

Bayfield School Board of Trustees – Meeting Minutes

Meeting date: 23 March 2021
 Meeting start time: 7.00pm
 Trustees attending: Craig Priscott, Andrew Beuth, Shannon Joe, Jane Sharpe, Kerri McKay, Sarah Taverna, Hannah Crosby
 Others: n.a.

Meeting administration	Action
<p>No new conflicts of interest declared. Prior minutes unanimously approved for signing (Kerri/Shannon), albeit with typo correction (2002 to 2020).</p> <p>Jeremy and Jenine sent apologies as they were at school camp.</p>	
Matters requiring external input	
n.a.	
Student focussed matters	
n.a.	
Matters arising from prior meeting	
<p>Feedback from Meet the Team: good feedback from those who attended, but some wondered whether it could be rebranded as ‘year programme/curriculum’ to encourage greater attendance by parents. Also next year the school should not send out the slides beforehand, and more explicitly advertise the issues to be addressed by Kerri/Craig to appeal to parents.</p> <p>The Y5/6 changeover was going well.</p> <p>New teacher positions are being advertised.</p> <p>The Kahui Ako was going well, albeit there were ongoing funding challenges to resolve.</p>	
Strategic issues	
<p>The Board unanimously agreed (Craig/Kerri) to join TaxGift, and Kerri/Craig/Sarah would collaborate on a letter to parents.</p> <p>Architects were now progressing the year 4 block, fencing quotes are being solicited, and playground similarly underway.</p> <p>The BOT agreed to ‘park’ the external charitable trust idea, until we could be more certain about how it would raise funding.</p> <p>Feedback panel work is underway, although it takes time to work through the proposed questions. The teacher survey would be done first.</p> <p>The first meeting of the 2021 BCG had been held, and a new chair elected. Various fundraising ideas are being explored.</p> <p>A parent has offered to help with the design/content of the website.</p>	
Monitoring	
<p>The monthly report from CES was not available, and there was a discussion around this.</p> <p>The BOT unanimously approved the same delegated authority schedule as 2020, with the date amended, and authorised Craig to sign on behalf (Kerri to prepare).</p> <p>An update on the 2020 annual report process was provided. We have asked questions of CES on the cyclical maintenance and a few other matters, and Andrew will follow this up. The draft annual</p>	<p>Kerri/CP</p> <p>Andrew</p>

<p>report needed to be submitted to BDO prior to 31 March, and the BOT unanimously (Hannah/Shannon) authorised Andrew/Kerri/Craig to complete this on our behalf.</p> <p>The BOT unanimously agreed (Craig/Kerri) to pass the Finance & Property policy.</p> <p>The BOT unanimously agreed (Craig/Andrew) to appoint the Education Group as Principal reviewer for 2021.</p> <p>There may be a workshop around bank staffing on 29 May.</p>	
General business	
<p>The BOT discussed risk management around camp and EOTC, and agreed with the process undertaken.</p> <p>Shannon questioned whether the ownership of Room 3 was ever accepted by the Ministry (it was not). Given our 60/40 ownership of Titoki-Iti, Kerri agreed to check the insurance on this building.</p>	Kerri
In-committee	
Into committee at 8.45pm, out at 8.55pm.	
Next meeting	
<p>Next meeting currently scheduled for 25 May 2021.</p> <p>Meeting closed at 8.59pm.</p>	

Approved

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Board Chair

Date