

Bayfield School Board of Trustees – Meeting Minutes

Meeting date: 28 September 2021
 Meeting start time: 7.00pm (via zoom)
 Trustees attending: Craig Priscott, Andrew Beuth, Shannon Joe, Jane Sharpe, Kerri McKay, Sarah Taverna, Hannah Crosby
 Others: Jenine Flatt (secretary), Sarah Vile, Claire Turner

Meeting administration	Action
No new conflicts of interest declared. Prior minutes unanimously approved for signing (Hannah/Jane).	
Matters requiring external input	
Sarah Vile provided the Board with an overview of the proposed staffroom refurbishment, and the various options. The Board was generally supportive, provided that all staff were consulted at the relevant time. The budget will be agreed later under the SIP discussion. Kerri will oversee this project, with Sarah. Sarah left the meeting.	Kerri
Student focussed matters	
Claire provided a SENCO report, followed by a Q&A session. Claire left the meeting. Kerri provided an overview of maths at Bayfield, including the incorporation of basic facts, times tables, etc. There was a discussion around the use of Mathletics / EP, and also maths homework. As part of this discussion it was noted that Bayfield’s homework policy will need to be re-examined, including community consultation.	Kerri
Matters arising from prior meeting	
Some work on the website has been done by Isa, however further work is required. Key decisions remain outstanding. The anti-bullying policy is a work in progress. It will need to be a standalone policy outside School Docs.	Kerri KM/JA
Strategic issues	
The Board unanimously agreed (Hannah/Jeremy) to a budget of \$15k for the staffroom refurb, which would sit within the SIP programme. The remainder of the SIP programme was agreed to be as per the spreadsheet (including the aircon), and Kerri would advise this to Gil after the meeting. There was a discussion around changes resulting from the Feedback Panel surveys. Some of the proposed changes were discussed, but this topic was then adjourned pending further internal discussions. Kerri will follow up and revert.	Kerri Kerri
Monitoring	
Kerri updated the Board on Covid-related issues. Various contingency plans were being put in place around a return to school under various levels. Andrew provided an overview of the monthly finance report. Things continued to track well. The R&M budget overspend pertained to the drain clearing, and the Board unanimously (Shannon/Sarah) ratified this expenditure. The Chair and BOT self-reviews were noted. Kerri has met with her appraiser, and this review is progressing. There was a lengthy discussion on health and safety, including discussion of the Bayfield policies circulated by Kerri on email. It was noted that EOTC and Camp generally presented the greatest	

risks, and it was comforting that teachers in charge were required to fill out the prescribed due diligence forms when children left the school grounds. Kerri advised that H&S documents are provided by all contractors who work on the school grounds. Kerri was asked to separately identify the top 5 H&S risks, and our risk mitigation strategies. This would be reviewed at the next meeting. Kerri also noted the school is regularly visited by arborists, who assess the risk of tree branches falling.	Kerri
General business	
n.a.	
In-committee	
Into committee at 9.52pm, returned to main meeting at 10.15pm.	
Next meeting	
Next meeting currently scheduled for 26 October 2021. Meeting closed at 10.16pm.	

Approved

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Board Chair

Date