

Bayfield School Board – Meeting Minutes

Meeting date: 31 May 2022
 Meeting start time: 7.00pm
 Trustees attending: Craig Priscott, Andrew Beuth, Shannon Joe, Jane Sharpe, Kerri McKay, Jeremy Arthur
 Apologies: Hannah Crosby
 Others: Liz De Luen (secretary)

Meeting administration	Action
<p>Apologies received from Hannah.</p> <p>No new conflicts of interest noted.</p> <p>Prior meeting minutes approved and passed (Kerri/Andrew)</p>	
Matters requiring external input	
n.a.	
Student focussed matters	
<p>Parents were surveyed after the recent learning conferences. About 20% of families responded, and were positive overall about the move to more parent-teacher time. Turnout on the night was good, but we need a better method of enforcing punctuality and conference length for parents. Some parents also had issues with the 2 half days. Kerri advised that more detailed comms will be provided next time, including which teacher to book with. More reminders will also be sent in the period leading up to the conferences.</p>	
Matters arising from prior meeting	
<p>Playground matting. A quote from Turf and Playground received for \$13,760. Original matting company won't accept liability / warranty at this stage.</p> <p>School sign(s) update. Jeremy and Kerri are progressing the possibility of converting the Kellands sign to digital, and the proposed signage on the hall wall.</p> <p>Year 4 construction project - waiting on approval from the Ministry. This is causing delays, which may cause disruption to classes in due course. Ministry wants assurance we can afford to pay the difference (\$40k). Kerri will chase again.</p> <p>Property maintenance budget - to be discussed at the next meeting.</p> <p>Old playground equipment - has been removed and donation received from a local family.</p>	<p style="text-align: center;">Kerri</p> <p style="text-align: center;">Kerri</p>
Strategic issues	
<p>The school is withholding the final payment on the fence as the project has not been completed. Kerri to follow-up.</p> <p>Sarah requested the old soccer goals be carefully checked for health and safety risk. New goals have been ordered but have not yet arrived.</p> <p>There have been instances of youths on site during the weekend that are causing damage and taking risks. Those who are known to the school will be contacted.</p> <p>BCG update. Melissa (new chair) has settled in. The BCG is looking at a Skipathon fundraiser in July, and investigating a fair as a community event. May also try and find a way to auction Kerri's carpark. Offsite events are also an option.</p> <p>H&S - Covid is still affecting the school, though there are now colds and other viruses circulating.</p>	<p style="text-align: center;">Kerri</p> <p style="text-align: center;">Kerri</p>

<p>Jeremy noted that windows in Room 3 open out onto the deck and have the potential to cause injury. Kerri will raise this at the next internal health & safety meeting.</p> <p>The 2021 Annual Report went well, with only a minimal number of recommendations from the auditor.</p> <p>New regulations now govern Board elections, including an electronic option. The Board supports using a returning officer, and electronic voting to maximise turnout. CES have tendered to act as returning office, and further info will be circulated for the Board to make a decision on this. The Board's H1 newsletter will provide information for parents.</p>	<p>Kerri</p> <p>Kerri</p>
Monitoring	
<p>The school continues to monitor Covid cases.</p> <p>The Healthcare/Behaviour Management policy and procedures are being updated as inconsistency has been noted. A few current students exhibit challenging behaviour and consistency / procedures need review. The serious injury policy will be reviewed with the admin team. The mobile combat / terrorist policy will also be checked, and there is a lockdown drill scheduled in a few weeks.</p> <p>Monthly finance report. Healthy working capital, 43% of Government grants received, \$9k spent on Cap Ex. Relievers are now to be paid out of bulk grant.</p> <p>Kerri provided a Kahui Ako update. The 4-person Kahui leadership team will review how things are going in the week following the Kahui-wide teacher only day.</p>	<p>Kerri</p>
General business	
<p>H1 Letter to Parents before the end of Term 2. Topics may include Board election, H&S (including traffic), demographic trends facing Bayfield, and other matters. Craig will draft and circulate for comment in due course.</p> <p>Depreciation rate for the accounts unanimously approved (Craig / Andrew). Craig to sign on behalf.</p>	<p>Craig</p>
In-committee	
<p>Into committee at 8.30pm, returned to main meeting at 8.42pm.</p>	
Next meeting	
<p>Next meeting currently scheduled for 28 June 2022.</p> <p>Meeting closed at 8.45pm.</p>	

Approved

.....

Board Chair

Date

.....