

## Bayfield School Board of Trustees – Meeting Minutes

Meeting date: 7 December 2021  
 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: Jenine Flatt (secretary), Natalie Hayes, Isa Rive

<b>Meeting administration</b>	<b>Action</b>
<p>All present, no conflicts of interests.</p> <p>Prior meeting minutes approved and passed (Shannon/Andrew).</p> <p>Interim meeting minutes from 10th November 2021 were also approved and passed (Jane/Hannah)</p>	
<b>Matters requiring external input</b>	
<p>Nat and Isa have provided an update on the new school website. The Board were pleased with the progress. It will be rolled out in the new year, once further testing has been completed.</p>	
<b>Student focussed matters</b>	
<p>The Board discussed Kerri's proposed changes to Bayfield's parent reporting framework, after feedback panel surveys of teachers and parents. It was agreed that the new system would be reviewed in Term 2 2022, after the first parent meeting, to check how it is going.</p>	
<b>Matters arising from prior meeting</b>	
<p>Homework policy will be deferred until 2022.</p> <p>The 2022 Board election was discussed, including the need to actively encourage out of zone parents to reflect the trend towards a 60% out of zone split in the junior school.</p> <p>There are a number of students leaving before Year 6 (mostly to attend private schools). A leaving survey will be sent to these families to ascertain the more detailed reasons in 2022.</p>	<b>Kerri</b>
<b>Strategic issues</b>	
<p>MOE has extended SIP project submission to 31/01/22.</p> <p>Yr4 block: The tender process has been pushed to 2022.</p> <p>Fence: The gate electronics are still to be fitted but are imminent. A final walk around with SJ &amp; KM will be done once complete.</p> <p>Hall sound system: Is almost finished and on budget.</p> <p>School static sign (corner of Clifton Road): Now that the new fence is largely complete the question is whether the school needs a new sign. There were variety of views, with a majority of Board members feeling that a new sign would be desirable. But remains subject to costing and branding discussions.</p> <p>The Board did support the investigation of a digital sign where the Kellands sign currently is, for passive income in future years.</p> <p>Snr Playground: An update of the cushion fall for the senior playground has been investigated with a \$20k quote received. Currently, there is \$8k to spend from the existing budget. The replacement cycle for such matting should be 10 yrs yet the current matting is wearing badly after only 5yrs. More quotes are needed from suppliers, and warranties will be investigated.</p>	<b>Kerri</b>

<p>BCG update: only 6 parents attended the Dec meeting. There is a need to communicate what the BCG is, and its role to new families. A new chair is also needed with the current chair stepping down from her role.</p> <p>H&amp;S: Nothing new to report. Under current Covid restrictions from the MOE, schools stay at level 3.2 until the end of the academic year.</p> <p>2022 Budget (and annual donation): The 2022 budget is tight with a projected deficit of \$45k in comparison to this year (and this includes the assumption that the BCG will raise \$60k, which may not be feasible in a Covid environment). There was a discussion as to whether the school should raise the annual donation from \$515 to \$540 account for inflation, and take the pressure off fundraising. This motion (Kerri/Craig) was passed on 4/3 basis (Andrew, Hannah, Jane against). The Board also agreed to adopt a BCG fundraising assumption of \$10k (net) for the draft budget, pending finalisation early next year.</p>	<b>Kerri</b>
<b>Monitoring</b>	
<p>Covid update / online learning: Nothing new to report. General consensus from the community and teachers is positive.</p> <p>Monthly finance report: We are finishing the year well. The Capex spend portion is up due to re-purchasing items stolen from the last break-in.</p> <p>Policies and procedures: Nothing new</p> <p>2021 Principal performance planning: Interviews of staff took place on Friday. Julie now has to interview the BOT (2 members and the Chair). The full report on trends, etc will be available in February 2022.</p>	
<b>General business</b>	
<p>There was a brief discussion about the final BOT letter to parents, and what it should include. Craig to draft and circulate for comments.</p>	<b>Craig</b>
<b>In-committee</b>	
<p>Into committee at 9.58pm, returned to main meeting at 10.02pm.</p>	
<b>Next meeting</b>	
<p>Next meeting currently scheduled for 22 February 2022.</p> <p>Meeting closed at 10.05pm.</p>	

Approved .....

Board Chair

Date .....