

Minutes of the Bayfield High School Board Meeting
held at Bayfield High School on Tuesday 10th September 2024 at 6:30pm

Present

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

In Attendance: Nil

Apologies: Jane Crystal

Open with Karakia by Board members

Steph congratulated Andrew Lee on his re-election as the student representative on the Board

Conflict of Interest: Nil

Minutes from the previous Board meeting

Minutes from the previous meeting held on Tuesday 30th July 2024.

“That the minutes of the previous meeting on 30th July 2024 be accepted as a true and accurate record with amendment to action points [Whare – Investigate whether the Polytech could help with this build]”

Moved Steph Woodley/Phil Wheeler/carried

Matters Arising

- Innovation fund guidelines – see below
- Tennis courts – see below
- Feathers on school building, to consult with whānau – present at next whānau hui as the one this term was cancelled
- Thank you email to staff – sent 2 August 2024

Inward Correspondence

- 2025 Donations Scheme Opt-in Form. If School opts-in can't charge students for any curricular activities, would be a disadvantage financially. Agreed not to opt-in
- 10YPP–5YA Amendment document for London House
Action: For signing by Presiding Member
- PPTA resolution against charter school conversion. Tabled and discussed
- MOE–Holiday Act. Records to be provided by 25 October 2024 on principal's holidays.
Action: Steph to ask David to provide information, although unlikely to be much available

Outward Correspondence

- To the two students who stood for election for the student rep position on the Board, informing of results

Resolutions – By Email

- Nil

Moved Andrew Barton/Andrew Lee/carried

Curriculum Development

Principal's Report and ensuing discussion.

- Removing and amending NELPS – MOE consultation document.
 - Primary priority is student achievement
 - Feedback from the Board (by 30 September), staff and students (via Andrew Lee) to be collated; submission due by 14 October

Action: Add a document to Teams that Board members can contribute to, deadline end of this month
- Arts Levy. To support equipment purchases, grants for students etc. Comparison is the sports levies for winter and summer sports (\$15 each season). An Arts Levy could cover support for cultural activities such as choir, theatre sports, jazz band, and orchestra. Discussion around whether this would encompass kapa haka. Board agreed in principal to support an Arts levy. Mark to liaise with Arts department to ask whānau for thoughts on introducing an Arts levy through a short survey. Survey to include information on the rationale for the levy, an option of whether whānau agree/support the levy (yes/no), and an explanation for their decision.

Action: Mark to liaise with Arts co-ordinator to seek feedback from whānau. For discussion at next Board meeting
- NCEA predictions and co-requisites (from the results from May). Feedforward processes lost, including learning from assessment due to the long timeframes/gaps (to limit to 3 standards per subject). Discussion around the impact of failing co-requisites on student wellbeing, particularly vulnerable learners. Also adds stress to staff with increased workloads. Level 1 predictions down a little, but Level 2 and 3 looking reasonable compared to pass rates and equity index (but keeping a close eye on UE pass rates)
- Co-requisites: Second sitting this week. May 2024 results for maths and reading similar to National data, but writing is down.
- Year 9 – a large proportion of cohort are at and above. Year 10 – a reduction in English performance noted; discussion around possible reasons for this. Discussion around possibility of using peer-peer teaching for learning and supporting students going through this process

Action: Mark to consult with English department to follow-up on these data

Action: Break-down of data for priority learners for next Board meeting (Mark to provide)
- Polyfest on 9 September say a very well polished performance from the Bayfield kapa haka rōpū
- Property. Tennis courts – one quote received from the company who does most of the work in Otago, limited market for this type of work. As a school, an overall decrease in sporting participation has been recorded – Bayfield has the lowest proportion of student participation in secondary schools in Dunedin, and this reduced participation is also reflected in the Me and My School data (for middle band). Courts would be multi-purpose to serve a variety of sports; could be rented to outside organisations; important for marketing the School. Currently has second-hand turf that was installed 20 years ago, which is in a poor state and becoming a safety hazard. Resurfacing work could be funded by grants, fund-raising; tennis club would be a user; potential to pay-off through a lease. Discussion around current state of government and funding and options going forward. Fundraising options discussed – school fair, Lion Foundation, OCT, alumni events etc.

Action: Mark to request permission from the MOE to undertake this project (request for \$400k), and provide an outline of potential costs. For discussion at next Board meeting
- Property. Staffroom replacement. One quote received from Furnware who are a New Zealand company, with high quality products. Last update to staffroom was approximately 12 years ago

Action: Mark to seek another quote for consideration
- Property. Replacement of vinyl at entrance of B Block (\$4,500). Agreed to replace this, and although this work falls under the Principal's remit, Mark requested support from the Board.

“That the vinyl at the entrance to B Block be replaced”

Moved Andrew Stoddart/Phil Wheeler/carried

- Innovation Fund: Add in a section about the written application – background, aims/goals, how these will be measured, brief budget.
Action: Mak to add in application details and circulate the document around staff for feedback
- Strategic planning day: HOLAs have been working on cultural narrative – would be good to present these for discussion to whole staff and Board.
Action: Continue to investigate booking Ōtākou marae. Alternatively, could use another venue such as the pavilion. Feedback at next Board meeting

International Committee

- Minutes received
- Recent Fair attended in Bangkok – spoke with 16 families
- Hopeful that numbers next year will be higher than they are this year
- At geopolitical level – Australia has decided to reduce the cap on their international quota by 20% which may benefit New Zealand
- International director currently still in China; Mark to join next week, to sign MOU with sister school in China (opportunities for staff and students)

Policies

For Term 3 – all accepted with no amendments.

EOTC

- High-risk activities require Board approval; don't wish to implement barriers through paperwork or if staff are new to the process
- Preliminary approval form (beginning of term)
- Key part of the process is to ensure that documentation is submitted in a timely fashion (e.g., optimal at least 2–3 weeks prior) to give enough time for those providing final signatures to think about risks
- KAMAR has facility to submit electronically, as a potential option going forward (for 2025)
- Make sure staff are buying into a safety culture – important to have conversations around this as well

Student Representative Elections

- Student elections were held on 5 September 2024, with the following outcome:
 - Andrew Lee = 279 votes
 - Kyla Glover = 76 votes
 - Invalid votes = 6

Finance

- Have received the full budgeted statement of financial position and statement of cash flows

“Now that the 2023 audit has been finalised Solutions & Services have provided a full budgeted statement of financial position & statement of cash flows extracted from the Board approved operating & capital budgets for use in the 2024 annual accounts. We acknowledge that these reports are prepared post 2023 audit finalisation to ensure accuracy and usefulness in the 2024 annual accounts. On this basis the Board approves the use of these documents in the 2024 annual reports.”

Moved Steph/Mark/carried

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 9.00pm.

“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: 9.18pm

Social event for Board – to arrange for some time in November, after exams

Closed with Karakia

Meeting closed at: 9.30pm

Next meeting: 22 October 2024, 6.30pm

Action Points	Who	When
10YPP–5YA Amendment document for London House - signing	Steph	asap
Return of information related to Holiday Act, to the MOE	Steph	25 October
Feedback on NELPs from Board	All	End of Sept
Arts levy – seek feedback from whānau	Mark	Next meeting
Year 9 and 10 data – liaise with English Dept and provide a break-down of data for priority learner groups	Mark	Next meeting
Junior diploma – update 2	Mark	Next meeting
Tennis courts – letter seeking permission to the MOE; break-down of costs	Mark	Next meeting
Staff room – obtain another quote	Mark	Next meeting
Innovation fund – add application details and circulate to staff for feedback	Mark	Next meeting
Strategic planning/reporting day – date and venue	Mark	Next meeting