

Bayfield School Board of Trustees – Meeting Minutes

Meeting date: 24 August 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)

Meeting administration	Action
No new conflicts of interest declared. Prior minutes unanimously approved for signing (Hannah/Jane).	
Matters requiring external input	
n.a.	
Student focussed matters	
Kerri provided the mid-year data and this was discussed by the BOT. The data is looking positive. Kerri to follow up with confirmation of year 6 writing improvements.	Kerri
It was noted that PAT data is relative to the national average, not other decile 10 schools. Craig wanted to understand how our girls compared with girls nationwide, and similarly with the boys. Kerri to check if this PAT data is available.	Kerri
Matters arising from prior meeting	
Staffroom refurb remains on hold until Sarah Vile returns. Work on the website is ongoing. Kerri considering whether to continue with a google-based website versus an upgrade of the current system. Shannon noted that it is preferable that the staff input is kept as simple as possible, to maximise consistency across the school.	Kerri
Strategic issues	
There was a discussion about the fence, the reasons for the setback, allowing for the clothing bin, and how to explain these issues to parents. The BOT agreed to utilise manual locking mechanisms, with the main gate on timer in the weekends. Signs may be required to advise of any closing hours. Shannon's property update was discussed, with this to be discussed offline to agree wording prior to sending to parents. The aircon quotes were materially higher than expected, making it very difficult for the school to provide the top up required. May be better to push this into the next 5YA period instead. Discussion around SIP, and what could be included. Shannon and Kerri to follow up with Gil to better understand the flexibility around this spending. To be discussed further at the next meeting. As requested at the prior meeting, Kerri procured another alarm quote. However the BOT preferred to proceed with the existing provider. Kerri/Shannon to check with Gil whether this can be included under the SIP. Replacement sound system for the hall is ready to be installed once we are out of lockdown. Playground will also continue at that stage. Feedback Panel work is continuing, with Kerri considering the various issues raised. We envisage a further discussion when the school's internal consultations are complete. Sarah provided a BCG update, including Quizard Wizards. Quiz collections are slow, possibly due to lockdown. No replacement BCG chair has been located.	Shannon Kerri Kerri

BOT succession planning was discussed, given that multiple trustees are likely to leave at the end of the current term. A further discussion on this will be held next meeting. Ballot numbers were unanimously approved (Craig/Hannah). There was a discussion around advertising places at daycares in other zones.	
Monitoring	
IT cybersecurity was discussed. Kerri advised that the server is cloud based, backed up by our provider New Era. Firmware is covered under insurance (Lumley). Google provides email services. Andrew provided an overview of the latest monthly accounts. The new individual at our accountant has made a few changes, including the calculation of the future maintenance provision. Generally speaking things are tracking well. There will likely be an underspend in capex this year. There was a discussion around our H&S policies, which Kerri would circulate prior to the next meeting. The BOT discussed some of the more significant risk areas, such as school trips and camps. Kerri noted that trips outside the school required a risk assessment, and a due diligence checklist. These would also be circulated for BOT review.	Kerri
General business	
The beehive was discussed. Despite a generous offer from a parent, the BOT preferred not to proceed with this project for a variety of reasons. Jeremy and Kerri will work on the anti-bullying policy which needs updating.	KM/JA
In-committee	
Into committee at 9.50pm, finished at 9.55pm	
Next meeting	
Next meeting currently scheduled for 28 September 2021. Meeting closed at 10.00pm.	

Approved

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Board Chair

Date