

Bayfield School Board of Trustees – Meeting Minutes

Meeting date: 29 June 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 (Shannon/Andrew).	
Matters requiring external input	
n.a.	
Student focussed matters	
n.a.	
Matters arising from prior meeting	
<p>A comprehensive review of the school security system has been done by our current provider. Most of the sensors were either in the wrong place or not working at all, and the keypad is outdated. ISS recommended an overall upgrade of the system, including the sensors and potentially CCTV. The BOT agreed that the sensors and alarm pad were the top priority in the short term, but the cameras were not essential and should be deferred. Accordingly, the Board unanimously resolved (Craig/Andrew) to spend the \$25k spend on the sensors/control pad. However prior to proceeding, Kerri would seek a further quote to double-check the reasonableness of the ISS quotes (and seek a further CCTV quote at the same time).</p> <p>It will cost \$11k to upgrade the sound system in the hall. The new system can be operated by an iPad/laptop. Given the system was well under the tagged donation, the BOT unanimously agreed to complete the upgrade (Jane/Jeremy). Kerri to action.</p> <p>8th July at 8am was diarised for a fence walk around, with Bevan and Gareth to attend.</p> <p>There was a brief discussion about the possibility of scoping a staffroom upgrade, but this was on hold until Sarah Vile is back from leave.</p>	<p style="text-align: center;">Kerri</p> <p style="text-align: center;">Kerri</p>
Strategic issues	
<p>Work on the junior playground is due to begin mid-August, starting with the removal of the existing playground. It is estimated the work will take approximately 4 weeks.</p> <p>The Year 4 refurbishment process has started with a number of designs being presented by the architect. Design work is ongoing. The BOT noted the importance of the teachers being happy with the design, given the impact on them and the children.</p> <p>Scoping work on the air conditioning system is ongoing, with the likely cost potentially meaning only the top floor of the main block could be completed.</p> <p>Work on the Feedback Panel is ongoing, with some of the surveys complete. Once all the survey results are available, it may require a BOT sub-committee to be formed so that matters could be progressed efficiently (rather than within a full BOT meeting).</p> <p>The BOT agreed with the BCG's 'Quizard Wizard' recommendation for the 2021 fundraiser. The preparation work for this is underway. The BOT is very grateful to the BCG for leading this initiative.</p>	

<p>Website continues to be WIP. There has been some feedback from a few parents that the proposed new format may be overly restrictive. Kerri will progress this and report back with next steps.</p> <p>Kerri updated the BOT on the Kahui Ako. One of the initiatives being looked at are collective procurement possibilities.</p>	Kerri
Monitoring	
<p>Andrew noted our strong 2021 balance sheet position. The GST refund has now been moved to sundry income.</p> <p>Term dates for 2022 were discussed as there were 3 teacher-only days which were legally required to be used prior to the 2022 cut-off date.</p> <p>There was a discussion about the parking and traffic situation. After discussing the various health and safety concerns, the BOT unanimously agreed (Kerri/Jeremy) to procure the previously discussed StanTech report for ~\$12k. In the absence of this report, we cannot be certain what possibilities exist to remedy some of these issues.</p> <p>School sign to be considered at subsequent meeting.</p>	Kerri
General business	
<p>The 2021 mid-year letter to parents has now been sent.</p> <p>Due to time constraints the beehive discussion was postponed until next meeting.</p>	
In-committee	
Into committee at 9.25pm, finished at 9.35pm	
Next meeting	
<p>Next meeting currently scheduled for 24 August 2021.</p> <p>Meeting closed at 9.40pm.</p>	

Approved

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Board Chair

Date