

**Minutes of the Bream Bay College
Board of Trustees
Held on 1st December 2021**

Selina welcomed everyone to the board meeting.

Meeting opened at: 7.27 pm

Present: BucW, BirA, CarA, GorS, PirN, JacH, WebB, EdwK, HarvJ, WhiM

Visitors:

Karakia:

Absent:

Apologies: DoaS, DalA

WB: Alison has indicated that this is her last meeting. Unfortunately, she is unwell so couldn't be at the meeting tonight to farewell everyone. She has left the board cake for supper.

Moved: H.Jacobson

Seconded: J.Harvey

BOT 'to do' list

Workplan adjustment –

Presentations: Nil

Decisions/Motions:-

RAMS: Year 13 camp – RAMS coming and will be approved via an electronic meeting.

- Wayne explained the different structure of the year 13 camp.
- Sandra Hayward has picked up the oversight of the EOTC.
- A letter outlining the camp has been distributed in the pack.
- Feeling comfortable that Daniel is handling the organisation of the camp.
- Daniel has been working with the year 12s this year so there has been a lot more student agency.

MW: The year 13 students are very excited to have a good bonding session. There hasn't been an overnight camp since Year 7 for this cohort.

Motion

Moved that we proceed with concept of the camp and will approve the camp when the RAMS are sent out to the board electronically.

Moved: S.Gordon
Agreed

Motion

Moved that the Special Electronic Board meeting dated 18th November 2021 authorising Wayne to deal with all matters around the employment to deal with the COVID 19 Public Health response.

Moved: S. Gordon
Agreed

Conflict of Interest: Nil

Workplan adjustment

Wayne apologised for not getting all the correspondence/information loaded onto the drive on the Friday before the meeting, but it has been an unusual time and extremely busy.

Topic:	Workplan		
Discussion:	a) Updated Strategic Plan / Annual Plan 2021 b) Results Analysis Term 3 & Term 4 c) 2022 First draft Budget d) Principal Appraisal 360 surveys to be completed Term 1, 2022		
Actions to be taken / motion			
Moved Secoded		Results	

Topic:	Workplan Updated Strategic Plan / Annual Plan 2021		
Discussion:	Wayne explained to the board the analysis in the Strategic Plan. Wayne talked to the targets. Negative/positive behaviour notes: Do you want these distributed at the next meeting? Yes. Discussion re mural by Wheku design took place. It was asked if there is a Scottish input? Wayne will talk with Mike regarding this. Wayne to send the Wheku concept plans to the board.		

	<p>The board has approved to move towards putting forward a Tikanga DP and have taken the existing role of Junie Shelford and appointed her. This is a regraded position.</p> <p>There is an option for Junie Shelford to pick up the Sutherland role when Alison leaves. This will reduce the DPs back to 4 and a redistribution of units.</p>		
Actions to be taken / motion	<p>Negative/positive behaviour notes to be distributed at the next meeting?</p> <p>The updated succession planning to be distributed at the next meeting. (In 2021 folder).</p> <p>Wayne to send out the Wheku concept plans to the Board.</p>	<p>BucW</p> <p>BucW</p> <p>BucW</p>	
Moved / Seconded		Results	

Topic:	Results Analysis T3&4
Discussion:	<p>Wayne talked to the results analysis for T3&4.</p> <p>Senior school Results in senior school is back to the same as 2019.</p> <p>Junior school Results – not quite back to 90.0 Quantity: up 1.1 Quality: down 0.3</p> <p>Maori results Boys - down in year 11,12 & 13 Maori girls - less yellow</p> <p>Bilingual classes are better or on average than the other classes. The challenge is for Junie & Raewyn is to make sure that the gains in year 7-10 bilingual translate into equally good rates in 11,12 & 13.</p> <p>Discussion took place.</p> <p>Wayne talked to the Year 11, Year 12, Year 13 results.</p> <p>Quantity Up 4.1% Qual up 3.0 in Junior Maori school.</p>

	<p>Drop in the Senior Maori school. Quantity: -1.2 Quantity: -0.1</p> <p>WB: Pretty well done given the year that has been. HJ: Our kids are pretty lucky to have been at BBC and being taught over COVID. Coming into these exams with the UEG grades has been interesting. Laura Ionta had 1 student who has ait a reassessment 9 times and ended up with an Achieved. Excited to try harder at the external. Changing the way the students are looking at it.</p>		
Actions to be taken / motion			
Moved Seconded		Results	
Topic:	Draft budget		
Discussion:	<p>A draft budget was loaded onto the drive. Wayne apologised as he has made 30-40 changes to the draft budget so has made a draft budget version 2 with changes.</p> <p>He needs another couple of hours to do more checking. Once that has happened a meeting with the finance sub-committee to be arranged to go through the budget as a final draft.</p>		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Principal's appraisal – to term 1, 2022.		
Discussion:			
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Decisions/Motions		
Discussion:	<p>Special Electronic Board meeting dated 18th November 2021</p> <p>The Board Chairperson moved that the Board of Trustees delegates the authority to the Principal to deal with all matters around the employment process to deal with the Covid 19 Public Health response (Vaccination Order 2021).</p> <p>Moved by Selina Gordon (Chair) and 5 Trustees voted in favour.</p>		

	<ul style="list-style-type: none"> ● W. Buckland ● Nick Pirihi ● Karen Edwards ● Aaron Bird ● Heather Jacobson ● No reply from 4 Trustees 		
Actions to be taken / motion			
Moved / Seconded	Moved: S. Gordon Seconded:	Agreed	

Topic:	Policies		
Discussion			
Actions to be taken / motion			
Moved / Seconded		Agreed	

Topic:	Principal's report
	<p>NCEA changes NCEA changes have been moved back at least 1 year so we are seriously considering to drop NCEA Level 1 in 2023. So, in 2023 we may go back to a year 12 with 5 subjects with 20 credits and a revamp of the curriculum to a more deep learning model more in line with the new NCEA.</p> <p>Kick off with Heads of Department and make a call in term 1 and look at what the new courses would look like in term 3&4.</p> <p>HJ: At WGHS they don't do year 11 subjects. Dargaville High have dropped year 11 and so have 30% of other schools. Wayne talked to the reasoning behind how we would do this and how much more exciting this could be. HJ: Would the students get quals after year 11? Parents of WGHS girls were concerned that their girls wouldn't get practice. At WGHS there are 220 choices when you get to year 12. It's important to get the right choices. All in design and monitoring and we are above that with PcSchool. Discussion took place.</p> <p>Next year PcSchool drops their support for back office. Move to a package timetable.</p> <p>Discussion re scholarships - is this happening with Sarah for next year.</p>

Discussions with Jo Mayne re leadership. One of things we could do in year 12 - you can do a lot more interruptions with whole days to make schooling more fun. Frees up more time for fun stuff.

Extending kids at the top would be a good option.

If you are leaving the board, we would be making the changes for 23 while you are still all here.

Rather than leave our innovation for a length of time it's about time to move into a deep learning model.

Review our 9/10/11 package and come up with something exciting.

Year 7 numbers 2023

Is it just Waipu?

Yes.

Victoria visited primary schools

Students visited BBC

In 2022 we have an agreement with the 3 primary's as part of the Kahui ako.

Term 1 – Year 5/6

Term 2 – Year Y5/6

Term 3 – Year 6

Term 4 – Year 5/6 day??

Making traction with our primary schools and the new buildings.

HJ: Otamatea put on a bus – it was like going on camp. Parents allowed to go on that bus to.

WB: Unusual for us that the primary's wouldn't release their kids to us but went to Otamatea.

AB: Achievements are nowhere near what they are here. Go back to what I said before not celebrating our achievements enough. Can't get a straight answer out of the Waipu parents.

WB: Drop off what we are doing with ECE's and focus on Year 5/6's.

NP: It's the parents who make the decision at the end of the day.

HJ: There is a group who do not want to bring their kids here.

Up our marketing. Use FB.

Social media has worked for us this year.

HJ: Without naming kids we could say xx number are going to university, xx received scholarships and other to trades.

Do work with our senior students. Not a lot of pride in our seniors to promote our school. Turn this around.

Look at retention rate from 7-10 – highest it's ever been. If you were losing those numbers from the existing numbers in the college it would be different.

Change in whanau, change in leadership in senior school. Giving other teachers the opportunity to deal with it.

The primary school principals said there is nothing wrong with the college, but we need to market it better.

Sending all seniors out to a job for a job exploration.

Alison to organise seniors to do community service.

HJ: Mark has put in the report that there is sport equipment available to each whanau class.

SG: Pride in the school for a long time. For the first time I heard a staff member say how lucky the kids are to have a great school with green spaces.

4 new heads have a structure within the Councils that has the backing of the 11 & 12s and would expect this to grow and grow.

Getting kids from Waipu to Otamatea is difficult.

Wayne spoke with the HODs and a discussion took place regarding the lack of effort re the Open days. He is needing all HODs to step up and promote the school.

Consider putting an article in the BB news?

AB: Do profiles of students in FB on website.

MW: Even when Year 11's leave for jobs.

Where is the acknowledgement.

HJ: Without going into individual names put out there xx number of kids graduating to uni, trades, etc.

Celebrate sporting achievements

Celebrate past students

WB: Historically we have had coverage in the Bream Bay News, but it was felt that we could use social media more than using the local/Northland newspapers.

Can be done in-house

Get a social media council working positively

Lots of amazing things in and out of the school we should be celebrating.

AB: Lots of negativity this year and start pushing positive stuff now.

Attachments

School pool

- Open from 10am-6pm
- Managed by CLM
- Council funding - \$30K
- Pool opens from the 11th December until end of term 1
- Gold coin donation of \$2 at the gate
- Employed several local kids for lifeguarding
- Find \$55k a year to ensure that its continuous
- Apply to the Lotteries commission in the next year-round – July 2022.

WB: There was a cost to us is to get this Xmas off the ground but from then on it shouldn't cost us anything and because it is open to the community, I should be able to get the cost of the chemicals and painting from the lotteries commission.

It is a positive for the community.

Lifeguards need to be trained: 3 on duty / 16 years and over.

	<p>Medical report</p> <p>Student – electric fence incident</p> <ul style="list-style-type: none"> • Hit their head • Staff didn't turn it off • Looking at running a plastic runner down the back of the shade area and even if it's not turned off it won't be active. • The unit does have an ability of a strobe. <p>It has solved the issue having people in pool when its not open.</p>		
Actions to be taken / motion			
Moved Seconded	Moved: W.Buckland Seconded: M.Whitehead	Agreed	

Topic:	Financial Report		
Discussion:	Direct Credits		
Actions to be taken / motion	<p>1. Moved the Direct credits for September & October 2021 as follows:-</p> <p>September 2021 Direct Credits: ASB 658673-658948 TNG as listed 6658267 658275 658494 Westpac Electronic: 658543</p> <p>October 2021 Direct Credits: ASB 658866-659127 TNG as listed 658896 Westpac Electronic: 659243</p>		
Moved Seconded	Moved: S Gordon Seconded:	Results Agreed	

Topic	<p>September 2021</p> <ul style="list-style-type: none"> • Payroll Journal 323949 Week Ending 07/9/21 \$35,023.48 • Payroll Journal 323992 Week Ending 21/9/21 \$33,492.58 <p>October 2021</p> <ul style="list-style-type: none"> • Payroll Journal 324750 Week Ending 05/10/21 \$32,430.97 • Payroll Journal 324772 Week Ending 19/10/21 \$19,928.34 		
Discussion:			
Actions to be taken / motion	Moved that Journals for September & October 2021 be passed for payment.		
Moved Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	September & October 2021		
Actions to be taken / motion	<p>September 2021 Moved that the BP Fuelcard for \$40.00 for September 2021 be approved for payment. Moved that the Z Fuelcard for \$305.50 for September 2021 be approved for payment.</p> <p>October 2021 Moved that the BP Fuelcard for \$299.54 for October 2021 be approved for payment. Moved that the Z Fuelcard for \$59.47 for October 2021 be approved for payment</p>		
Moved / Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Air NZ Travel Card		
Discussion:	September & August: 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 September/October 2021		
Actions to be taken / motion	<p>Moved the Visa Card for September 2021 for:-</p> <p>.... 8106 for \$ 276.44 (W.R. Buckland) 6298 for \$ 2,495.66 (K.Sandford) 2048 for \$ 0.00 (A. Dalgleish) 7419 for \$ 0.00 (M.Bayer) 2877 for \$ 0.00 (S.Brown)</p> <p>Moved the Visa Card for October 2021 for:-</p> <p>.... 8106 for \$ 2060.12 (W.R. Buckland) 6298 for \$ 1,983.68 (K.Sandford) 2048 for \$ 0.00 (A. Dalgleish) 7419 for \$ 0.00 (M.Bayer) 2877 for \$ 0.00 (S.Brown)</p>		
Moved / Seconded	Moved that the Visa Card 8106, 6298, 2048, 7419 & 2877 for September & October 2021 be approved for payment.	Results Agreed	

Moved: S.Gordon Seconded:		
------------------------------	--	--

Topic:	Finance		
Discussion:	<p>George Watt Scholarship Wayne commented that the investment money is not good. Very conservative. Trustee Executors had refused to tell us anything about how the money was invested etc and that it was not accessible to us. A new Executor has taken over our account and she has provided us with the spreadsheet. She advised that this will be reviewed in January 2022. For 19 years have been requesting info but the return is ridiculously low. We have no control over money. Any suggestions – please bring these forward. Major change 3 years ago.</p> <p>Balance sheet Can look at purchasing capital items next year.</p>		
Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards Correspondence: Nil		
Actions to be taken / motion	Moved that the funding application to Four Winds Foundation for funding for \$7K towards a Yamaha Japanese Second-hand Piano be approved.	Results	
Moved Seconded	Moved: W.Buckland Seconded: A.Bird	Results Agreed	

Topic:			
Discussion:	Moved that the Inwards correspondence be accepted, and the Outwards correspondence be approved		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	Moved: A.Carrington Seconded: M.Whitehead	Results Agreed	

Topic:	Minutes of the last meeting 24 th September 2021		
Discussion:			
Actions to be taken / motion	Moved that the minutes of 24 th September 2021 be confirmed as a true and correct record.	Person(s) Responsible	

Moved Seconded	Moved: H.Jacobson Seconded: N.Pirihi	Results Agreed	
---------------------------	---	--------------------------	--

Topic:	Amendments to minutes		
Discussion:	Typo- Journals: August to be corrected Comments in red to be altered.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Matters Arising		
Discussion:			
Actions to be taken / motion			
Moved Seconded		Agreed	

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

Topic:	Triennial Plan		
Discussion:	•		
Actions to be taken / motion			
Moved Seconded			

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

Meeting closed at: 10.15pm

Next BOT meeting calendared for 23rd February 2022

Discussion:	Workplan		
Actions to be taken / motion	WB: Adjust ERO to end of year or start of new year. Trustee Elections to be moved to September 2022. Fully electronic process to be used. <ul style="list-style-type: none"> • Appoint committees • Policy review • 5YA • Data analysis • Annual plan/Analysis of variance • Principals 360 appraisal survey 		
Moved Seconded		Agreed	

X

S. Gordon
Board Chair

23rd February 2022