

Bayfield School Board of Trustees – Meeting Minutes

Meeting date: 25 May 2021
 Meeting start time: 7.00pm
 Trustees attending: Craig Priscott, Andrew Beuth, Shannon Joe, Jane Sharpe, Kerri McKay, Sarah Taverna, Hannah Crosby
 Others: Jenine Flatt (secretary)

Meeting administration	Action
No new conflicts of interest declared. Prior minutes unanimously approved for signing (Jeremy/Andrew).	
Matters requiring external input	
n.a.	
Student focussed matters	
<p>The MoE has updated the Maori/Pasifika plans with a 30 year vision, and this was discussed within the Bayfield context. There is a focus on ensuring there is no unconscious bias in our school, and upskilling teachers on facilitating learning through a cultural lens. The new Te Reo and Kapa Haka programmes are working well.</p> <p>It was noted that attendance for our Maori and Pacifica children is well above national levels. Student achievement data is also higher, particularly for Bayfield’s Maori cohort which are close behind our European cohort.</p>	
Matters arising from prior meeting	
<p>Year 5/6 teacher re-arrangement was working well, with good feedback from teachers. The job-sharing arrangement will be formally reviewed in a few weeks, and used to implement more formal plans and protocols for job-sharing across the school.</p> <p>Insurance of Titoki-iti was confirmed.</p> <p>14 iPads were stolen from Year 2 space. Alarm system issues. \$14k to replace the current security system. The existing system is now considered obsolete and parts aren’t available. A print was taken from window by police. New security cameras/integrated security and alarm system quote to be sourced. Kerri to notify the community.</p> <p>A sign is required disclaiming any risk for those attempting to climb on the shade sail after hours. Changes have been made to make this very difficult, and no further physical changes were practicable with undermining the structural integrity of the shade sail.</p> <p>Analysis of student achievement data of in-zone and out-of-zone children was discussed. 60% OTZ kids in Jnr School and this is likely to grow.</p> <p>Andrew confirmed how the cyclical maintenance calculations work.</p> <p>Parent subscription to TaxGift had been a little disappointing, although we will continue to include this information in subsequent school comms (and eventually the new website).</p> <p>A quote is being sought for a new sound system for the hall is being investigated, using the generous parent donation.</p>	<p style="text-align: center;">Kerri</p> <p style="text-align: center;">Kerri</p> <p style="text-align: center;">Kerri</p>
Strategic issues	
There was a discussion about the reducing number of children living in the Bayfield zone, and possible flow on effects in future. There were also children leaving for private schools each year. It was agreed that Bayfield should survey those recent leavers to better understand their rationale.	ST/CP/KM

<p>The school is still waiting for MoE approval for the fence. Kerri would like to see the gates able to be locked overnight (magnetic?) to deter unwelcome visitors. Shannon will organise a BOT walk-around for those interested.</p> <p>The Year 4 modernisation project is in the planning phase, with teacher feedback provided.</p> <p>There was a brief discussion about better integrating Room 3 into the school as a hub for a variety of activities.</p> <p>It was also noted that the school would benefit from extra shade near the top field during summer.</p> <p>Next steps for the Feedback Panel were discussed, with the staff survey going out soon. The parent survey would be opt-in. Kerri, Craig and Sarah are continuing to work on this.</p> <p>Sarah and Kerri provided a BCG update. The last meeting had a good turnout, and an annual plan was being mapped out. The BCG is investigating a knowledge-athon as a fundraiser.</p> <p>Kerri provided an update on the new website, which was aiming to be ready prior to the end of term 2.</p> <p>Kerri provided a kahui ako update.</p>	Shannon
Monitoring	
<p>Andrew noted our strong 2021 balance sheet position. Currently tracking to budget also. Staffing spending is under budget at this point.</p> <p>Andrew provided an update on the 2020 annual report, which was on track. The GST refund point was noted. The final 2020 AR would be circulated by Kerri for an e-motion (this was subsequently done and approved, with management confirming the Rep Letter was correct and ok to sign).</p> <p>Kerri advised that the protected disclosures and visitors policy had been reviewed, and no changes were required.</p> <p>Kerri confirmed the first meeting of her 2021 principal performance plan had been completed. There was a bank staffing meeting this Friday with key staff attending.</p>	
General business	
<p>Kerri raised the possibility of a staffroom refurbishment, and will revert with a plan and a proposed budget for BOT approval.</p> <p>Craig raised the issue of BOT succession planning well ahead of our three year term ending, so the Board can plan ahead and ensure institutional knowledge is not lost.</p> <p>Kerri noted the changes to the governance model with terminology changes and the move from trustee model to a representation model. This will need to be communicated to the community at some point.</p>	Kerri
In-committee	
Into committee at 9.40pm, finished at 10.15pm	
Next meeting	
<p>Next meeting currently scheduled for 29 June 2021.</p> <p>Meeting closed at 10.16pm.</p>	

Approved

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Board Chair

Date