

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

Present

Steph Woodley, Mark Jones, Jane Chrystal, Andrew Barton, Andrew Lee, Tina Moir, Phil Wheeler, Andrew Stoddart

In Attendance

Greer Poll, Anna King

Apologies

Nil

Open with Karakia by Board members

Conflict of Interest

Nil

Steph Woodley welcomed Anna King in her role as acting Deputy Principal.

Jane Chrystal has tendered her resignation due to a change in personal circumstances. Thanks were given to Jane for her valuable contribution and perspective.

New staff representative has been elected to the Board – Michelle Budge – Somerville Dean and Learning Support Coordinator.

Minutes from the previous Board meeting

Minutes from the previous meeting held on Tuesday 25th March 2025.

***“That the amended minutes of the previous meeting on 25th March 2025 be accepted as a true
and accurate record”***

Steph Woodley/Tina Moir/carried

Matters Arising

- Book marae for next year – Damian to book, Mark to follow-up on this.
- Ladder in the hall has been fixed.

Inward Correspondence

- Nil

Outward Correspondence

- Nil

Resolutions – By Email

- Nil

Curriculum Development

Principal’s Report and ensuing discussion.

- Taken as read.
- HOLA Presentations – shifted to 4th and 11th June 6.30pm.
- Erin Thomson has been appointed Dean of Ross House.

- Ashley Douglas has started as a PE teacher. She is currently undertaking a teacher refresher course, and once completed, will be able to teach full time.
- Student achievement data for annual report that is published on our website and available to the public. Noted that the Yr 13 data includes Yr14 and 15 students. Agreed to include a footnote to relay this information, for example, *“this includes Yr14 and 15 students who remain at school as part of Bayfield High School’s inclusive approach.”*
Action: Mark to add information to be included in annual report.
- Discussion around including and data from neurodiverse students. There are currently no national data for this group of students, so nothing that the Ministry of Education (MoE) use as a benchmark. However, it could be beneficial for us as a school to look at summary data, so we can better understand the achievements of neurodiverse students and any additional targeted supports
Action: Include data from neurodiverse students in our reporting processes.
- NCEA results in Otago Daily Times were good (particularly at Year 12) in comparison to other schools from across Dunedin and Otago.
- Staff innovation fund – successful application from Orla Liddle to encourage more girls to get involved in computing.

2025 Strategic Plan, progress report 1

- Scholarship entries are to be in by the end of August.

MidYIS Year 9

Summary of T1

- Difficulties associated with trying to plan in an ever-changing landscape. With the new curriculum reporting to parents will be changing but the School is not aware of what yet. Noted that there is a new parent portal on the MoE website, on how to prepare for parent teacher interviews.
- Strategic Goal 2.3. Discussion about the Māori mentoring resource. MoE are giving money to the schools for mentoring, as decided in 2024. Bayfield High School are to find its own mentor, but until this is signed off by the MoE we are unable to progress this.

Base9 graphs – Data presented for Yr9 students in Term 1, with no differential between students who identify as Māori or Pakeha.

- Numeracy and processing have a long tail.
- There is a good spread of literacy skills.
- Processing – we need to take into account the delivery in the classroom.
- Base9 graphs help identify areas that need work and can pick up on students who require extra support.
- This data can be used by staff – can be used to look at trends across a cohort, or at an individual level, and what they need to target.

PB4L

- Report received, with a reduction in the number of total referrals compared to the same time last year.

Marketing Update

- A meeting has been held with Maree Thyne, from the Otago University Marketing Department (4 April) to discuss marketing for the school.
- Potential for a marketing student who is undertaking their Master’s to contribute to developing a marketing plan, targeting prospective parents and students.
- Leeana Duncan and Julie Johnston are comparing the Otago Daily Times vs The Star for our advertising to gauge which is the best value.

- Other discussion points included making the best use of social media, advertising on the back of the bus (costings to be obtained), starting an Alumni Facebook Page or something similar (Mark has given some time to Ray Spence to investigate)
- An event or reunion of some kind – this is a way of attracting people to the school; potential to could coincide with the opening of the refurbished multipurpose courts.
- Queens High School are going through consultation with the community as they are going to have to put an enrolment zone in place due to their expanding role.
- Other schools will be consulted on this.

Action: Mark to follow up with Margaret at the MOE.

- Principal's appraisal – report to the Board at the next meeting (as the current cycle has come to an end).

Policy Review – School Docs

- Health and Safety Policy – minutes from the Health and Safety meetings to go into the folder on Teams.
- Health and Safety Policy – training is a provided to the Health and Safety committee. This does not need to be in the policy, it is in the Board assurance document.
- Health and Safety Policy. Discussion around mental health and updates to the board around student wellbeing. Agreed that it would be valuable to receive a report from our school counsellors twice a year, so we can track the data. Useful as the Board is funding an additional counselling time compared to a few years back.

Action: Mark to liaise with the school councillors around reporting.

Finance Report

- Bayfield High School is in a reasonably healthy position.

Property

- Otago Community Trust will provide \$83,680 towards the refurbishment of the outdoor courts project. \$440,000 will be required to complete the project with a 15% contingency included in this amount.

“That the Board approve the use of up to \$440,000 of Board funds for the renewal of the artificial court surfaces”.

Andrew Stoddart/Phil Wheeler/carried.

- Quote has been received for refurbishing the floors in the school hall as these were done at least 15 years ago. The total comes to \$29,000 including the stage; however, the Performing Arts Departments is happy to paint the stage black rather than resand. Only one quote received due to the specialised nature of this work, and limited suppliers.

“That the Board approve the use of up to \$20,000 + GST for the refurbishing the Hall floor.”

Steph Woodley/Phil Wheeler/carried

- Textiles students are happy to make the curtains in the refurbished staff room as a fundraiser.

EOTC – questions

- Bevan Townsend is taking on the leadership of EOTC from Mike Beagley. Bayfield also have the skill set of Jared King and Oliver Surline who are experienced in outdoor education and Ashley Douglas (new PE teacher) has an outdoor education background. EOTC needs to be coherent.
- Strategic direction linked to EOTC – activities such as the Year 9 and 10 camp foster a sense of belonging and team building. Some EOTC activities are related to the curriculum rather than strategic direction (for example, Yr12 Geography trip to Queenstown). Enrichment programmes such as football and volleyball tournaments are a part of what students' value about being at Bayfield and involved in the sporting community.
- Review questions – see Principal's report.
- Camps are reviewed every year to ensure they are fit for purpose and meeting the needs of the students.

Student Representative Report

- School show rehearsal going excellently. Hope to see you there!

Staff Survey

Questions to potentially include:

- What do you value about working at Bayfield?
- Questions 3-6 from 2024 includes are you getting support to do the best in your roll?
- Keep the question regarding any concerns.
- If there was one thing school could do differently, what would it be? This gives the opportunity to say something if there is an issue.
- It can be quite good to keep the same questions going forward, so to compare for continuity, but can potentially ask the same questions in a different style.
- Denise Quinlin work – good to incorporate use of questions, with some examples provided in the Principal's report.
- Could also ask staff if they consider that their feedback resulted in changes.

Action: Steph will rework the questions from the last survey then it will be sent to Board members.

- Teacher Only Day on 30th May is not linked to the curriculum. This will include a social event for the staff at the end of the day.

Board Elections

- September 2025 – there will be two parent representative roles up for election.
- Discuss at the next meeting who would like to stay on and develop a succession plan. Steph Woodley, Andrew Stoddart and Phil Wheeler will be up for re-election.
- Andrew Lee to do a presentation to school at the end of T2 to promote the student representative election in September 2025.

Whānau rōpu

- Positive feedback received from the first meeting for 2025, nice to have this going again.
- Education plan that was put forward a few years ago is being reviewed. This will sit alongside the strategic plan.
- Next hui will be held on 20th May.

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 8.38pm.

***“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/Phil Wheeler/carried***

Out of Committee: 9.04pm

Bayfield Production – The Evil Dead – Teenage Version

- Email received from Soph Darling (to Mark and Steph) – everyone has had great day down at the Mayfair. Copied into an email from a staff member at Tahuna Normal Intermediate School – very appreciated and high praise for the whole cast and production team.
- Currently sitting at 61% ticket sales.
- Appreciate the ability to purchase tickets via the Instagram link.

Jane Chrystal farewell, 21st May, 6.30pm, Keystone.

Closed with Karakia

Meeting closed at: 9.10pm

Next meeting: 17 June 2025, 6.30pm

Action Points	Who	When
Book Ōtākou marae for beginning of year	Mark	Next meeting
Add information about Yr 14 and 15 students to annual plan	Mark	May
Include data from neurodiverse students when reporting achievement data	Mark	End of year data
Zoning – follow up with Margaret at the MoE	Mark	17 th June
School councillors reporting to the Board	Mark	For end of Term 2
Re-work the staff survey	Steph	By week 3–4

Agenda items for next meeting

- EOTC (next 4 items on the list)
- Principal appraisal