

Minutes of the Bayfield High School Board Meeting
held at Bayfield High School on Tuesday 11th February 2025 at 6:30pm

Present

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

In Attendance

Greer Poll, Mike Beagley

To allow for the election of a presiding member, Mark Jones put forward a motion to give Greer Poll speaking rights.

***“That Greer Poll be giving speaking rights
to facilitate the election of the Board Presiding Member”***
Mark Jones

Greer Poll called for nominations for the Presiding Member of the Board. Steph Woodley nominated by Mark Jones, seconded by Jane Chrystal. All in favour. Carried.

Apologies

Nil

Opened with Karakia by Board members.

Conflict of Interest

Nil

Minutes from the previous Board meeting

Minutes from the previous meeting held on Tuesday 3rd December 2024.

***“That the amended minutes of the previous meeting on 3rd December 2024 be accepted as a true
and accurate record”***
Steph Woodley/Andrew Lee/carried

Matters Arising

- ProSigns – Signs informing public that they cannot walk through the school during the school day are done and in place.
- Naming of the blocks around school is an ongoing process that requires input from whānau rūpu.
- Principal’s Wellbeing Statement – done following the last meeting.
- Tennis Court Upgrade – A letter of support has been received from the tennis club which Mel Linwood will attach to the Otago Community Trust grant application.
- School Improvement Framework – still to do, for next meeting.
- Karakia – Discussion around possibilities. Agreed on Mauri oho (opening; rotate around Board members at each meeting) and Unuhia (closing). Add to future agendas.
- Draft board schedule – Learning area reports
Action: Mark to ask staff for feedback around format (one or two nights, with kai; would be good to include as many staff members as possible)

Inward Correspondence

- 4 February 2025 – Health NZ – Public Health Nurse Consultation Form. Permission required from the Board for the Public Health Nurse to meet with students; Agreed to continue with this service and form signed at meeting.

Outward Correspondence

- Nil

Resolutions – By Email

- Nil

Meeting Schedule for 2025

- See attached

Strategic

Principal's Report and ensuing discussion

- Taken as read
- 2025 roll is down for Year 9. As of September 2024, reduced numbers of Year 8 students (200+ less) across Dunedin. Overstaffing by approximately 1.58 FTE to ensure we retain a good number of options for our students (the overstaffing equates to around eight options classes).
- Staffing – Gavin Kidd, coordinator for Dunedin Secondary School Partnership, has resigned. Position has been advertised and anticipate having a replacement in place by Term 2. Gavin is able to run the position remotely from Invercargill into Term 2 if needed.
- NCEA preliminary results –
 - Level 1 results are low around country, compared to last year.
 - Our Level 1 students did well compared to the nationwide outcomes (66.2% achieved vs 44% nationwide and 57% in the same social equity band).
 - Level 2 and 3 will still provide valid statistics for the next couple of years, as curriculum changes have not yet been implemented.
 - Have lost some students this year that we weren't expecting to.
 - Some students have obtained credits through catchup sessions, more information at next meeting.
 - Some international students have passed, four obtained Level 2.
 - Level 3 – 11 students are based in Te Waka Whaikaha.
 - Steph thanked all staff who have worked hard to support our students to succeed.

Annual Plan – Term 4 2024 review

- Strategic Goal – Tūrangawaewae. 1.2
 - Develop and enhance an authentic culturally-based learning environment grounded on our Cultural Narrative. Notable improvement of use in all learning areas.
- Strategic Goal – Mana. 2.1
 - The achievement differential between Māori and New Zealand European students is reduced to 6% at NCEA Level 1 and 7% at Level 3 (not met, but improved from 28% to 13%), at least 70% of Year 13 students gain Level 3 (achieved).
- Strategic Goal – Hauora. 3.3
 - Goal 1. Promote high level of student attendance through improved student engagement and support. National target $\geq 50\%$ students attending 90% of the time. Our attendance target improved 15% to reach 45% (5% lower than goal). Less than 10% chronically absent ($< 70\%$ attendance). Not met but improved from 22% to 17%.
 - Goal 2. For 70% of junior students to demonstrate an added value gain in Base9 assessments by the end of Year 10. Not met, 65.3% have made a positive added value gain (5% lower than the goal)

Implementation Plan – Summary for 2024

- Blue = feedback from senior leadership on each measure/data. Discussed each item in turn.

Strategic Goal – Focus – Embedding the Cultural Narrative in our Environment

- Discussion around the items in the implementation plan
- Feedback from visit to Ōtākou Marae, all staff invited (24 January, 2025). Have not yet had a chance to gain formal feedback. Informally, staff enjoyed the day, although it felt a bit rushed at the end of the day. Jess thought it was a great way to start the year, all together. Noted that confidence of staff had increased since the last visit in 2023. Agreed this would be beneficial to do annually, at the beginning of each year.

Action: Mark to organise for 2026.

- Iconography on the end of B block. The feathers are in situ, but waiting for words from whānau rūpu. hui, need to encourage other families to join.
- Discussion around whānau rūpu, and the need for a more sustainable model for the whānau hui, and to encourage more families to join. Suggested that there could be an informal whānau hui to start the year.
- **Action: Put some information into the school newsletter about the whānau hui.**
- **Action: Tina to liaise with Matua Damian around whānau hui.**
- Wharenuī – on hold for the moment.
- Need to link PB4L into the 2025 Strategic Plan
- Student surveys – students are randomly selected.

Strategic Goal – Focus – Grow Capabilities of All Staff

- Teaching profiles – was co-constructed with the departments. This will be embedded in 2025
- PBL4. Staff are feeling supported – positive feedback in the teacher workplace survey and SET.
- Opportunities created for staff to act up (in terms of leadership roles) in 2025

Strategic Goal – Focus – Develop and Implement a Plan to Support Student Attendance

- Supporting student attendance – referrals made when appropriate to outside agencies. BHS has always had a good relationship with OYWT and MoE.
- Funding for attendance support worker due to end, but we have budgeted for this to continue (approx. 12 hours/week). Attendance support frees up time for the Deans to focus more on students who require support – very effective and efficient, with good outcomes.
- We are not trying for as long with students who have not attended for 21 days +.
- House teaching classes – continue – Andrew Lee feels that the junior students seem more connected. Jess says the students have a strong bond.

Strategic Goal – Focus – Improve the Exposure and Use of the School Values

- Coaching for students – developed and implemented with mixed outcomes, considering how we improve this for 2025.
- Reduction in number of pastoral entries for significant behaviour issues. Fewer discipline meetings involving the Board in second half of 2024.
- Junior diploma – increased the profile but noted a decrease in number of students obtaining the diploma. This is likely due to a loss of some service activities, and need offer more opportunities in this area.

Draft Strategic Plan – 2025

Discussion around the Draft Strategic Plan, based on 2024 outcomes and upcoming priorities

- Strategic Goal – Tūrangawaewae
 - 1.1. Strengthen our relationship with whānau, hapu and iwi. Keep this for 2025
 - 1.3. Continue to develop the school facilities with a focus on providing a welcoming and safe environment that encourages and contributes to a healthy learning environment. Include for 2025. Consider signage, values, staffroom, tennis courts.

- Strategic Goal – Mana
 - 2.1. Improve outcomes for all students, particularly Māori, Pasifika and priority learners, through a focus on excellence in teaching and the development of learning programmes that are responsive to student need. Keep this for 2025.
 - 2.3. Implement the refreshed New Zealand curriculum with an emphasis on our localised context. Include for 2025, but need to change phrasing around localised content. New Maths and English learning to implement in 2026.
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- Strategic Goal – Hauora
 - Engage students by being a school in which manaakitanga and our core school values enhance learning by being visible and lived daily. Include this for 2025, with a plan for community consultation around School vision and values to ensure they are still relevant
 - 3.2. Provide appropriate support for all learners and their whānau to enable their personal learning goals to be met. This will tie in with PB4L goals, but won't formally include in strategic plan

Action: Mark to liaise with staff around draft Strategic Plan, and develop an implementation plan

Finance Report

- Over staffing was acknowledged, but is currently being managed; will need to work over the upcoming years to reduced this.
- Running about \$1.8 m on operating budget; enough funds in core accounts.
- There is almost one term deposit rolling over each month. Interest rate is dropping. Recognise how thrifty our budget holders are.
- Tennis Courts – application to Otago Community Trust with letter of support from Tennis Club, going off in a couple of days.
- Staff Survey
Planned for Term 1
Action: Mark to liaise with Steph around timing so that the Board questions can go to staff with the NZCER survey.

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 8.40pm.

“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/Jane Chrystal/carried

Out of Committee: 8.47pm

Closed with Karakia

Meeting closed at: 8.49 pm

Next meeting: 25 March 2025, 6.30pm

Action Points	Who	When
Naming of the blocks – ongoing discussion	Mark	Ongoing
Tennis court upgrade – grant application	Mark	Next meeting
School improvement framework – question to ERO	Mark	Next meeting
Draft Board schedule – HOLA reporting evening – staff feedback	Mark	Next meeting
Information around student achieving credits through catch-up sessions	Mark	Next meeting
Organise booking for Ōtākou marae, beginning of 2026	Mark	End of Term 1?
Add information about whānau hui to newsletter	Mark?	Next meeting
Liaise with Matua Damian about whānau hui	Tina	Next meeting
Draft strategic plan/implementation plan	All	Next meeting
Staff survey	Mark/Steph	Next meeting