

**Minutes of the Bream Bay College
Board of Trustees
Held on 11th August 2021**

Selina welcomed everyone to the board meeting.

Meeting opened at: 7.45 pm

Present: BucW, BirA, CarA, GorS, PirN, JacH, WebB, DoaT, HikT, CunJ, EdwK

Visitors: Alison Dalgleish

Karakia:

Absent:

Apologies:

Moved:

Seconded:

BOT 'to do' list

Workplan adjustment –

Presentations: Nil

Decisions/Motions:-

- RAMS Surfing
- Appoint a Returning Officer – Staff Trustee Election

Confirm:

Conflict of Interest: Nil

Workplan adjustment

Topic:	Workplan		
Discussion:	a) Annual Plan update b) Values update c) Term 2 Analysis Data Analysis d) H&S Report e) Uniform – Rain jacket f) Roll growth classrooms update – <i>See Principal's Report</i> g) EEO report - <i>See Principal's Report</i> h) ERO report back – <i>Expecting Zoe Lindsay to visit to agree on a focus area</i> i) SLT BOT Function – J.Cunningham & Gwyneth Cooper (Pizza & Beer) DO WE NEED TO HAVE A POLICY MEETING??		
Actions to be taken / motion			
Moved / Seconded		Results	

Topic:	Decisions/Motions		
Discussion:	<p>RAMS forms: Te Rerenga Kotuku trip to Gisborne Discussion took place regarding the presentation of the RAMS forms for the Te Rerenga Kotuku trip to Gisborne.</p> <p>Feedback:</p> <ul style="list-style-type: none"> • Personal take on these– light on staff for the number of students. • RAMS not based on the previous format from the last meeting. • It was noted that based on what happened a couple of weeks ago where a board was being prosecuted regarding EOTC. Not as good as we were expecting. <p>Discussion took place</p> <ul style="list-style-type: none"> • Kaumatua Paraire and Kuia Heidi Pirihi are travelling down with the group but will return earlier than the group. • Tourist attractions: Running on their own Rams. • Multiple activities at different times with equal supervision. • A question was raised regarding whether the Tongariro trip was happening? • The Tongariro trip is not happening due to inexperienced staff and some issues with the students. • Pioneer Camp – students who had issues on the Pioneer Camp are they going on this trip to Gisborne? Would be double standards going on. <p>Discussion took place re Shakespeare Camp & Surfing trip. First time a larger group has gone. What is ratio to staff/parents to students in Shakespear camp? Depends on activities. Relying on parental input for numbers.</p>		

- Not comfortable with ratio for this trip and students who have issues.
- Recommend for Ari to go on trip.
- Are we saying that if we have more suitable parents and teachers it can go? Eg: would it be someone with a student in the bilingual class.
- A lot of young people to look after.
- Adults do need to get sleep.

What is the MOE ratio: Enough.

Based on Pioneer camp 5 parents/4 adults and they were running the activities. Similar number of students on that trip.

Difference:

Bilingual trips have usually stayed on the Marae but not in Gisborne or Rotorua.

5 adults/1 driver

2 vans/2 drivers

72 students

Modify number of parents

AB: We seem to have deviated from the last set of RAMS.

Mark Bayer has signed them off for presentation to the Board.

WB: These RAMS are not separated. All in one document.

Mark to attest each of the sections are signed off.

Action

- Confirm RAMS again
- Adjust numbers
- Send it out as an electronic approval by Friday
- Check that the students who have issues are not included in this trip

Behaviour Books running

Students aware that if their names appear in the books they do not go on trips.

Students will be holding themselves in high esteem at Lytton College at the handover but it's the activities where issues will appear.

Previously we have sent staff to take over and cover back at school if required.

Was it explained how this trip came about?

Students in the bilingual, like the students for Shakespear, were looking to do a culturally based camp. They wanted to do the handover for Gwyneth Cooper.

Staying in Rotorua is better as the marae has the two separate wharenuis.

We are looking to flag all the years of mahi that Gwyneth has put into the unit.

If we weren't doing this with the bilingual classes we still would have put on two vans.

Alison offered to go to Rotorua for the activity day if required.

	<p>Assume that the marae is safe? Adjustments to the Rams to take place & numbers to be adjusted in preparation to send out electronically by Friday of next week. Put your mind to what the trip is. The contract that parents & students sign is good. Hugely important trip for the kids.</p> <p>Returning Officer – Staff Trustee Election 2021/2022 WB: Can't co-opt for 6 months John's resignation effective end of week 9 Appoint and start process JC has one more BOT meeting to go</p>		
Actions to be taken / motion	1. Moved that the board appoints Beverley Webb as the Returning Officer for the Staff Trustee Election.		
Moved / Seconded	1. Moved: Selina Gordon Seconded:	Agreed	

Topic:	Annual Plan update
Discussion:	<p>Strategic Plan and Annual Plan distributed</p> <ul style="list-style-type: none"> • Academically tracking quite well • Year 10 gone up – 3 students went elsewhere • Year 9 gone up but a number still at not achieved <p>Attendance Doesn't seem that what we are doing for attendance is making any gain. When we get lunches in schools this will go up like for Ruakaka school.</p> <p>Looking at this, taking out the year 13, the attendance doesn't look really bad. Wayne talked to the attendance of the year 13s and what the MOE requires. Tried to get this changed but to no success. Is Zoom still an option? If we are contacted, we open up zoom classes. If a child is at home, they are not counted but can go to class.</p> <p>Wayne talked to the positive notes/negative notes and STAR Awards. Still have a lot of negative notes appearing. Discussion took place</p> <p>The books Niggles/persistent chatting/phones are all recorded in the book. These should change the behaviour dramatically. Once a child has been removed from class it has shown good things for the classes where students have been removed. Wayne talked to the staff meeting where the agenda was around staff practice/restorative/mini chats etc has been discussed.</p>

	<p>It covered the processes and the steps that should be taking place. Any changes to your classes John? Year 9 going well. Year 10 ok.</p> <p>Blessing for mural and turning of the sod this week Unfortunately, we didn't advertise both events and we took some grief from our actions. We know better and won't do this again.</p> <p>Architects for the design of the Accelerated Learning prefabs Had a phone call calling this project off due to an Accelerated Learning student leaving. Managed to get the MOE to agree to transfer the money designated for the ALC prefabs and plus \$100K from our 5YA to go ahead under MOE Property team member Damien Strogon.</p> <p>James Thomas – Principal of Whangaparoa College visited Wayne on his sabbatical. ERO did the same walk along review for Whangaparoa College and he said they gave the ERO team their Strategic plan. Wayne will be giving ERO our focus of the Strategic Plan. Is Zoe Lindsay coming back. Sometime, yes.</p> <p>AB: Did an Open Day tour with his daughter with some of our student ambassadors on the Open Days. She was very excited about the new buildings. Wayne brought up the drawings of the two new blocks. He talked to Wheku designs creating murals linking the buildings with birds and linking the Whare and the Waharoa. MoE spending up to \$50K towards the artwork. About movement about life and leaving your footprint. The Patiki (flounder) depicts the prosperous harvest of our wellbeing. Each of the 7 ALC students who worked with Mike Tuapea on the mural are represented by a takapu (Gannet).</p> <p>Completion of the build:</p> <ul style="list-style-type: none"> • For all the contractors end of 2023 • This is a design build • Submission for permits for staged floors of the job • Most contractors are talking end of term 1 • Labs 6 weeks later. 		
Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	Term 2 Target Analysis
Discussion:	Seen the updated results for the Diploma pass-rate. Suspecting our class books will lift this.

	<p>Significant improvement. Thanks to the LoLs and Deans for their input. Thanks to Gwyneth for the analysis and groundwork and feeding back to LoLs. Sarah has indicated she has a keen interest on working the analysis.</p>		
Actions to be taken / motion			
Moved / Seconded		Agreed	

Topic:	Values		
Discussion:	<p>Wayne explained that there has been discussion and collection of values and everyone is talking about "mana". Use the acronym of "Mana" with values flowing off them.</p> <p>Find and develop what we would put beside each of the titles</p> <p>M A N A</p> <p>Focus on the write ups and do a week of celebrating.</p> <p>Ari will come up with some ideas. Everyone welcome to send back ideas Happy with the concept with "MANA". Better to come from within.</p> <p>Conservation week Yes, this will be a feature. Suggestions welcome.</p> <p>These new values will replace the PQR values previously used.</p>		
Actions to be taken / motion			
Moved / Seconded		Agreed	

Topic:	Health & Safety Report		
Discussion:	<p>Feedback of injury from caregiver:</p> <ul style="list-style-type: none"> • Mother has withdrawn her son • No context • Not aware of a change of school • Wayne to investigate • <p>Entry:</p> <ul style="list-style-type: none"> • Fiona Macgregor and Mark Bayer following up 		

	<ul style="list-style-type: none"> • 2 students involved in a social media impersonation <p>Any issues with the gender-neutral toilets Not aware of any.</p> <p>Vaping</p> <ul style="list-style-type: none"> • Definitely reduced • Stories of vaping? • On the buses? • Level of info from the kids reasonably good and not hearing anything <p>Popcorn lungs Educating the students Wayne noted that more than 50% have that chemical in it.</p> <p>S Hayward - Self harm incident</p> <p>Marsden Lions offered to pay for a group to do hearing tests on our years 9s. Our nurses already cover this with their head tests.</p>		
Actions to be taken / motion			
Moved / Seconded		Agreed	

Topic:	Uniform – Rain jacket Uniform		
Discussion:	<p>Style sheet has been modified significantly. Yes, you can have a rain hood but it must zip inside the collar.</p> <p>Style sheet:</p> <ul style="list-style-type: none"> • No longer multiple jackets offered • Jerseys fine • Skirts: below your finger tips • Shorts: below your finger tips <p>Junie was out & about with the uniform sheet and had mini chats with kids about uniform.</p> <p>Feedback</p> <ul style="list-style-type: none"> • Students really like the flexibility of the uniform. Only hearing positives. • JC: Boys wearing black sweatshirts in year 10. • Are staff having issues with uniform. Not to the same extent. • 4/5 hard core that are pushing. • If these are showing in their books as a regular disobedience they should be removed from class. 		
Actions to be taken / motion			
Moved / Seconded		Agreed	

Topic:	Roll growth classrooms update – <i>See Principal’s Report</i> EEO report - <i>See Principal’s Report</i> ERO report back – <i>Expecting Zoe Lindsay to visit to agree on a focus area</i> SLT BOT Function (Pizza & Beer) - Farewell to John Cunningham & Gwyneth Cooper. John to talk with Gwyneth and to come back with a date if interested.		
Discussion:			
Actions to be taken / motion			
Moved / Seconded		Agreed	

Topic:	Policy Review: Section D: Operational policies #6,7 & 8 To be worked through with the Principal		
Discussion	<p><i>Wayne has reviewed all the policies that are left for review from the Tri Plan.</i></p> <p><i>There are 4 policies with minimal change. Basic policies.</i></p> <p>DO WE NEED A POLICY MEETING?</p> <p>Changes from the old one to the new one are small. Are we going to slot into the next board meeting – 20 minutes or so.</p>		
Actions to be taken / motion	Complete the changes to the Policies from the Tri Plan at the next meeting.		
Moved / Seconded		Agreed	

Topic:	Principals report		
Discussion:	<p>Teneille gave an update for the 4 different councils.</p> <ul style="list-style-type: none"> • Student Council – run by T.Hiki • Health & Wellbeing Council: T. Ryan • Sports Council: A. Wright • Cultural Council: R.Andrews <p>Teneille’s report is attached.</p> <p>Are you having any struggles with the Councils? Yes, with participation/numbers.</p> <p>Each Council receives \$1000 plus the PTA have assisted with all four councils re funding.</p> <p>How are you targeting for participation?</p> <p>Wayne advised he has had a meeting with year 12s and they have agreed to step up and carry this on into 2022. This will also flow on down into Year 11 as well.</p>		

	<p>Whose ideas was it to have 4 councils? Fiona Heiwari and she is helping with the running of these. Would you recommend that it continues with 4 Councils? Good outcomes and recommend that it carries on into next year.</p> <p>Leadership roles – seniors. Slight change put in place. If they wish to be considered for leadership roles next year, they need to be working in those areas now. Voluntary meeting – around 40 students present. Mark working with the year 11s in 2 weeks – if they want leadership roles in year 13 they need to be working with leadership roles now. Asked the year 12 for other ideas for leadership</p> <p>Talked to the leadership camp Timing Working with SLT as to what will happen</p> <p>Teneille doing a good job.</p>		
Actions to be taken / motion			
Moved / Seconded	Moved: H.Jacobson Seconded:K.Edwards	Agreed	

Topic:	Financial Report		
Discussion:	Direct Credits		
Actions to be taken / motion	1. Moved the Direct credits for June 2021 as follows:- June 2021 Direct Credits: ASB 657966-658407 TNG as listed 658022 Westpac Electronic: 658408 Westpac Cheque: Nil		
Moved / Seconded	Moved: S Gordon Seconded:	Results Agreed	

Topic	June 2021		
	<ul style="list-style-type: none"> • Payroll Journal 320524 Week Ending 1/6/21 \$42,917.77 • Payroll Journal 321197 Week Ending 15/6/21 \$31,585.75 • Payroll Journal 321283 Week Ending 29/6/21 \$41,521.15 		
Discussion:			
Actions to be taken / motion	Moved that Journals for June 2021 be passed for payment.		
Moved / Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Cheque No's June 2021 be passed for payment.		
Discussion:	Nil Queries:		
Actions to be taken / motion			
Moved / Seconded	Moved: Seconded	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	June 2021		
Actions to be taken / motion	June 2021 Moved that the BP Fuelcard for \$120.26 for June 2021 be approved for payment. Moved that the Z Fuelcard for \$106.54 for June 2021 be approved for payment.		
Moved / Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Air NZ Travel Card		
Discussion:	Nil		
Actions to be taken / motion			
Moved / Seconded	Moved: Seconded:		

Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8106, 6298, 2048, 7419 & 2877 for June 2021		
Actions to be taken / motion	Moved the Visa Card for June 2021 for:- 8106 for \$ 2,042.90 (W.R. Buckland) Queried SPANZ docket from Conference – been itemised with all expenses showing 6298 for \$ 5,058.30 (includes \$1,999.00 for new chiller in food tech) 2048 for \$ 0.00 (A. Dalgleish) 7419 for \$ 0.00 (M.Bayer) 2877 for \$ 0.00 (S.Brown)		
Moved / Seconded	Moved that the Visa Card 8106, 6298, 2048, 7419 & 2877 for June 2021 be approved for payment. Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Finance		
Discussion:	<p>H.Jacobson: Cancellation fee to the Council Gym project that didn't go ahead</p> <p>Balance sheet Surplus \$4490 In deficit of \$26K Queried if this was a typo NP: P&L the same as above. Is it ytd or just June?</p> <p>Water rates for caretaker cottage Leak into the pool pump that has been repaired</p> <p>Wayne to investigate.</p> <p>Bought 2 new pool pumps. New massage chair in the staffroom.</p> <p>Audit Are BDO currently doing our audit? Yes. BDO Kerikeri. We have changed to BDO in Whangarei.</p> <p>Jess did offer to meet with the finance sub-committee to discuss anything from the auditor.</p>		
Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	Inwards / Outwards Correspondence		
Discussion:	<p>Inwards Correspondence:</p> <ol style="list-style-type: none"> 1. Letter from NZQA re: Managing National Assessment Review 2. Letter from MOE re: Enrolment Scheme – Ruakaka school <p>Circular Correspondence:</p> <ul style="list-style-type: none"> • STA Bulletin 309 & 310 		
Actions to be taken / motion	Moved that the Inwards correspondence be accepted, and the Outwards correspondence be approved.	Results	
Moved Seconded	Moved: N.Pirihi Seconded: A.Carrington	Results Agreed	

Topic:	Letter re camp fees		
Discussion:	<ul style="list-style-type: none"> • A parent with a child of special needs went into fight/flight mode. • Would go to camp with their child but it would be a cost. • Wayne replied explaining the costs. But, she didn't realise that she could go back to Ella and explain that her child would not be able to go without her support. • Vet her risk or danger to others on camp. • Contact Ella and work with her that she could accompany her child and that it would be considered to negotiate costs. 		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results Agreed	

Topic:	Minutes of the last meeting 30 th June 2021		
Discussion:			
Actions to be taken / motion	Moved that the minutes of 30 th June 2021 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: HJ Seconded: AB	Results Agreed	

Topic:	Amendments to minutes		
Discussion:			
Actions to be taken / motion	Under 'agenda items' first bullet point Aho has no 'h' and should read ao. The word above the third bullet point should read whakataukī.	WebB	
Moved Seconded			

Topic:	Matters Arising		
Discussion:			
Actions to be taken / motion	Bev made change to Principal's report from T3 to T2.	WebB	
Moved Seconded		Agreed	

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

Topic:	Triennial Plan		
Discussion:	<ul style="list-style-type: none"> • 2 HoD reports 		

	<ul style="list-style-type: none"> • Policies • Succession planning elections 2022 		
Actions to be taken / motion			
Moved / Seconded			

Topic:	General Business
Discussion	<p>Jackets sorted Puffa jackets at the Warehouse without hoods \$27.00</p> <p>Student Trustee Elections 3 confirmed 1 pending</p> <p>Kick off Staff Trustee election tomorrow</p> <p>Pizza and Beers John & Gwyneth John to discuss with Gwyneth Restaurant or at a home TBC</p> <p>Actions against Boards and the impact of what this is going to have on people volunteering for BOT next year was raised.</p> <p>The way it is going out in the media is that the BOT is being prosecuted. It will be quite active in some people's minds and they may not want to volunteer. BOT not personally liable Principal liable</p> <p>Discussion took place How do we get this message out there? Shoulder tapping and answering questions. Encourage people/tell them they would make a good board member – come along and join us for the general meeting.</p> <p>WB: Wayne talked to the Ombudsman's investigation of a school board of trustees decision around suspensions. Definition of gross misconduct Needed to be highly reprehensible</p> <p>Bev advised that she made contact with NZSTA re workshop for Tiriti O Waitangi – still waiting for them to come back to me.</p> <p>Kathryn Berkett presentation: 29th September. The BOT meeting is calendared for this night. Move to BOT meeting the 22nd September.</p>

	<p>2 sessions in town at @ WBHS: Teacher session Public session</p> <p>TH: Good meeting and hope you have a better understanding of the 4 Councils. HJ: Good discussions and thanks for presentation Teneille. Good work going on. Tivaan: Liked the In-committee section at the start. Good meeting. AD: Better to have everyone awake for the In-committee section of the meeting. Good use of time. JC: Very last movie project today. 5th project in total. 2 girls in the winning group were bullied last time. AB: Agree In-committee at the start was better. Good robust discussion. AC: Copy that. NP: Agreed the in-committee section at the start was a good move. Good time to finish. BucW: Thanks to Ari for coming into today. Good meeting. BW: Great meeting. SG: Tx to everyone for their contribution good to have In-committee first. Better concentration - good meeting. Tx to Teneille good to hear about the councils</p> <p>Karakia: Tivaan Doak Smith</p>		
Actions to be taken / motion			
Moved Seconded		Agreed	

Meeting closed at: 10.00am
Next BOT meeting calendared for 22nd September 2021

X

S. Gordon
Board Chair

22/09/2021