

Minutes of the Bayfield High School Board Meeting
held at Bayfield High School on Tuesday 3rd December 2024 at 6:30pm

Present

Steph Woodley, Jess Melrose, Mark Jones, Jane Chrystal, Andrew Barton, Andrew Lee, Tina Moir

In Attendance

Greer Poll

Apologies

Phil Wheeler, Andrew Stoddart, Mike Beagley

Open with Karakia by Board members

Conflict of Interest

Nil

Minutes from the previous Board meeting

Minutes from the previous meeting held on Tuesday 22nd October 2024.

“That the amended minutes of the previous meeting on 22nd October 2024 be accepted as a true and accurate record”

Steph Woodley/Jane Chrystal/carried

Matters Arising

- USSR – Discussion with staff still to be held (Mark)
- Approach the MoE for permission to upgrade the tennis courts – Done, and permission received (see inward correspondence).
- Building WOF – Still working through the fitness audit report received from Argest.
- Cyber safety policy – Mark has spoken to PC Media – still to do
- School donations – Have communicated the changes to School Docs
- Signage – Still to do. While in Auckland recently, Steph saw the following sign outside One Tree Hill College, which could be adapted for our use: *Entrance for students, staff and visitors of One Tree Hill College. Thoroughfare by members of the general public between 8.30am and 4.20pm is not permitted.*

Action: Mark to speak to ProSigns about design and wording, and we will likely require three signs.

Inward Correspondence

- 12 November 2024 – Envirogroup – EnviroSchools Support Agreement which is due for renewal. Signatures required from the school and DCC. Board agreed to renew this agreement.
- 12 November 2024 – MOE – Consent for property project to resurface and re-fence the tennis courts.
- 27 November 2024 – DCC, Transport Engineering and Road Safety Transport. In relation to a recent incident involving another car hitting the fence on Short Street. The DCC remain unwilling to put in place speed calming measures at this time.
- 2 November 2024 – Taylors Manufacturing. Signing of BHS access plan for conversion of coal boiler to pellet boiler. Tenders are currently out for wood pellets. Asbestos that is present in the boiler room is to be encapsulated rather than removed.

Outward Correspondence

- Nil

Resolutions – By Email

- Nil

Curriculum Development

Principal's Report and ensuing discussion.

- Arts Council Levy. Families have been surveyed, and generally supportive of a levy. Discussion around this, including whether to make this donation compulsory or voluntary. Decided on an extra-curricular arts levy of \$20 per year. If this is going to be a barrier for students participating in the arts caregivers are encouraged to approach the school for financial support. Some families may like to "pay it forward" by paying for an extra arts levy.

"That the Board introduce an Arts Levy for students participating in the arts, excluding Kapa Haka. If there is a hardship issue, caregivers may approach the school".

Mark Jones/Andrew Lee/carried

- Ōtākou marae booked for strategic planning day on 24 January. The Board are invited, with a focus on the Cultural Narrative within the learning areas.
- Level 1 initial data will be available for perusal at the January 2025 meeting.
- Finance – tracking reasonably well in relation to the budget.

Draft Budget

- The draft budget has been prepared, and discussed at the finance subcommittee meeting last week
 - It includes the staff innovation fund of \$10,000
 - Buffers have become thinner.
 - Current interest rates mean we are still receiving a decent return for money in the bank.
 - Staffing is the biggest expense. Currently, 1.6 FTE overstaffed for 2025, but this will likely come down to approximately 0.8 FTE.
 - Insurance has gone up by approximately 30% compared to this year.
 - One thing that cannot be predicted is the outcome of three collective agreements that will come into effect in 2025.
 - Line 17025 – Section 103. The money relating to the Principal's wellbeing has not been spent this year due to various circumstances. This money is ring-fenced and needs to be used by the Principal.

Action: Steph to write a statement that the Principal was unable to do make full use of this fund this year, but that the Board will carry this over to 2025. ***Incorporate in that section of the Draft Budget 2025.***

"That the Board accept the draft budget for 2025."

Mark Jones/Jane Chrystal/carried

- Photocopying contract is being rolled over with the same company, with a reduced price.
 - International Students – The 2025 draft budget has been set based on 18 students, there could be potentially be up to 22 students.
 - Hardware lease – chrome books (90), leased to own. The cost between paying for them, over leasing for three years, is a difference of \$3,000. Also extended the warrantee.
 - Most budget holders got most, if not all, of their budget requests.
- Staff innovation fund – people like this idea, and initial applications will be invited towards the end of Term 1, 2025.

- Tennis Courts – The MOE provided consent for this project, with an estimated cost of \$460,000 to be paid wholly by BHS. Mark has met with the Otago Community Trust who have suggested they may be able to contribute between \$80,000 to \$100,000. Discussion about the potential of forming a subcommittee to progress this project, and to submit applications to relevant external funding agencies.
Action: Mark to approach another couple of charities for funding.

***“That the Board supports progressing the upgrade of the tennis courts and will apply to the Otago Community Trust and at least two other charities for assistance with funding of the upgrade .”
Steph Woodley/Andrew Barton/carried***

- EOTC – Yr12 Leadership Camp – Mike Beagley is unable to attend, Jess Melrose is going in his place.
- Staffroom upgrade – Discussion around the two quotes and plans from Furnware (\$46,248) and Sebel (Australian company, \$69,000). Staff have been consulted on colours etc, but unsure if anyone has tried the furniture for comfort. Agreed that the staffroom needs upgrading and this is a small way to show appreciation and value of our staff.

***“That the Board accepts the Furnware quote for refurbishing of the staff room, subject to the confirmation of the floor plan and a member of staff checking the furniture from a comfort perspective.”
Steph Woodley/Tina Moir/carried***

Strategic Reporting

School Improvement Framework

- Mark presented this document which is used as part of the ERO evaluation cycle. We have just started another 3-year cycle, so working through this document is timely from a strategic perspective
- Considered and discussed the Stewardship & Governance section. At the start of the ERO review cycle we highlight where we are at with each of the points, and discuss where we want to be at the end of the cycle, and how we get there.
- SG1. Board membership and collaboration – Between “Working towards” and “Embedding”. When developing the strategic plan next year, consult with community and whenua.
- SG2. Evidence-informed strategic decision making – Between “Working towards” and “Embedding”. We can strengthen how we use and analyse available data.
- SG3. School resourcing and principal performance – “Embedding”, towards the top end.
- SG4. Statutory obligations and reporting – “Embedding”
- SG5. School leadership performance – “Embedding”, middle of this box. SLT group, continuing to grow our senior leaders.
- SG6. Board performance – “Working towards”
Action: Regular self-reflection of performance and effectiveness of meetings
- SG7. Information sharing – “Working towards”, close to “Embedding”
- SG8. Board gives effect to Te Tiriti o Waitangi – “Working towards”, top end of box.
Action: Mark to check with ERO for definition of “instruction is available in tikanga Māori and te reo Māori”
Action: Tina to suggest opening karakia and the English translation for Board meetings
- At our next meeting, continue with the Te Tiriti o Waitangi section.

Finance

- Covered in Principal's Report

Inclusion

- Thriving at School document – relates to SG1 and SG2 in the ERO document. Include in discussions when drafting 2025 strategic plan

EOTC

Sign-off on high-risk activities – next meeting

Staff survey – plan for 2024

- Hold over until early 2025, following the next Board meeting

Meeting schedule for 2025

Action: Mark to draft a schedule for 2025, with the first meeting on either 11 or 18 February 2025

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 8.55pm.

“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: 9.13pm

Steph thanked the Board members, Mark and Greer for their work in 2024.

Closed with Karakia

Meeting closed at: 9.15pm

Next meeting: TBC

Action Points	Who	When
Speak to ProSigns regarding school signage	Mark	Next meeting
Principal's Wellbeing – Statement that we could not use these funds this year but will carry them over.	Steph	Next meeting
Approach charities for funding of the tennis court upgrade	Mark	Next meeting
School Improvement Framework. SG8 – Check with ERO for definition.	Mark	Next meeting
Look into an alternative karakia and English translations	Tina	Next meeting
Draft Board schedule for 2025	Mark	Next meeting