

**Minutes of the Bream Bay College  
Board of Trustees  
Held on 6<sup>th</sup> April 2022**

Selina welcomed everyone to the board meeting.

Meeting opened at: 8.25pm

Present: BucW, BirA, DoaT, EdwK, GorS, JachH, PirN, WhiM, WebB

Via Zoom:

Visitors: MolS

Karakia:

Absent:

Apologies: HarJ, CarA

Moved: W.Buckland

Seconded: A.Bird

**BOT `to do` list**

**Workplan adjustment –**

**Confirmation of Agenda Items/Workplan adjustment**

Presentations: Nil

**Decisions/Motions:-**

- Move the “Draft budget with a surplus of \$2504”
- Move the “Capital budget of \$128,146”
- Move that “Chrome books over 1 year old be donated to the students for \$1”

Conflict of Interest: Nil

## Workplan adjustment

<b>Topic:</b>	<b>Workplan</b>		
<b>Discussion:</b>	<p>a) Policies: Section B: Governance 1-4 BBC Policy Doc, NZSTA policies B1, B2, B3, B4. Plus new table for Conflicts of Interest, plus updated Trustee register.</p> <p>b) 2022 Budget and Capital budget to be approved.</p> <p>c) Draft 10YPP projects spreadsheet.</p> <p>d) 1<sup>st</sup> March return – roll numbers in Principal’s report.</p> <p>e) ERO – BASS report FYI. Discussion as needed.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved / Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Decisions:</b>		
<b>Discussion:</b>	<ol style="list-style-type: none"> <li>1. Move the Draft budget with a surplus of \$2504.</li> <li>2. Move the Capital budget of \$128,146 &amp; the green section.</li> <li>3. Move that the Chrome books over 1 year old be donated to the students for \$1</li> </ol>		
<b>Actions to be taken / motion</b>	HJ: The accounts are in better shape than we had budgeted to be. It’s a shame we couldn’t spend the money on having the kids out and about on trips, but this was due to the situation we are in. Discussion took place.		
<b>Moved / Seconded</b>	<ol style="list-style-type: none"> <li>1. Moved that the draft budget be approved with a surplus of \$2504. Moved: H.Jacobson Seconded: N. Pirihi</li> <li>2. Moved that the Capital budget of \$128,146 &amp; the green section be approved. Moved: N.Pirihi Seconded: A.Bird</li> <li>3. Moved that loan chromebooks are to be offered to the students for the cost of \$1.00 (when they become 1 year old) be approved. Moved: W.Buckland Seconded: T.Doak Smith</li> </ol>	<b>Results</b>  <b>Agreed</b>  <b>Agreed</b>  <b>Agreed</b>	

<b>Topic:</b>	<b>Policies: Section B – Governance 1-4</b>		
<b>Discussion:</b>	Wayne advised there is minimal change between the new version and old version. Wording change: Presiding member vs chair. <b>Conflict of interest Register:</b> Wayne talked to the board about having a conflict of interest register and the best place to create this was in the policy booklet. Changes were made to the document during the meeting.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved that we accept the changes to the polices Section B: Governance 1-4 Moved: S.Gordon	<b>Results Agreed</b>	

Meeting stopped @ 9.03pm for a break.  
Meeting resumed @ 9.13pm

<b>Topic:</b>	<b>Draft 10YPP / 5YA</b>		
<b>Discussion:</b>	Wayne talked to the 10YPP/5YA budget. By Xmas 2022 we should have some of these projects out for tender and ready to start in 2023. Discussion took place.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved that we accept the draft 5YA budget. Moved: Selina Gordon	<b>Results Agreed</b>	

<b>Topic:</b>	<b>1<sup>st</sup> March return</b>		
	The roll numbers are included in the principal's report but the actual staffing notice is in the folder for your information.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>ERO</b>		
<b>Discussion:</b>	Zoe Lindsay from ERO spoke with Wayne. Wayne advised they have changed their tack. They would like to work with us on a project – probably the new curriculum design. Wayne needs to complete the BASS report. BBC has always complied with the BASS. This will be placed in the board pack for the next meeting.		

	Visit scheduled for either week 3 or 4 next term. They will most likely want to talk with the Board.		
<b>Actions to be taken / motion</b>	BASS report to be placed in the document files for the next meeting.	WebB/BucW	
<b>Moved / Seconded</b>			

<b>Topic:</b>	<b>Principal's report</b>		
	<p>Wayne tabled his Principal's report.</p> <p><b>Overall NCEA Achievements</b>  Wayne advised the cumulative report is not based on the National average.  Q&amp;A  Did the UEG grades add to this?  About 30% but not significantly.  This reflects working on hybrid does work for the school.  Is that something we would publish?  We did talk with Marilyn from the BB News that BBC were above the national average, but it didn't reach the Advocate.  What about on FB?  Yes, happy to do this.  Stunned that the 2020 results didn't reflect positively.  Quality/Quantity didn't change much, and it was taken from the whole cohort.</p> <p><b>Hybrid Learning Support project</b>  Hira Gage, the Director of Education at the MOE and Tim Anderson the Principal Advisor visited and met with Wayne to talk and observe our Hybrid Learning model. A national initiative was discussed, and the Ministry have offered \$100K to BBC and \$100K to BOI International Academy.  Core Education will add new ideas and thoughts to the project. Derek Wenmoth, one of NZ leaders in hybrid learning, is also coming onboard to assist with the project.</p> <p>The teachers interested to date are:  Emma Scobie Jennings, Lana Doherty, Victoria Foster, Raewyn Perkinson, Dimpi Nayyar -year 9, Peter Reynolds PE, a Scientist and a Mathematician &amp; Digitech teacher.  Wayne is very excited about this and putting it into action.  How was it that BBC was selected?  Because of the good job we have done.  Are you thinking of putting this out in the media?  There is a couple of lines in the sand and as this project progresses through short videos or pixa graphs we will publish these at the end of the year and as we go along.  NP: Even putting out there we were selected for the \$100K funding would be a good thing.  AB: How do we make sure there is enough capacity to do this.</p>		

	<p>SG: The staff are already doing it. Just giving them more toys to do it.  WB: A lot of staff are designing work that can be used virtually and physically.  Good discussion with BOI and CORE today which will support teachers.  The MOE are adamant that there won't be a thesis around this it needs to be graphical learning. They will use this to change education in the future.  The board asked for Wayne to compliment the staff for keeping positive and enthusiastic. He will announce this at the next morning briefing.</p> <p>Maintenance and repairs for specific jobs that need to be fixed around the school is looking good.  Wayne advised that Alison has picked up the maintenance team by getting Shane and Matthew in a pattern to monitor and fix these things on a regular basis.  Matthew has been away with an injury and now covid. Shane has stepped up and is doing a great job.</p> <p><b>Acting Principal position at Pompallier Catholic College- Sabbatical application</b></p> <p>Alison's application to step into the Acting Principal role at Pompallier Catholic has been unsuccessful. The position has been filled by a Catholic Priest who will take over the role while Richard Stanton takes his sabbatical.  Alison will remain at BBC in her current position and retire at the end of the year.</p> <p><b>Kathryn Berkett presentation</b>  HJ: The Kathryn Berkett presentation was excellent.  Wayne is talking with the HUB to arrange for Kathryn to present resilience for teenagers.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved: W.Buckland Seconded: M.Whitehead	Agreed	

<b>Topic:</b>	<b>Financial Report</b>		
<b>Discussion:</b>	Direct Credits		
<b>Actions to be taken / motion</b>	Moved the Direct credits February 2022 as follows:-  <b>February 2022</b> Direct Credits: ASB 659660 - 659949 TNG as listed: 659735 Westpac Electronic: 660056		
<b>Moved Seconded</b>	Moved: S. Gordon Seconded:	<b>Results</b> Agreed	

<b>Topic</b>	<b>February 2022</b> <ul style="list-style-type: none"> <li>Payroll Journal 328217 Week Ending 8/2/22 \$29,376.93</li> </ul>
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	<ul style="list-style-type: none"> <li>Payroll Journal 328931 Week Ending 22/2/22 \$41,540.73</li> </ul>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that Journals for February 2022 be passed for payment.		
<b>Moved / Seconded</b>	Moved: S.Gordon Seconded:	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Fuel Card – Star Card</b>		
<b>Discussion:</b>	February 2022		
<b>Actions to be taken / motion</b>	<b>February 2022</b> Moved that the BP Fuelcard for \$268.31 for February 2022 be approved for payment. Moved that the Z Fuelcard for \$142.18 for February 2022 be approved for payment.		
<b>Moved / Seconded</b>	Moved: S.Gordon Seconded:	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Air NZ Travel Card</b>		
<b>Discussion:</b>	February 2022 Nil		
<b>Actions to be taken / motion</b>			
<b>Moved / Seconded</b>	Moved: Seconded:		

<b>Topic:</b>	<b>Visa Card transaction</b>		
<b>Discussion:</b>	Visa Card Statement's for card numbers 8106, 6298, 2048, 7419 & 2877 for February 2022		
<b>Actions to be taken / motion</b>	Moved the Visa Card for February 2022 for:- .... 8106 for \$ 2,601.08 (W.R. Buckland) .... 6298 for \$ 3,071.45 (K.Sandford) .... 2048 for \$ 0.00 (A. Dalgleish) .... 7419 for \$ 0.00 (M.Bayer) .... 2877 for \$ 0.00 (S.Brown)		
<b>Moved / Seconded</b>	Moved that the Visa Card 8106, 6298, 2048, 7419 & 2877 for February 2022 be approved for payment. Moved: S. Gordon Seconded:	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Finance</b>		
<b>Discussion:</b>	Balance sheet:		

	Wayne asked Katrina to sort 3 items: SADD/Japan & Mexico Wayne said that the gst of \$50K has been rectified.		
Actions to be taken / motion			
Moved Seconded		Agreed	

<b>Topic:</b>	<b>Inwards /Outwards Correspondence</b>		
<b>Discussion:</b>	<b>Inwards Correspondence:</b>  1. Letter from Whangarei District Council re Draft District Plan Changes for Natural Hazards, Hazardous Substances, and Esplanade Areas Pre-Engagement  <b>Outwards Correspondence:</b> Nil.		
Actions to be taken / motion		Results	
Moved Seconded		Results	

<b>Topic:</b>			
<b>Discussion:</b>	Moved that the Inwards correspondence be accepted and the Outwards correspondence be approved		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	Moved: W.Buckland Seconded: A Bird	Results Agreed	

<b>Topic:</b>	Minutes of the last meeting 23 <sup>rd</sup> February 2022		
<b>Discussion:</b>			
Actions to be taken / motion	Moved that the minutes of 23 <sup>rd</sup> February 2022 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: H.Jacobson Seconded: K. Edwards	Results Agreed	

<b>Topic:</b>	<b>Amendments to minutes</b>		
<b>Discussion:</b>	It was requested that we change Vice chair to read Deputy Chair in the election of officers section. Moved: N.Pirihi Seconded: A.Bird		
Actions to be taken / motion			

<b>Moved Seconded</b>		<b>Agreed</b>	
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<b>Topic:</b>	<b>Matters Arising</b>		
<b>Discussion:</b>	<p>SanK: Management letter and audit report to be posted on the website. Katrina will ask Megan Lea to do this.  <i>Wayne confirmed these have been posted on the website.</i></p> <p>BucW: Funding application for the pool to be done next week.</p> <p>Swimming Club: Where are we at. <i>The BB Swimming Club are choosing to interact with CLM direct.</i></p> <p>WebB: Adjust minutes re BBNews comments.  <i>Bev has updated the comments in the last minutes.</i></p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Agreed</b>	

<b>Topic:</b>	<b>Agenda setting for next meeting</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			Carried

<b>Topic:</b>	<b>Triennial Plan</b>		
<b>Discussion:</b>	<p>Annual learning targets</p> <p>Principal's appraisal – need permission to update line to accept process</p> <p>PE Health report – check where this should align</p> <p>Move Technology presentation to June meeting</p> <p>Move Curriculum report to June meeting</p> <p>Property reports: H&amp;S report Boiler report/ 5YA projects</p> <p>Annual report approved and sent to MOE</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>General Business</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Agreed</b>	

Meeting closed at: 10.15pm

Next BOT meeting calendared for 18<sup>th</sup> May 2022



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S. Gordon  
Board Chair

18<sup>th</sup> May 2022