

**Minutes of the Bream Bay College
Board of Trustees
Held on 30th June 2021**

Selina welcomed everyone to the board meeting.

Meeting opened at: 7.00pm

Present: BucW, BirA, CarA, GorS, PirN, JacH, WebB

Visitors: Alison Dalgleish

Karakia:

Absent:

Apologies: DoaT, HikT, CunJ, EdwK

Moved: S.Gordon

Seconded:

BOT 'to do' list

Workplan adjustment –

Presentations:

- HOD Social Sciences – Quentin Clough/Glenn Wagemans
- Health Presentation - Sandra Hayward

Topic:	Quentin Clough and Glenn Wagemans presented the Social Sciences powerpoint presentation.
Discussion:	<p>Questions:</p> <p>NZ History Curriculum</p> <ul style="list-style-type: none"> ● How do you make this up? ● That History be taught across Year 7-10. ● Localised history ● 6 strands <p>Will the change be considerable in 2022? Haven't seen anything to say exactly what the expectations are for next year.</p>

	<p>Field trips Compare the past with present Are you happy with the numbers? Geography does well with numbers Key aspect: Trips Issue: if trips like these are compulsory we pay. Eg: Tongariro wipes out 70% of the budget. Local trips still incur travel.</p> <p>Question re: Volcanics and physical trips without going down to Tongariro Using a book resource re Volcanics Purpose in Tongariro internal/external standards. Amazing spots in Auckland to visit. Resources inn their own back yard.</p> <p>Resourcing? Wishlist: Not saying we haven't got enough resources in the department, but any requests have always been covered in the budget.</p> <p>General Comment I believe you are very passionate about what you do and have heard feedback from the students to support this.</p> <p>Quentin's Social Sciences powerpoint presentation is appended to the BOT folder.</p>		
Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	Sandra Hayward presented Schoolwide Health powerpoint
Discussion:	<p>Year 9 Health is my passion and I absolutely love it and I maintain an oversight of Health.</p> <p>"Loves me not" programme planned for Year 12 students this year.</p> <p>Questions Acne – where does this fit in? Would come under Wellbeing and Self Esteem. One of the changes is looking at the new UK model around consent. Discussion took place.</p> <p>Parents are pleased with what is happening with Health.</p> <p>Sandra's Health powerpoint presentation is appended to the BOT folder.</p>

Actions to be taken / motion			
Moved Seconded			

Decisions/Motions:-

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

Confirm:

Conflict of Interest: Nil

Workplan adjustment

Topic:	Workplan		
Discussion:	a) Policy booklet review – Section D: Operational Policies 6-8 b) Auditor report c) Roll Growth d) Roll Return e) Term 1 Analysis - Update f) Property, Painting, Maintenance Report		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Decisions/Motions		
Discussion:	RAMS NZ Surfing It was noted that a portion of the form at the bottom of the document was missing. Discussion took place. <ul style="list-style-type: none"> ● Full itinerary of the trip ● Contingencies in place ● Staffing/ who is were and what ● A little unreal / parents to kids – high ● Significantly different forms this time around - fully comprehensive ● It was noted that in the RAMS for the host school that all drivers are to be over 25+ but is not mentioned below ● Reminder that the adult needs to be driving and not the student Leadership Camp: Discussion took place.		

	<p>WB: An option is for paid security patrol overnight The key driver is to keep the cost down but, keeping the cost down is not the key driver, its safety. Aspects of what we must do is around safety. Debrief at the end of the camp.</p> <p>Wayne talked to</p> <ul style="list-style-type: none"> • Sample form • Fire Department forms attached to my report <p>Returning Officer – Student Trustee Election 2021/2022</p>		
Actions to be taken / motion	<p>1. Moved that the board accepts the RAMS for the NZ Surfing event on the completion of the 2nd part of the form.</p> <p>2. Moved that the board appoints Beverley Webb as the Returning Officer for the up and coming 2022 Student Trustee Election.</p>		
Moved Seconded	<p>1. Moved: S. Gordon 2. Moved: H.Jacobson Seconded: N.Pirihi</p>	<p>Agreed Agreed</p>	

Topic:	Property		
Discussion:	<p>Wayne advised that he has a discussion with a landscape architect to draw up a full landscape of the college. He is linked to Bream Bay Landscapes. Painting / decoration of 2 buildings. Mike Tupaea will have these concepts to Wayne shortly. These will be passed to Whaea Junie and she will take it to Tangatawhenua for a korero. The murals will be based around land based birds & sea based birds.</p> <p>By Friday there will be a pack for all the design builds.</p> <p>In the holidays the prefabs will be lifted and placed on their piles and ramps will be built. Shade will also be installed.</p> <p>Fencing plans Fencing plan looks like it cuts off the carparks. Discussion took place.</p> <p>Wayne advised that the Matt from the MOE is visiting tomorrow to look at SNUP to consider replacing it at a national criterion. Discussion took place.</p>		
Actions to be taken / motion			

Moved Seconded		Agreed	
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Topic:	Term 1 Target Analysis Update		
Discussion:	Taken as read		
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. There are 4 policies with minimal change. Basic policies.</i></p> <p>It was discussed whether we have a separate meeting to cover all the policies on the tri plan or to cover it in the set meetings.</p>		
Actions to be taken / motion			
Moved Seconded	Moved: Seconded:	Agreed	

Topic:	Principals report
Discussion:	<p>Correction to the Principal's report from the last meeting:</p> <p>Under the DP: Alison Dalgleish section Daily operations Change Term 3 to Term 2</p> <p>Medical report Discussion concerning an Orrs funded ASD student (Asperger's syndrome). This has been conferenced. The child is being managed. Is the teacher ok. Yes.</p> <p>Heather made note of the follow-up to parents from the office regarding students who have been signed into the sickbay as medical is positive. Bev to pass this on. Evacuation area Wayne advised that Mark's feedback confirmed that it is a 15 minute walk to the evacuation area. There is a full evacuation planned for the whole school in term 3.</p>

	<p>We had notification from Fire NZ that they do not have on file a twice-yearly report from BBC for the last 6 years. Wayne assured the board that there will an electronic and paper version submitted.</p> <p>Lockdown plan So far with levels of lockdown practice that have taken place we haven't had any problems with lockdown. There will be a lockdown drill in this calendar year.</p> <p>Ambulance visits were discussed.</p>		
Actions to be taken / motion	Correction to the Principal's report from last meeting. Change Term 3 to Term 2 under Alison Dalglish section.	WebB	
Moved Seconded	Moved: W.Buckland Seconded: A.Bird	Agreed	

Topic:	Auditors		
Discussion:	<p>Wayne advised:-</p> <ul style="list-style-type: none"> • The report could be sitting in my emails. • I did cover everything off with them • Anomalies with the Bus Network <p>New vehicle: Due in November</p> <ul style="list-style-type: none"> • Paid a deposit. 		
Actions to be taken / motion			
Moved Seconded			

Topic:	Financial Report		
Discussion:	Direct Credits		
Actions to be taken / motion	<p>1. Moved the Direct credits for May 2021 as follows: -</p> <p>May 2021 Direct Credits: ASB 36491-36644, sequence change ASB 657841-658050 TNG as listed 36547 Westpac Electronic: 658057 Westpac Cheque: Nil</p>		
Moved Seconded	Moved: S Gordon Seconded:	Results Agreed	

Topic	<p>May 2021</p> <ul style="list-style-type: none"> • Payroll Journal 319552 Week Ending 4/5/21 \$24,183.37 • Payroll Journal 319759 Week Ending 18/5/21 \$35,527.48 		
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Discussion:			
Actions to be taken / motion	Moved that Journals for May 2021 be passed for payment.		
Moved Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Cheque No's May 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:	May 2021		
Actions to be taken / motion	May 2021 Moved that the BP Fuelcard for \$144.88 for May 2021 be approved for payment. Moved that the Z Fuelcard for \$230.84 for May 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, 1737 & 2877 for March & April 2021		
Actions to be taken / motion	Moved the Visa Card for May 2021 for:- 8106 for \$ 525.75 (W.R. Buckland) 6298 for \$ \$8,257.54 (K. Sandford) (includes USD \$4,500 for NPDL Membership OTP, Waipu & BBC)		

 2048 for \$ 6.40 (A. Dalglish) 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 May 2021 be approved for payment. Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Finance		
Discussion:	HJ: US\$ membership fees - is this for the 3 primary's and BBC. Yes. Water rates up \$3K than normal <ul style="list-style-type: none"> • Found the leak responsible • Can't claim more than once unfortunately 		
Actions to be taken / motion	Wayne to investigate.	BucW	
Moved Seconded	Moved: S.Gordon Seconded:	Agreed	

Topic:	Inwards / Outwards Correspondence		
Discussion:	Inwards Correspondence: Circular Correspondence: <ul style="list-style-type: none"> • STA Bulletin 308 		
Actions to be taken / motion	Moved that the Inwards correspondence be accepted, and the Outwards correspondence be approved.	Results	
Moved Seconded	Moved: A.Carrington Seconded: H.Jacobson	Results Agreed	

Topic:	Minutes of the last meeting 19 th May 2021		
Discussion:			
Actions to be taken / motion	Moved that the minutes of 19 th May 2021 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Amendments to minutes		
Discussion:			
Actions to be taken / motion			
Moved Seconded			

Topic:	Matters Arising		
Discussion:	Ari and Wayne still to meet. School logo: We discussed this, but it was only a suggestion.		
Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	Agenda setting for next meeting		
Discussion:	Annual Plan update Annual Learning Targets		
Actions to be taken / motion			
Moved Seconded		Carried	

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

Topic:	General Business		
Discussion:	Uniform: Long pants on the style sheet do not cater for trackpants. Track pants 80% of students are in longs with a band on the bottom. Discussion took place. General consensus: If they look tidy go ahead and place them on the style sheet. Jackets Discussion re rain jackets with a hood or not a hood. Issues No hoods on inside. General Consensus:		
Actions to be taken / motion	Re-think the rain jackets with hoods at the next meeting.		
Moved Seconded	Moved that trackpants be added to the style sheet Moved: S.Gordon Seconded:	Agreed	

Topic:	Vaping		
Discussion:	Selina raised the topic of vaping.		

Thoughts?

Rife in school/buses

Causing issues with younger students feeling threatened

Springbank school in Kerikeri has suspended a student for vaping.

The school in Kerikeri is a private school. They can suspend for any reason.

What happens to a student who is vaping?

1st time:

- Student/s get caught
- parents contacted and asked to come in
- students loose morning tea /lunch
- Mini chat takes place

2nd time:

- Stand down conference
- parents back in

Students vaping in the toilets

AD: I stand outside the toilets on a regular basis.

Wayne advised that he has been consciously roaming the areas around the toilets and this has become normal for the students to see him.

Talking to kids re vaping at school and educating them via Assembly.

Concern: Younger kids are too scared to go to the toilet/intimidation on the buses.

How do we make it safe?

Cameras on the buses. Yes, under the new contract. The contract is waiting to be signed.

Any students reported on bus vaping – taken off the bus for 2 weeks.

Any kids congregating around or in toilets lose morning tea/lunch for 2 weeks.

DPs going in and out of the toilets and following up on the issues.

Congregating in the toilets, girls and gender neutral.

Identified that the full length mirror in the female toilets is being moved to another location outside the toilets so they don't linger.

Taken the lids off the toilets so students so sit in the cubicles which has eliminated this.

Year 7&8s are talking to their teachers around why they feel intimidated.

Vaping overall: Significant reduction but until they change the laws we are tied.

What age group are vaping: Year 9 & 10s.

Really good follow up.

Every student lingering or congregating are really good litter ambassadors.

Don't know of a solution until they change the law.

Bring in a health expert to scare the heck out of them.

	<p>Dr. Ashley Bloomfield will be putting out a video on vaping. Not a lot of NZ research to date. All the tobacco companies have bought out the vape companies</p> <p>Air quality sensors We were offered a trial. Quite expensive. Aaron to talk with Wayne re air quality sensors. Can't put cameras inside the cubicle.</p> <p>Cleanliness of the toilets: change-over of staff who were not aware of the cleaning regime. They are now immaculate.</p> <p>Addressing all the things as we go. Winning on the advertising front but not those who are addicted. Wayne is working on educational material on V drinks for assembly. Educate parents.</p> <p>The team is working very hard on this.</p> <p>Wayne talked to the stand down equivalent conferences and the visible consequences and the steps that follow. The team understands that it can't go automatically to a board suspension.</p> <p>Continual disruption</p> <p>We are currently working on Year 9 & 10 students not in class Revisiting this next term Wayne will report back on this in his report at the next meeting.</p>		
Actions to be taken / motion			
Moved Seconded		Agreed	

Meeting closed at: 9.30pm

Next BOT meeting calendared for 11th August 2021

X

S. Gordon
Board Chair

30/06/2021