

**Minutes of the Bream Bay College
Board of Trustees
Held on 19th May 2021**

Selina welcomed everyone to the board meeting.

Meeting opened at: 7.00pm

Present: BucW, BirA, CarA, CunJ, HikT, GorS, PirN, DoaT

Visitors: Heather Jacobson, Alison Dalgleish (via zoom)

Karakia: Whaea Junie (recording)

Absent:

Apologies: EdwK

Moved: T.Doak Smith

Seconded: W.Buckland

BOT 'to do' list

Workplan adjustment –

Presentation:

Decisions/Motions:-

- Approve Annual Report

Confirm:

Conflict of Interest: Nil

Workplan adjustment

Topic:	Workplan		
Discussion:	a) Charter consultation b) Term 1 Target Analysis c) 2021/22 Principal Appraisal plan – to In-committee d) Policy booklet review – Section D: Operational Policies 1-4 e) Health Education Community Consultation f) 5YA Projects (Building projects update in Principal’s report) g) Medical Report h) ERO Update (See Principal’s report)		
Actions to be taken / motion			
Moved / Seconded		Results	

Topic:	Decisions/Motions		
Discussion:	Approve Annual Report		
Actions to be taken / motion	Moved that the Board Chair has permission to sign off the Annual Report on behalf of the board.		
Moved / Seconded	Moved: W.Buckland Seconded: A.Bird	Agreed	

Topic:	Charter Consultation		
Discussion:	<p>In our triennial plan we are due to look at our Charter. Referring to the discussion we had at the last meeting regarding NELPS the Charter is about to be replaced with the new Education Plan. Wayne explained he has taken the Charter as it stands and left our ‘Vision’ as is. We have added the pivoting goal of “Unlocking Student Potential” in all we do, and the Guiding Principles have been updated to include “bicultural NZ”. In terms of the flow chart, which is what we used to call “flavours/smarties” in terms of key relationships, the 6C’s have been blended into the circles. Work on our ‘Values’ is happening with the staff currently. Wayne is wanting staff to collate them and get as far as they can and then he will bring them to the board. Shirley Winters attended the BBC staff meeting and presented her key values from OTP Primary. Timeframe on NELPS? Should have already been operating on an annual plan only. 1 year to 18 months.</p> <p>Ari asked if he could edit the document. Vision: Does educating ‘people’ fit – are we referring to children / students here. “Pepeha” is referring to landmarks. Are we going to put “pepeha” in. Ari has something that would fit. Cultural references not fitting.</p>		

WB: This is the opportunity to update our Mission Statement/Vision Statement/Guiding Principles/ & equivalent in te reo of aspects of the school.

Aaron: It doesn't say inclusive eg: identity of our students.

The school has put so much into being 'Gender Neutral' and the Special Needs students' that the culture of the school has definitely increased.

AC: Update 'bicultural' to be inclusive and change to 'multi-cultural'. We have been a bi-cultural school but have definitely moved on to being multi-cultural.

WB: The korero behind this is required to be bicultural and to work seamlessly in a mainstream school.

Wayne talked to having a Harakeke pattern weaving in behind the flow chart diagram. Discussion took place.

Tiriti workshops

SG: The previous board attended Treaty of Waitangi workshop/s held here at the college a few years ago now.

WB: It would be better to do it with a tangata whenua lens.

Wayne advised the Charter section is going.

- We can as a group eg: Ari, Junie (& Maori staff) as well as tangata whenua input and have the translation updated and imaging to start.
- Is the intent ok?
- Document itself is what we are doing at the school.
- Values still need to come in.
- At the next meeting I would be able to give you an idea of where the values are sitting and what is under them.

Discussion re the school logo took place.

It has been there a very long time. Could be refreshed.

Heather: Gaelic wording in the logo

Wayne talked to the Health promoting schools crest which has been removed.

How much comes out of our District High school days?

AC: I'm not looking at getting rid of the Scottish flavour but the thistle is a weed.

Discussion around the ship took place.

The ship looks like the Endeavour but it could be

It's probably the same logo since 1977.

It would need to be communicated and discussed with the community.

2 ways of doing this:-

- Leave this alone and do a second one
- Or, we think of a modern one and put it out for consultation
- Incorporate old and new

Will bring this back to the next meeting on the 23rd June.

Actions to be taken / motion	Ari happy to work with Wayne re cultural translation/similar equivalent. Maori lens on principles/strategic goals. Tivaan and Ari to link with Patuharakeke re College Charters/Strategic Plan descriptions - front page to be updated. Wayne to bring in the staff's input.	CarA/BucW/DoaT	
Moved Seconded		Agreed	

Topic:	Term 1 Target Analysis
Discussion:	<p>Gwyneth has gone through and run all the reports for our data analysis. Quality/Quantity are above at all levels Yr 11 low Yr 12 low but not as low as it has been Pass-rates for the diplomas are low in the quality/quantity Students who are in the middle /top area killing it Students who are low are doing worse than were previously JC: Lol looking at analysis by class. Deans drilling down to individual students Teacher aides working with students Deans - overseeing what needs to be done DPs - checking off what steps are in place Wayne talked to the drops last year and how they have increased. Any themes across the subjects? Lowest kids are predicted to fail. For a lot of those kids is it their attendance? Wayne brought up the attendance figures Some frustration of students being out of classes with co-curricula activities. That is why we are addressing some students being out for 5 days per term. Is Kani still working with truancy? Her role is if there is a whaanau not engaging Kani builds a relationship and links with the Trust and gets the student back engaged. Is this effective? WB: Still relatively new. Tivaan: I have 1 student who was away every Friday / hardly there on Mondays. Using Kani she established he didn't finish his homework. Discussion took place. The change in having the Student Welfare centre with the Deans over there is helping. Talking to building in a shower. 2nd hand Uniform working well over there. We are definitely all over the drops with the individual students etc. We are handing out tuck shop vouchers to those who results have gone up. Can we utilise the Trust more? We are now employing Kani through BBC and she will be linking into the agencies. SG: Talk to the Trust re facilitating and funding. Ramping up the Deans to work cart blanche with their students. DP's pulling back to let this flow.</p>

Actions to be taken / motion			
Moved / Seconded		Agreed	

Topic:	Policy Review: Section D: Operational policies #1,2,3,4 To be worked through with the Principal		
Discussion	The board discussed and went through the Operational policies #1,2,3 & 4. Anything that was highlighted in red was deleted and anything noted in green was inserted. Ari Carrington be put back in trustee register.		
Actions to be taken / motion	Moved that the Operational Policies, Section D, #1,2,3 & 4 be approved.		
Moved / Seconded	Moved: S.Gordon Seconded:	Agreed	

Topic:	Health Education Community Consultation		
Discussion:	Under Health Education it was reading in the triennial plan as H&S. Sandra taking Health programmes at school and taking it out to the community. Is Sandra happy to present to the board – Yes.		
Actions to be taken / motion	Sandra to present Health programmes at the next meeting.		
Moved / Seconded		Agreed	

Topic:	Property		
Discussion	WB: Diagram from the Councils have come through. Should go through for their permits. Discussion took place re: costs of removing buildings and how much we saved. Talking with the Ministry and the senior people re master plans with a future commitment to the new stages as your roll growth goes up. Fencing: Going back to MOE top people and they looking at giving us the shortfall of the teacher aide which we had to fund. They realised that BBC was out of pocket. Wayne talked to the placement of the fencing and the areas it would be sitting on. General discussion took place.		

	<p>AB: On the master plan it looks like they have moved the Horticulture block. WB" Yes, it will be moved to behind the whare.</p> <p>Planting: WB: John Thode is producing a planting plan for each side of the shade canopy and looking at the big tree that is getting into the drainage and paths. We will need an arborist to check if we can save it or, due to the pathways and drains being affected, it could have to come out.</p>		
Actions to be taken / motion			
Moved / Seconded		Agreed	

Topic:	Medical Report		
Discussion:	<p>SG: Student was zapped at the pool. WB: Yes, he knocked himself out. Overall, no one else has touched it. And the first time we have had not one person come through over the summer period.</p> <p>Wasp stings Where were the wasps located? In the bush above the field. The wasps were foraging for food and were disturbed. The exterminator was in the area and was on site in a couple of hours after the incident. He did confirm that wasps will be foraging at this time of the year.</p>		
Actions to be taken / motion			
Moved / Seconded		Agreed	

Topic:	ERO		
Discussion:	<p>Zoe Lindsay has made an appointment to meet with Wayne on the 23rd June and then she will return to meet with the Board Chair. Discussion took place.</p>		
Actions to be taken / motion			
Moved / Seconded		Agreed	

Topic:	Principals report		
Discussion:	<p>Anzac ceremony. HJ: Tx to Alison for inviting the guest speaker Commander Fiona Jameson. It was an amazing service. Fiona did say she felt quite nervous standing in front of 560ish young people but put her in front of 500 army service people and she would nail it.</p>		

	<p>She was an ex student of Alison's from WGHS and has become an outstanding young woman in her field.</p> <p>Special needs Wayne talked to the fencing for our Special Needs student. Scotty Evans who is the 2nd in charge is talking with the top end of the Ministry and has discussed that we have been underpaid for a teacher Aide for this student.</p> <p>J: Wayne talked to the needs of J and the teacher aide requirements for her.</p>		
Actions to be taken / motion			
Moved / Seconded	Moved: W.Buckland Seconded: N. Pirihi		

Topic:	Financial Report		
Discussion:	Direct Credits		
Actions to be taken / motion	<p>1. Moved the Direct credits for March & April 2021 as follows:-</p> <p>March 2021 Direct Credits: ASB 35969-36270 Payment to Milford from ASB Project ACC 36230 TNG: 35792 Westpac Electronic: 36597 Westpac Cheque: Nil</p> <p>April 2021 Direct Credits: ASB 36279 - 36595 Payment to Milford from ASB Project ACC 36230 TNG: 36322 Westpac Electronic: 36275-36276 Westpac Cheque: Nil</p>		
Moved / Seconded	Moved: S Gordon Seconded:	Results Agreed	

Topic	<p>March 2021</p> <ul style="list-style-type: none"> Payroll Journal 317016 Week Ending 09/03/21 \$40,546.10 Payroll Journal 317088 Week Ending 23/03/21 \$40,270.03 <p>April 2021</p> <ul style="list-style-type: none"> Payroll Journal 318516 Week Ending 06/04/21 \$37,454.36 Payroll Journal 318571 Week Ending 20/04/21 \$37,663.48 		
Discussion:			

Actions to be taken / motion	Moved that Journals for March 2021 & April 2021 be passed for payment.		
Moved / Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Cheque No's March 2021 & April 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:	March & April 2021		
Actions to be taken / motion	<p>March 2021 Moved that the BP Fuelcard for \$334.62 for March 2021 be approved for payment. Moved that the Z Fuelcard for \$151.28 for March 2021 be approved for payment.</p> <p>April 2021 Moved that the BP Fuelcard for \$146.39 for April 2021 be approved for payment. Moved that the Z Fuelcard for \$53.03 for April 2021 be approved for payment.</p>		
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 March 2021 for:- 8106 for \$ 1,403.80 (W.R. Buckland) 6298 for \$ 3,073.43 (K. Sandford)		

	<p>.... 2048 for \$ 0.00 (A. Dalgleish) 7419 for \$ 414.71 (M.Bayer) 1737 for \$ 0.00 (R.Nathan) Cancelled 2877 for \$ 0.00 (S.Brown)</p> <p>Moved the Visa Card for April 2021 for:-</p> <p>.... 8106 for \$ 580.38 (W.R. Buckland) 6298 for \$ 2,628.53 (K. Sandford) 2048 for \$ 0.00 (A. Dalgleish) 7419 for \$ 530.10 (M.Bayer) 1737 for \$ 0.00 (R.Nathan) Cancelled 2877 for \$ 0.00 (S.Brown)</p>		
Moved Seconded	Moved that the Visa Card 8106, 6298, 2048, 7419 & 1737 & 2877 for March & April 2021 be approved for payment. Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Finance		
Discussion:	<p>WB: Vans – due to high bookings we seem to be always running out of vans for Co-Curricula etc. Do the board feel this is a reasonable request? Yes. Please bring back to the FSC HJ: Cant remember on the top of my head what reserves we have and if accessibility is a problem so yes bring it back with figures to the FSC. Transit Van is a 2010 model – 60,000kms Sign writing?? The cost is \$3,500 to do this. Nudge bar & tow bar – we would do this anyway.</p> <p>Query: Who is H. Aparata – driving course for Gateway.</p>		
Actions to be taken / motion			
Moved Seconded	Moved: S.Gordon Seconded:	Agreed	

Topic:	Inwards /Outwards Correspondence		
Discussion:	<p>Inwards Correspondence: Circular Correspondence: • STA Bulletin 306 & 307</p>		
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: N.Pirihi	Results Agreed	

Topic:	Minutes of the last meeting 7 th dated April 2021
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Discussion:			
Actions to be taken / motion	Moved that the minutes of 7 th April 2021 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: N.Pirihi Seconded:A.Bird	Results Agreed	

Topic:	Amendments to minutes		
Discussion:	<p>Page 9 Ministry of Defence should read Civil Defence Page 11: Typo <i>Ros Nathan</i> to be changed to read Rose Nathan.</p>		
Actions to be taken / motion			
Moved Seconded			
Topic:	Matters Arising		
Discussion:	<p>Principal's Appraiser Separate cost of an external appraiser is \$2,000. Appraisers: SG: Lindsay Laing advised that he will no longer be available as an Appraiser (he has done his dash.) SG: We will be pursuing an Appraiser with COL experience for the next round. WB: The Teachers Council has changed its appraisal system for teachers and are looking at changing it for Principals.</p> <p>The Visa Card for Rose Nathan has been cancelled.</p> <p>MoE ran the contracts and they vetted their own contractors. The only thing they are doing is billing us.</p>		
Actions to be taken / motion			
Moved Seconded		Results Agreed	

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

Topic:	Triennial Plan		
Discussion:	Add Health consultation to the next meeting.		
Actions to be taken / motion			
Moved Seconded			

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

Meeting closed at: 9.29pm

Next BOT meeting calendared for 23rd June 2021

X

S. Gordon
Board Chair

23/06/2021