

Bayfield School Board of Trustees – Meeting Minutes

Meeting date: 7pm, Tuesday 29 March 2022, via zoom.

Kerri Mckay, Craig Priscott, Shannon Joe, Jeremy Arthur, Hannah Crosby, Jane Sharpe, Natalie Hayes.

Board Secretary: Liz de Luen

Meeting administration (2 mins)	Lead
<ul style="list-style-type: none"> - Apologies - Sarah Taverna - Conflicts of interest declarations n/a - Approve prior minutes - Unanimously approved. 	
Matters requiring external input (0 mins)	
<ul style="list-style-type: none"> - n.a. 	n.a.
Student focussed matters (0 mins)	
<ul style="list-style-type: none"> - n.a. 	n.a.
Matters arising from prior meetings (25 mins)	
<ul style="list-style-type: none"> - Website update: The new website is ready to be launched. Hail will no longer be the provider, with Google providing these services at no cost. A maintenance plan has been created with the only possible perceived issue, being the domain rollover. - Survey of leavers - This received a minimum response, consistent with usual themes. The added question surrounding Learning Support did not generate any further information / feedback. - Playground matting - Awaiting update from the supplier. - School sign(s) update - Jeremy is liaising with a third party, instigating a pre lodgement with the council, seeking viability of a positive outcome regarding a digital sign at the Roundabout. <ul style="list-style-type: none"> - New signs to be drafted and an update provided at the next meeting. - PAT explanation - Enquiry was made as to whether the national data reflects Auckland's lockdowns during 2021. 	
Strategic issues (30 – 45 mins)	
<ul style="list-style-type: none"> - Property projects (fence, playground, staffroom, year 4 block, hall sound system, etc) ASTLEY Construction Company has been recommended to undergo the Year 4 renovation, by Gill Wallace. It has been advised that an additional \$50k of the school funds will be required, though the Board felt this was too conservative and suggested to budget for \$80k - \$90k. Work is scheduled to start in April with Team 4 students moving to the Titoki Iti classroom till the end of Term 2. 	

Asbestos on the current building is exterior only and theoretically will not be affected by the planned works.

Hannah offered to review the contract with Astley - financial risk to be ascertained, with Craig suggesting an additional sub clause to be added surrounding contingency and / or liability of risks.

- 10 year maintenance plan initiated - It has been advised that maintenance and repairs for the Hall Floor should be included in the 5YA funding, with the next 5YA drop scheduled for 2023, and the floor due for replacement or repair by 2030. Kerri & [Gareth Moon](#) will work together on a budget and timeline for the property maintenance. SIP Funds currently have \$10k estimated remaining, to be confirmed later in the year. CCTV Cameras are having issues connecting to the WIFI.
- BCG update n/a
- H&S – Camp risk analysis - Unanimously approved by the Board. Any student showing covid symptoms will be given a RAT test and sent home as a precautionary measure. Camp RAMS have been completed by Bevan / Steph and the YMCA.
- 2021 Annual Report – Working Capital is healthy, though this year is going to be costly. The Audit is in final stages and Kerri is to follow up on Land Usage being down, compared to earlier reports.

Monitoring (25 - 30 mins)

- Covid update. After the initial surge of Covid + cases within the school community in early March, attendance is now back to an estimated and expected 90%. The ease of Government restrictions, now allowing for parents to enter the school grounds, has gone smoothly. All playing area's are now open as per normal, with children mixing year groups and staggered release times have ceased.
- Policy review: Emergency/disaster, CCTV - highlighted by a recent storm which produced minor leaks and a waterfall cascading off the hall roof, the school's buildings gutters are to be cleaned and included in yearly property maintenance checks. CCTV Policy sourced from School Docs and implemented. Moved: Kerri / Seconded: Craig
- Monthly finance report - Healthy Surplus due to yearly donations and school costs being paid predominantly in the first term. BCG Income was \$90 due to donations made from trading on the Bayfield Trade and Exchange facebook page.
- Approve budget for English spending: Board approved unanimously an extra \$3k for structured literacy.

General business (5 mins)	
- Old playground apparatus to be removed from Junior Play area, possibly re-utilised within the school grounds or residents at No 4 Clifton Rd have expressed interest in purchasing.	Meeting closed 7:54pm
In-Committee (15 mins)	7:55pm
- Approve prior minutes - Approved Unanimously - Principal review - Learning support review	
Next Meeting (2 mins)	
- Next meeting currently scheduled for May 31st	