

## Bayfield School Board of Trustees – Meeting Minutes

Meeting date: 22 February 2022  
 Meeting start time: 7.00pm (via zoom)  
 Trustees attending: Craig Priscott, Andrew Beuth, Shannon Joe, Jane Sharpe, Kerri McKay, Sarah Taverna, Hannah Crosby, Jeremy Arthur  
 Others: Liz De Luen (secretary), Natalie Hayes (observer)

<b>Meeting administration</b>	<b>Action</b>
<p>All present, no new conflicts of interest noted.</p> <p>Prior meeting minutes approved and passed (Andrew/Kerri).</p> <p>Craig was unanimously re-elected as Chair/Presiding Member.</p>	
<b>Matters requiring external input</b>	
n.a.	
<b>Student focussed matters</b>	
<p>Student data from 2021 was discussed. Due to lockdown, assessments erred on the side of caution. There were also some pastoral effects of the lockdown, which affected the data. Structured literacy planned for at risk kids.</p> <p>Kerri will check whether the PAT data is normalised for the lockdown effect – i.e. does it use nationwide data for the term in which the PAT tests are sat, or some historical norm, as the national baseline against which Bayfield children will be compared?</p>	<b>Kerri</b>
<b>Matters arising from prior meeting</b>	
<p>Natalie is processing feedback on the website, ahead of launch.</p> <p>Kerri will survey leaving families, replicating last year’s survey of the same.</p> <p>Playground matting – in discussions with original suppliers re guarantee / warranty.</p> <p>Jeremy will re-engage with planner on the various signs:</p> <ul style="list-style-type: none"> <li>- Investigate what is possible on side of hall (would be very basic, potentially just name/tree, either painted or via decal)</li> <li>- No further action on static sign on corner</li> <li>- Progress digital sign to replace Kellands sign, potentially via a pre-lodgement with council as a low cost start</li> </ul> <p>Management will also consider a mural, values, etc on the internal school wall.</p>	<b>Kerri</b>
<b>Strategic issues</b>	
<p>Next three year plan will be completed by the new Board later in the year.</p> <p>The northern fence will be located inside the boundary, to minimise any future issues that may arise. Fence is still to be completed.</p> <p>BCG update: the recent meeting attracted 25 attendees from a cross section of the school. Was decided that community events were to be planned to promote school spirit. Unlikely that a major fundraiser will occur due to Covid, however a Bayfield Trade ‘n Exchange facebook page has been created with school donations suggested in lieu of payment for goods. New BCG Chair has been elected. 2021 Parent Reps have all chosen to continue this year</p>	

<p>H&amp;S. As at today, no Covid cases in the school community, though this was likely to change very soon. Tracking all children of close contacts. RAT tests to be made available for teachers and staff. Ministry information changes frequently.</p> <p>An updated version of the 2022 budget was unanimously approved (Andrew/Craig). There is only \$10k assumed for BCG fundraising, given Covid and cash in the bank. Capex and costs will be closely monitored, given longer term concerns are around demographic trends and a fixed cost base.</p> <p>Asset register approved (Kerri/Craig).</p>	
<p><b>Monitoring</b></p>	
<p>Covid update - see above.</p> <p>Policy review: Health &amp; safety management - policies are already robust and have been reviewed in recent years.</p> <p>Monthly finance report - Finished 2021 with a strong surplus, mainly due to GST refund. Expenses down \$50k, though slight increase in property costs and admin / resources. The relievers spend was low due to the lockdowns, with the exception that 2022 will be higher due to Omicron.</p> <p>2021 Principal performance review will be available soon. No appraisal proposed for 2022 due to high costs and recent years rigorous appraisals being actioned.</p>	
<p><b>General business</b></p>	
<p>Start / end date of Bayfield is traditionally later than other schools. The Ministry dictates how many days a school must be operating. A survey could be considered later in the school year.</p> <p>Next Board letter to include promotion of forthcoming election, encouraging possible new members.</p> <p>Hero platform still not ideal. The Premium version of Hero would allow absences to be uploaded by parents, though this is more costly to the school.</p>	
<p><b>In-committee</b></p>	
<p>Into committee at 8.36pm, returned to main meeting at 8.38pm.</p>	
<p><b>Next meeting</b></p>	
<p>Next meeting currently scheduled for 29 March 2022.</p> <p>Meeting closed at 8.39pm.</p>	

Approved .....

Board Chair

Date .....