**Bayfield School Board of Trustees – Meeting Minutes**

Meeting date: 23 February 2021

Meeting start time: 7.00pm

Trustees attending: Jeremy Arthur, Craig Priscott, Andrew Beuth, Shannon Joe, Jane Sharpe, Kerri McKay, Sarah Taverna, Hannah Crosby

Others: Jenine Flatt (BOT secretary)

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| **Meeting administration** | **Action** |
| No new conflicts of interest declared. Prior minutes unanimously approved for signing (Kerri/Shannon).  Craig was unanimously elected as Board Chair for 2021 (Andrew/Jeremy).  Jenine was welcomed as the new BOT secretary. |  |
| **Matters requiring external input** | **Action** |
| There was a general discussion over the 2020 student data. It was pleasing that Bayfield is moving so many children from ‘at’ to ‘above’. The school is also noticing there are more children being diagnosed with various forms of learning challenges (dyslexia, dyspraxia, etc). When time permits Kerri will split the data by in-zone and out-of-zone children to understand whether there are any differences. | **Kerri** |
| **Matters arising from prior meeting** |  |
| The Y5/6 changeover has been well received to date, including by children who asked good questions when advised of the changes. The Board authorised Craig to respond to any written queries to the Board from parents.  There was a discussion about next steps on the transport issues. There was no clear consensus on the Board as to whether we should proceed with the Stantec work, so this was placed on hold for the meantime.  Meet the Team presentations were ready to go. Craig and Kerri advised what they were likely to talk about. On reflection the charitable trust idea would not be mentioned until the BCG had been consulted, and further details developed.  The kahui ako leadership issue is still to be finalised. | **Craig** |
| **Strategic issues** |  |
| Shannon shared the draft master plan, with fence outline. There was a discussion about adding another service gate at the lower end of the school. The Board supported a fence height of 1.6m, in black. The school will solicit quotes with gates noted separately so we can understand costs.  The Board unanimously agreed to appoint the aircon consultants (Kerri/Shannon) as the next step in that process.  The Board unanimously agreed to engage DLM as architects for the Year 4 renovation (Kerri/Craig).  Jane is waiting for a third playground quote before coming to the BOT with a recommendation.  Feedback Panel work is underway.  The BCG has lost a few members with year 6 parents leaving the school, so communications will go to parents reminding them of this group.  Website continues to be worked on.  The 2021 Strategic Plan/Charter will be sent around by email for ratification. | **Jane**  **Kerri**  **Kerri** |
| **Monitoring** |  |
| There was a discussion around draft 2002 accounts, although Andrew noted that many of the costs from late 2020 have not come through yet so the projected surplus is overstated.  The 2021 budget was unanimously approved by the Board (Andrew/Craig).  Kerri and Craig are still looking for someone to undertake Kerri’s 2021 principal appraisal. | **KM/CP** |
| **General business** |  |
| n.a. |  |
| **In-committee** |  |
| Into committee at 9.45pm, out at 10.12pm. |  |
| **Next meeting** |  |
| Next meeting currently scheduled for 25 May 2021.  Meeting closed at 10.13pm. |  |

Approved …………………………………………. Date ……………………..  
Board Chair