Andrew Stoddart/ seconded Andrew Barton/carried

Mana whenua representative

- Tina Moir has been approached and agreed to join as the Board as a Māori representative, starting in Term 3, 2024.

“I move that we co-opt Tina onto the board for a proposed period coinciding with 2026 board elections.”

Moved Steph Woodley/seconded Andrew Lee/carried

Action: Steph to liaise with Tina around commencing on the Board.

Student representative elections

- Greer has checked with STB (formerly STA) on timeframes
- Timeline proposed in supplied graphic linked in [Board documents here](#).
Action: ask Greer to distribute election information to students; Andrew Lee to speak about being a Board representative in an upcoming school assembly

Marketing

- Meeting held on 22 May. As the prospectus had already been sent to the printers, discussion was had about some collateral around including cultural narrative, student achievement (using QR codes) as part of the material; students to create some clips to go out on social media; advertising in ODT
- Discussed future ideas including creating a marketing subcommittee that meets regularly throughout the year, and developing a marketing plan.
- Bevan has approached Maree Thyne (University of Otago) who is happy to contribute to our marketing discussions.
Action: Organise a meeting for Term 3

International Committee

- Report received

Bayfield Tennis Courts

- Andersons Bay Tennis Club has pressed to have courts resurfaced over a number of years (recent email received from John Guthrie about this). Estimated cost approx. ~\$300k-\$400k.
- Bayfield High School would be required to own the project as the courts are on Ministry land.
- Discussions have been had over the plans and what would best suit the needs of the School and the ABTC (last meeting was in September 2023).
- ABTC unlikely to be in a strong position to offer complementary funding towards any refurbishment project but happy to support this in terms of fund-raising, grant applications etc.
- Discussion around the courts needing to be fit for purpose for Bayfield (to serve a multitude of sporting codes), including appropriate community access. An upgrade of these facilities may help with the plans in place to encourage more students to engage in sports

Action: Mark to seek out a quote from up to two sources (incl. Tiger Turf) for levelling and resurfacing.

Action: Steph to reply to John Guthrie to advise Board's next steps.

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 8:18pm.

"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: 9.40pm

Closed with Karakia

Meeting closed at: 9:45pm

Action Points	Who	When
Draft terms of reference for the Innovation Fund	Mark	Term 3
Accept the policies on SchoolDocs with the modification to the Appointment Committee policy	Mark	Term 2
Board membership Onboarding for Tina Advertising for student rep elections	Steph Andrew/Greer	Next meeting Before Sept
Marketing meeting	Mark	Term 3
Tennis courts Quotes for artificial turf Email to John Guthrie	Mark Steph	Next meeting