

**Minutes of the Bayfield High School Board Meeting
held at Bayfield High School on Tuesday 22nd October 2024 at 6:30pm**

Present

Steph Woodley, Jess Melrose, Mark Jones, Jane Chrystal, Phil Wheeler, Andrew Stoddart (arrived 7.40pm), Andrew Barton, Andrew Lee, Tina Moir

In Attendance

Greer Poll, Mike Beagley

Apologies

Nil

Open with Karakia by Board members

Conflict of Interest

Nil

Minutes from the previous Board meeting

Minutes from the previous meeting held on Tuesday 10th September 2024.

“That the minutes of the previous meeting on 10th September 2024 be accepted as a true and accurate record”

Moved Steph Woodley/Andrew Barton/carried

Matters Arising

- Amended document for signing signed and returned
- Holiday Act – yet to be done. David has filled out the forms and Steph will check and send this off.
- NELS – time frame has been and gone.
- Arts Levy – survey to go out to parents in an email this week.

Inward Correspondence

- 12 September 2024 – Envirogroup – Presentation to the Board. Likely to be in Term 1, 2025

Outward Correspondence

- 16 October 2024 – Envirogroup – Presentation to the Board
- Auditor is to stay the same 2024-2026.

Resolutions – By Email

- Nil

Curriculum Development

Principal’s Report and ensuing discussion.

- Taken as read.
- Enrolments for 2025 are in the mid 80s. Unfortunately, enrolments have been impacted by the lockdown with some withdrawal of students, in addition to earlier defamatory flier that was circulated. Enrolments in other schools are also down due to a smaller 2025 cohort in Dunedin. Hopefully we will be in the mid 90s by 2025.
- PB4L – instances of poor have reduced since the last report.

- Survey of Te Waka Whaikaha whānau. Feedback is generally positive. Board members are invited to visit Te Waka Whaikaha during the day. Suggested that we regularly include examples of activities taking place in Te Waka Whaikaha, to better inform the school community.
- Staffing - 0.6 FTE reduction. Resignations from Lauren Sandri (moving to St Hilda's) and Jenny Powell. A new teacher, Ruby Franks, has been appointed to English. A number of internal appointments have been advertised.
- Worked with teachers around privacy on Kamar.

Achievement Data

- English/Maths/Priority Learners. Data are skewed by inclusion of OARS-funded students; students in Te Waka Whaikaha are included in the Māori achievement data. Interventions have been put in place to improve these results, but the timeframe for enhanced achievement is individualised and may differ to other students.
- Attendance: From 2025 there will be a requirement to report attendance daily. Previously, we have done everything to keep students on the role. From next year, students who are truant for ≥ 21 days will be removed from the school role.
- Discussion around Board support for enhancing student achievement. Unfortunately, government funding for ALIM is finishing at the end of this year, as is the learning cluster. New programmes will come online and we overstaff so that the ALIM programme can continue at Bayfield.
- Intervention programmes. Over the next two years our curriculum will focus on English and Maths. Discussion around what additional programmes we can offer (e.g., buddy reading, ALIM). We have previously discussed what could also be offered in USSR – perhaps a mixed model (i.e., reading or maths) depending on each student's needs. The primary numeracy project has underserved children in the past few years, a lot of students need basic algorithms.
Action: Mark to discuss with the staff how USSR can best be used/structure for 2025.
- Report back to the Board early 2025.

Property

- Tennis courts renewal. Mark has approached the Ministry of Education for permission to fund the new court surfaces, with a cost of \$460,525 (including 15% contingency). The Ministry advised that a copy of the Board's minutes with the appropriate motion is required to accompany this request.

“That the Bayfield High School Board requests consent from the Ministry of Education to spend \$460.525 of Board funds on the redevelopment of the school tennis courts.”

Steph Woodley/Phil Wheeler/carried

- **Action:** Mark to approach the MOE for permission to redevelop the courts
- Boilers – upgrade to go ahead.
- A second staff room upgrade quote has been received from Sebel, to be considered alongside that from Furnware.
- Building warrant of fitness audit report, received from the Ministry, conducted by the DCC. MoE own the school buildings, Argest (as agent of the MoE) is contracted to check everything. Paperwork missing from Argest. BHS asked Argest for advice and feedback.
Action: Mark to follow up with Argest and respond to the Ministry
- Camps. Planning is under way for the Yr10 Camp. The Yr12 Leadership camp is dependent on the availability of staff, with staffing still to be confirmed.
- Draft innovation fund. Feedback still to come from staff. Jess has had other staff speaking to her, and they are excited by the introduction of this in 2025.
- Draft budget done, to go before Finance group at next meeting.
- Our Auditor has been appointed, to stay the same (BDO Invercargill) for 2024-2026.

- Envirogroup. Presentation to the Board, to schedule for next year.

Strategic Plan

- T3 reporting
- Strategic planning – extra meeting will be held in February.
- Staff teacher only day, 27 January 2025 – Ōtākau marae.
- Board meeting scheduled for 24 January, February and another one before end of T1 2025.

Policies for Review – SchoolDocs

- Asset Management – done
- Bank cards – done
- Finance and asset management policy – done
- Budget – done
- Concurrence – done
- Corruption – done (whistle blower protected by law)
- Cyber security – add access security (two factor authentication for staff). Backups done by an outside agency (not mentioned by name). A query about whether the backups are re-storable? Is the PII encrypted, securing personal information. Is information provided to students for phishing etc – no general education package.

Action: Mark to find out information as above, and amend policy if required

- Entertainment – done
- Expenditure – done
- Finance – conflicts of interest – done
- Finance – asset management – done
- Finance committee – done
- Fundraising – done
- Gifts – done. There is a gift register and also a benevolent fund to use to purchase gifts for staff who are leaving, which can be topped up from principals expenses.
- Income – done
- Insurance – done
- Investigation – done
- Managing finances – done
- Property Planning – done
- School donations - \$ values are not correct, to be corrected by Mar

Action: Mark to update this policy with the correct information around school donations

- School vehicles – Suggestion that staff do AA online training
- School security. Concerns about people from the public wondering through school grounds during the school day, with entry around the gym area particularly problematic. Suggestion that we install signage to make people aware that they are entering BHS.

Action: Mark to arrange signage as above

- Sensitive expenditure – done
- Sleepovers – done
- Sponsorship – Discussion had that at present we do not adhere to this policy, as not all sponsorship (e.g., for the school show or other activities) is tabled at Board meetings. Agreed to add sponsorship to Principal's schedule of delegations, to ensure that decisions around sponsorship are timely, pragmatic and in the best interests of the School.

“That the Board delegate the operation of the Sponsorship Policy to the Principal’s Schedule of Delegations.” Steph Woodley/Phil Wheeler/Carried.

- Staff resources – done
- Theft by students – done
- Third party use of school property – done
- Travel – done

EOTC

Next meeting

Staff Survey

Next Meeting

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 8.12pm.

***“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: 9.21pm

Social outing – Steph to book and let members know.

Closed with Karakia

Meeting closed at: 9.23pm

Next meeting: 3rd December 2024, 6.30pm

Action Points	Who	When
USSR discussion with staff	Mark	Before Term 1, 2025
Approach Ministry for permission to upgrade the courts (with these minutes attached)	Mark	Next meeting
Building warrant of fitness – follow-up	Mark	Next meeting
Policy – Cyber security. Information required to update	Mark	Next meeting
Policy – School Donations – corrections required	Mark	Next meeting
Signage – to alert the public that they are entering BHS	Mark	Next meeting
Social outing	Steph	Before next meeting