

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

Present

Steph Woodley (via Zoom), Jess Melrose, Mark Jones, Jane Chrystal, Phil Wheeler, Andrew Stoddart (arrived 7pm), Tina Moir, Andrew Barton

In Attendance

Greer Poll

Apologies

Andrew Lee

Steph welcomed Tina, the Board appreciate her joining.

Open with Karakia by Board members

Conflict of Interest

Nil

Minutes from the previous Board meeting

Minutes from the previous meeting held on Tuesday 18th June 2024.

“That the minutes of the previous meeting on 18th June 2024 be accepted as a true and accurate record”

Moved Steph Woodley/Andrew Barton/carried

Matters Arising

- Terms of reference innovation fund (apply for with a project in mind), still waiting on feedback from other schools. Further funding on top of budgets (2025)
- School Docs modifications – sent to School Docs, they accepted what we requested.
- Tina accepted the invitation to join the Board as a co-opted member.
- Marketing meeting – to be arranged for T3 so we can start discussing plans for the following year.
- Tennis courts – no quotes received as yet, just a sample of different grass colours. Hope to have quotes by next meeting. Fulton Hogan quoted in 2023, does that quote still stand? Ask John Guthrie for the FH quote. **Action:** Steph sent email to John as an update and will send another message to him. Mark to follow-up on other quotes.

Inward Correspondence

- Nil

Outward Correspondence

- Nil

Resolutions – By Email

- Nil

Curriculum Development

Principal's Report and ensuing discussion.

- Taken as read.
- Some concern that the Deputy Secretary has asked to meet regarding the activity centre and Alternative Education, as no indication provided as to the purpose of this meeting.
- Staffing gaps for term three have been filled by retired Bayfield staff.
- Literacy/Numeracy data. Unable to report due to changes in Level 1 and some tests outstanding. Data should be available in another two or three weeks.
- Me and My School survey – this will go out to students in the next few weeks.
- Term 2 PB4L report. There has been a reduction in some behaviour and cell phone violations have reduced. Looks like good progress for quality of outputs for students, with a reduction in tier 2 and 3 levels. There is a national template for PB4L so that reporting is consistent across all schools.
- Staff room – Furnware have produced some concepts which will go to whole staff for input, then go out for tender.
- Pleased with number of packs given out at Open Night, particularly compared to last year.
- Attendance – BHS 51%, lower than the regional average of 64%. The regional average is highly influenced by primary schools and intermediates, where it is easier to get students to attend. Our chronic absence is higher than the target, but this include some students who have long-standing health and behavioural issues. Goal: MoE want 70% of students at 90% attendance. While we will aspire to this, we also acknowledge that we want the best outcome for our students, particularly those who may struggle with regular attendance through having a chronic illness, are neurodivergent etc.
- A concern related to attendance is that from T3, the MoE is going to publish attendance data under traffic light system.
- We have employed an attendance/engagement person, although funding may not be available after this next round of funding. This role helps the Deans pinpoint areas of concern, with a salary of around \$14,000 per year. The Board may consider funding this position.
- Property – successful grant application for sound system and some computer devices for the Gym. There is a shortfall of \$5,600.

“That the Board approve the expenditure of \$5,600 out of capital budget to make up the shortfall for purchase of a sound system and computer devices for the Gym.”

Mark Jones/Phil Wheeler/carried.

Strategic Plan

Term Two Update

- Cultural narrative – the feathers are up on the outside of B Block, and the whānau rūpū is aware that they will be providing the text to go inside the circle of feathers. Mark to speak with Damian so ideas can be brought to the next whānau hui. Potential to use some wording from the cultural narrative or school haka.
- Whare – as a School we would not be able to fund the entire building. Mark will reach out to the Polytech to see if there is potential that they could be involved in this project. Some schools use prefabs for their whare.
- Capabilities of staff – restorative practice people, Rich & Greg (have contract with MoE) provided a workshop. They provided good practical activities that staff got involved with.
- Attendance – late letters. Discussion around the approaches used for different reasons for absences. Deans sign off on all letters that go to parents, and take into account each students situation (e.g., if they have a longstanding medical condition). Importance of Deans involvement in this process acknowledged, as they know the students including those who are late because of their actions as opposed to students who may be late due to parental involvement.

- District Attendance Support Group – received funding for a facility like London House, for the three Dunedin intermediates, will be located in Mosgiel.
- School values – Newcomers Club. This is set up for students who arrive throughout the year, and held on Thursday during USSR. Deans hold the first two sessions. Wellbeing Yr13 prefects help facilitate this programme and new students can decide how long they stay in the club for. We started with eight students this term.
- Graduate Profile – what the students who leave BHS have, late T3, early T4.

Policies for Review – SchoolDocs

- To go out to the community – highlight them in the newsletter and provide a link. Also to go to staff. Review the policies at next meeting, taking into account any feedback received.

Student Representative Elections

- The process that Greer follows for Student Representative elections is to put posters around the school and a note in the school notices. This year she will put a notice in the school newsletter so that both students and their whānau are aware that this is coming up. Andrew Lee will also give a presentation in assembly.

“That Greer Poll be appointed as Registrar for the purpose of the Student Representative election for the Board”.

Steph Woodley/Jane Chrystal/carried

Open Night Review

- Head of Learning Area (HOLA) have met and provided some feedback on Open Night.
- Community feedback – loved the two sessions, will keep this format.
- Need to improve the signage in some areas, lighting is generally good. Maybe move Maths downstairs as it was difficult for people to find in the upstairs classroom.
- A suggestion received about sounding a bell between sessions; however, this is unnecessary as most people had left before the start of the second session, although a few remained as they enjoyed it so much.
- Tina provided feedback that it was unfortunate that nobody was in the whānau room to represent the whānau tutor group. This room was not open as both Māori teachers had Covid. Students could have potentially been in this space, which is an important, positive “selling point” for Bayfield. Next year having a back-up plan would be good. Some schools also used video-recordings that can be played on screens around the school.
- Very helpful, polite students.
- Discussion around whether other schools have Open Days that people can walk through while school is working during the day. This model is not generally adapted, as most schools work towards the current model so that it’s not disruptive for the intermediates.
- Follow up evening for anyone that didn’t make it to Open Night – next week.
- Mark acknowledged that the meeting the morning following Open Night should have been held at a different time, as some staff were at school until 10pm.
- Phil – expressed gratitude to the staff and students for their work on Open Night.
- **Action:** Steph will send a thank you email on Friday to staff that covers the Junior Parent Teacher interviews as well.

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 7.30pm.

“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: 8.35pm

Closed with Karakia

Meeting closed at: 8.40pm

Next meeting: 10 September 2024, 6.30pm

Action Points	Who	When
Innovation fund guidelines	Mark	Term 4
Quotes for tennis courts. Steph to follow-up with John Guthrie about Fulton Hogan quote; Mark to follow-up others	Steph	Next meeting
Wording – Feathers. Ask for suggestions from whānau hui	Mark	Next meeting
Whare – Polytech, could they contribute to this project?	Mark	Next meeting
Thank you email to staff – Open Night/ Jnr PT interviews	Steph	2 August 2024