

**Minutes of the Bream Bay College
Board of Trustees
Held on 19th February 2020**

7.05pm

Selina welcomed everyone to the meeting. Hope you all had a great Xmas and holiday break.

Present: BucW, BirA, BoaJ (arrived at 7.15am), CarA, CunJ, DoaT (8.15pm), EdwK, GorS, HarP, Jach, WebB

Karakia:

Absent:

Apologies: PirN, DalA

Moved: A.Carrington

Seconded: H.Jacobson

Visitors:

BOT 'to do' list

Agreed

Workplan adjustment –

- Election of Officers
- Board Chairperson & Vice Chairperson

Beverley Webb, the Board Secretary, opened the floor for nominations for the role of Board Chairperson.

Heather Jacobson nominated Selina Gordon as Board Chairperson.
There being no further nominations Selina Gordon was duly elected.

Moved: H Jacobson
Seconded: W Buckland
Agreed

The Chairperson, Selina Gordon, called for nominations for the Vice Chairperson.

Selina Gordon nominated Heather Jacobson as Board Vice Chairperson
There being no further nominations Heather Jacobson was duly elected.

Moved:S.Gordon
Seconded:A.Bird
Agreed

Confirm:

- **Confirm Sub Committee delegations**

Discipline Sub Committee (quorum of 2 but preferred 3)

- Selina Gordon (Chair)
- Heather Jacobson
- Nick Pirihi
- Karen Edwards
- Aaron Bird
- Penny Harris-Tipoki
- Ari Carrington
- Tivaan Doak Smith
- John Cunningham
- Jack Boakes

Finance Sub Committee Sub Committee

- Heather Jacobson
- Aaron Bird
- Nick Pirihi

Property Sub Committee

- Aaron Bird
- Ari Carrington

Moved that the sub committees be accepted as above.

Moved: S.Gordon
Seconded: H.Jacobson

COL: 1 per term

First meeting: Monday 2.3.20 @ 4.30pm

Ari Carrington & Penny Harris Tipoki to attend. Wayne will confirm whether we can have 2 representatives from the BBC Board on the committee at these meetings.

Motions:-

Confirm:

Conflict of Interest: Nil

Workplan adjustment – nil

Topic:	Presentations		
Discussion:	<p>John Cunningham presented the English report to the board. Ken Brown and Rose Nathan have joined the English department which makes an experienced team.</p> <p>Selina thanked John for his presentation and asked if there is there anything that the board can do for you. John replied he is happy with the department and the way forward.</p>		
Actions to be taken / motion			
Moved / Seconded		Results	

Topic:	Decisions/Motions		
Discussion:	<p>a. Approve Electronic Minutes for Year 13 Leadership trip RAMS forms b. EOTC: Yr9 Pioneer Camp to the Kaipara c. EOTC: M People Camp d. EOTC: Yr12 Tongariro Trip Wellington trip emergency plan.</p>		
Actions to be taken / motion			
Moved / Seconded	<p>Moved that the electronic meeting for the Year 13 Leadership Camp RAMS forms to Rawhiti be approved.</p> <p>Moved that the RAMS forms for a) EOTC: Yr9 Pioneer Camp to the Kaipara b) EOTC: M People Camp c) EOTC: Yr12 Tongariro Trip Wellington trip emergency plan.</p> <p>Moved: H.Jacobson Seconded: J.Cunningham</p>	<p>Results Agreed</p> <p>Agreed</p>	

Topic:	BOT Workplan/Policies		
	<p>a) 2020 strategic / Annual Plan b) Analysis of Variance 2019 c) 2019 EOY Data Analysis</p>		

	d) NCEA Review (results in principal's report and folder) e) Discussion "What is the BOT function at a conference?" f) Policy booklet review – dates to be approved Governance g) Draft buildings master plan h) 365k – How do we spend it i) Solar Panel application j) Attendance discussion k) Sexuality Education		
Discussion:			
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Strategic Plan / Annual Plan		
Discussion	<p>Wayne assumed that everyone had had a look at the Strategic Plan information on the Board drive.</p> <p>Wayne talked to the Strategic Plan/Annual Plan as shown on the projector.</p> <p>Retained same targets in academics. Reasonably good balance Attendance is our focus for 2020</p> <p>Draft strategic plan with Annual plan underneath.</p> <p>How do we get this out to the community? Eg: meetings in the Whare or Survey money or in newsletter format.</p> <p>Did we get a reasonable amount of people replying on a survey monkey style?</p> <ul style="list-style-type: none"> • Student feedback • Parent/ Whaanau feedback • Other • Put it altogether and look at them as a whole <p>Whaanau support Hui PST Day PTA</p> <p>The Strategic Plan has gone back to staff for discussion at a staff meeting.</p>		

	<p>John Cunningham talked to Strategic goal 4 Could be bigger than that. Wayne asked if John could get a small group together for a re-write. John commented he liked the area focus and interventions Feel like its insular Working with different groups could be of better use Advertise for an agenda item for PTA & Whaanau Support.</p> <p>PST Day? If the Survey Monkey has been emailed out the community could comment in a comments box somewhere other than the foyer.</p> <p>Selina mentioned that at the Pukapuka party a board with sticky notes was available for anyone to make suggestions. Having the visual sticky notes encourages people to have their say. Wayne to take this idea to SLT and ask for innovative ideas.</p>		
Actions to be taken / motion			
Moved Seconded	<p>Moved that the draft Strategic plan/Annual plan is approved. Moved: W.Buckland Seconded: J.Cunningham</p>	Agreed	

Topic:	Annual Plan		
Discussion	Wayne talked to the 2019 Annual Plan		
Discussion	<ul style="list-style-type: none"> • Term 4 targets • Term 4 attendance • Star awards <p>Our effort on attendance T1-4 did pop back up again.</p>		
Actions to be taken / motion			
Moved Seconded	<p>Moved: W.Buckland Seconded: A.Bird</p>	Agreed	

Topic:	End of Year Analysis
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Discussion	Wayne talked to the EOY Analysis <ul style="list-style-type: none"> • Going up and continual tracking • We set aspirational targets • Aim for no yellow this year 		
Actions to be taken / motion			
Moved Seconded			

Topic:	NCEA Review		
Discussion	<p>Wayne displayed the NCEA results Good set of results Only issue E from externals went down drastically 100+'s down Emailed all staff re concerns</p> <p>With regard to External exams</p> <ul style="list-style-type: none"> • Not prepared to do the same again • Drop our mid-year exams altogether • In place of that we will have a full exam condition at the end of each external topic • Do we keep 11/12's until the end of the year • Physically in class • Do study and possibly fun things. Make it interesting • Prizegiving would have to move and a few other things • Likely to happen in a few years anyway • Currently at the moment doing those set of exams in term 3 is not working for us so getting a good / intelligent jump on this is our goal. • Change the playing field and talk to the team to make it happen. <p>Discussion took place.</p> <ul style="list-style-type: none"> • Needs to be well planned • Students could lose interest • Truancy could increase • Students resenting school <p>Wayne agreed that the issues above are all possible so;</p> <ul style="list-style-type: none"> • Signal well and truly in advance • Lay down this year for next year • Put in place for Year 11 this year as they don't know any different • Need to have students engaged • Get teacher voice 		

Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	What is the BOT function at a conference
Discussion:	<p>Selina asked Wayne to explain what happens at a Board Level Conference</p> <p>Wayne explained to the board:- Layered system in terms of conferencing.</p> <p>Lowest Conference: mini chat – teacher and the child.</p> <p>Next level: Accountability conference- have another adult running it. Its more challenging. The person running the conference facilitates and the teacher can have their say and the same for the child.</p> <p>1-off Serious Conference: Bring parents in. Use same script as above.</p> <p>Stand down Conference: Requirements: Counselling, visible consequences, follow up monitoring</p> <p>Two conferences sit above Stand down.</p> <p>Future Directions conference: Different to Restorative. The problem is the problem...</p> <p>Board Level Conference: All the features of the other conferences but we ask a board member to attend. Look at the student in the same way as "should we board suspend this student". The intention is to</p> <ul style="list-style-type: none"> a) restore everything for what has happened, and b) for a board member can explain what it is like if we cannot change the actions of the student. Board member need to articulate that the student is at the top of the pile. <p>Student needs to understand they have reached the top of the heap. How many board level conferences happened last year: 2 or 3 a term. Mostly successful. Ideally, we would like to share the Board Level Conferences around. We fit timeframe to the board member.</p> <p>Discussion took place</p> <p>Penny asked to be contacted as the board representative for the first Board Level Conference.</p>

Actions to be taken / motion			
Moved Seconded			

Topic:	Policy booklet review		
Discussion:			
Actions to be taken / motion	Review dates accepted		
Moved Seconded	Moved: S.Gordon		

Topic:	Draft buildings master plan		
Discussion:	Wayne showed the plan on the screen and went through the changes. Discussion took place		
Actions to be taken / motion			
Moved Seconded			

Topic:	\$365K how do we spend it?		
Discussion:	Wayne showed the itemised list on a slide and explained the numbers out to the side These numbers rate the requests from high to low (1-4) Discussion of list took place. Wayne explained that he can transfer all the 1&2s from the side and place in the 5YA Plan (eg air conditioning units). We can then spend the money on the 3&4's Outcome: Shade & seating & water fountains Discussion re tree plan took place. Ask Hort students/Student Council to draw up a tree/landscape plan Modify 5YA to absorb the 1's & 2's Iced filling station at the tuckshop Boiling water tap was questioned. Health & safety?? Cold water outlets require filters		
Actions to be taken / motion	The board gave Wayne permission to design but not spend.		
Moved Seconded			

Topic:	Solar Panel application		
Discussion:	Sustainability fund from the MOE Try for solar on our new buildings. Offset cost of air conditioning units.		

Actions to be taken / motion			
Moved Seconded	Moved that the funding request for the solar panel application be approved. Moved: A.Bird Seconded: W.Buckland		

Topic:	Attendance		
Discussion:	<p>Wayne brought the board back up to speed re attendance Wayne showed a graph of "drop-off" of attendance.</p> <p>Cumulative figures He showed a slide that identified we have 20% of students who are below 70% attendance.</p> <p>Wayne talked to working with parents/whaanau up until week 4 and building relationships with the student. Truancy services have opted to work with us earlier conference 1 - Week 5 conference 2 – week 9 BLC – Term 2 Board suspension</p> <p>Fiona Macgregor, in school teacher, is pro-actively working with student absenteeism and sending names to DPs & deans of students continually absent. It's good to keep communicating with the students. What is the attendance at the swimming carnival? Usually 70% attendance Athletics usually 80% attendance</p>		
Actions to be taken / motion			
Moved Seconded			

Topic:	Sexuality Education		
Discussion:	<p>Right Hon Tracey Martin sent out a publication to boards re sexuality education in secondary schools</p> <ol style="list-style-type: none"> 1. Check we are compliant 2. It's a Balance 3. Daniel Harrington will be presenting to the board on this topic this year 4. It was asked if we knew the percentages of lgbt/gay/lesbian at school 5. Any issues re homophobia – not as much 6. Toilets can be unisex 		
Actions to be taken / motion			

Moved			
Seconded			

Topic:	Principals Report		
	Attachments:		
	a) Assembly presentations: Nov 26, Feb 4 & 11 Newsletters: January 22 & February 11 b) LOL Min: Feb 3 c) H&S report/Medical Report d) Property, Painting, Maintenance Report Wayne added a letter of cessation for the doctor		
Discussion:	It was suggested that a letter be sent to thank Kyle Eggleton for his services. Feedback re buses & ineligible travelling on the bus A lot of discussion on line - interesting take on peoples opinion One of the problems we found when reviewing our runs is in our last review we got all the students from Ruakaka Beach Road and Marsden Point Road on buses as eligibles due to health & safety reasons. If we reviewed those runs 150 students would go from eligibles to ineligible Discussion took place At the moment its educational		
Actions to be taken / motion	Moved that the Principal's report be accepted.		
Moved	Moved: W.Buckland	Results	
Seconded	Seconded: H.Jacobson	Agreed	

Topic:	Financial Report		
Discussion:	Direct Credits		
Actions to be taken / motion	1. Moved the Direct credits for November/December 2019 & January 2020 as follows:- November 2019 Direct Credits: ASB 32570-52834 TNG: 32584 Westpac Electronic: 32838 Westpac Cheque: Nil December 2019 Direct Credits: ASB 32739 - 32987 TNG: 32775 & 32840 Westpac Electronic: 32990 & 32991 Westpac Cheque: Nil		

	January 2020 Direct Credits: ASB 33000 - 33065 TNG: 33074 Westpac Electronic: 33078 Westpac Cheque: Nil			
Moved Seconded	Moved: W.Buckland Seconded: S.Gordon	Results Agreed		

Topic	November <ul style="list-style-type: none"> • Payroll Journal 297443 Week Ending 5/11/19 \$31,766.60 • Payroll Journal 297470 Week Ending 19/11/19 \$40,313.11 December <ul style="list-style-type: none"> • Payroll Journal 297995 Week Ending 3/12/19 \$33,895.71 • Payroll Journal 298019 Week Ending 16/12/19 \$55,631.93 • Payroll Journal 298354 Week Ending 30/12/19 \$18,720.22 January <ul style="list-style-type: none"> • Payroll Journal 299239 Week Ending 14/1/2020 \$18,789.72 • Payroll Journal 299293 Week Ending 28/1/2020 \$23,671.59 			
Discussion:				
Actions to be taken / motion	Moved that Journals for November/December 2019 & January 2020 be passed for payment.			
Moved Seconded	Moved: S.Gordon	Results Agreed		

Topic:	Cheque No's for November/December 2019 & January 2020 be passed for payment.			
Discussion:	November 2019: Nil December 2019: Nil January 2020: Nil Queries:			
Actions to be taken / motion				
Moved Seconded	Moved: W.Buckland Seconded: S.Gordon	Results Agreed		

Topic:	Fuel Card – Star Card			
Discussion:	November/December 2019 & January 2020			

Actions to be taken / motion	<p>November 2019 Moved that the BP Fuelcard for \$237.78 for November 2019 be approved for payment</p> <p>Moved that the Z Fuelcard for \$574.84 for November 2020 be approved for payment</p> <p>December 2019 Moved that the BP Fuelcard for \$365.53 for December 2019 be approved for payment</p> <p>Moved that the Z Fuelcard for \$199.43 for December 2019 be approved for payment</p> <p>January 2020 Moved that the BP Fuelcard for \$401.92 for January 2019 be approved for payment</p> <p>Moved that the Z Fuelcard for \$630.71 for January 2020 be approved for payment</p>				
Moved Seconded	Moved: S. Gordon Seconded:	Results Agreed			

Topic:	Air NZ Travel Card			
Discussion:	November: Nil December: Nil January: \$1,637.80 NPDL Travel (Christchurch)			
Actions to be taken / motion				
Moved Seconded				

Topic:	Visa Card transaction				
Discussion:	Approve Visa Card Statement's for card numbers 8106, 6298, 2048, 7419 & 1737 for Sept/Oct 2019				
Actions to be taken / motion	Moved the Visa Card for November 2019 for:- 8106 for \$ 443.49 (W.R. Buckland) 6298 for \$ 720.00 (K. Sandford) 2048 for \$ 300.00 (A. Dalgleish) 7419 for \$ 0.00 (M.Bayer) 1737 for \$ 0.00 (R.Nathan) 2851 for \$ 311.73 (S.Bradshaw) - In credit				

	<p>.... 2877 for \$ 134.18 (S.Brown) – Panz APO trip</p> <p>Moved the Visa Card for December 2019 for:-</p> <p>.... 8106 for \$ 1,436.94 (W.R. Buckland)</p> <p>.... 6298 for \$ 1,484.73 (K. Sandford)</p> <p>.... 2048 for \$ 0.00 (A. Dalgleish)</p> <p>.... 7419 for \$ 0.00 (M.Bayer)</p> <p>.... 1737 for \$ 0.00 (R.Nathan)</p> <p>.... 2851 for \$ 311.73 (S.Bradshaw) - In credit</p> <p>.... 2877 for \$ 0.00 (S.Brown)</p> <p>Moved the Visa Card for January/February 2020 for:-</p> <p>.... 8106 for \$ 12,125.18 (W.R. Buckland)- (includes \$10,693.19 for Change table ALC)</p> <p>.... 6298 for \$ 1,476.15 (K. Sandford)</p> <p>.... 2048 for \$ 0.00 (A. Dalgleish)</p> <p>.... 7419 for \$ 0.00 (M.Bayer)</p> <p>.... 1737 for \$ 0.00 (R.Nathan)</p> <p>.... 2851 for \$ 311.73 (S.Bradshaw) - In credit</p> <p>.... 2877 for \$ 0.00 (S.Brown)</p>		
<p>Moved Seconded</p>	<p>Moved that the Visa Card 8106, 6298, 2048, 7419 & 1737, 2851 & 2877 for November/December 2019 & January/February 2020 be approved for payment. Wayne to ask Katrina to upload the Nov/Dec/Jan Visa documentation to the Board google drive for the next meeting. Moved: S.Gordon</p>	<p>Results</p> <p>Agreed</p>	

<p>Topic:</p>	<p>Finance</p>
<p>Discussion:</p>	<p>Bev to sort a meeting within the next 2 weeks at a time consensual to everyone. Tuesday afternoon is the option</p> <p>Queries: Update signatories – add Selina check Jimmy is removed</p> <p>Change table ALC – MOE did an IEP meeting and deemed the special needs student needed this type of change table. To be reimbursed by MOE</p> <p>Mileage claim Reimbursement for W.Buckland / Selina signed off</p> <p>2019 ACC levy – page 13 P&L code 3000 cost \$2548 Is this budgeted or an expense?</p>

	Entertainment budget over 2 functions: <ul style="list-style-type: none"> • Outgoing board function • Incoming board function Minor Capital works over by \$6K Electrical R&M over as well.		
Actions to be taken / motion	Wayne to talk to Katrina re 2019 ACC levy. November/December/January visas to be posted at the next meeting.	BucW	
Moved Seconded	Moved: Seconded:		Agreed

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards Correspondence: Outwards Correspondence <ol style="list-style-type: none"> 1. Funding application letter to Four Winds Foundation for transport costs for Year 12 Geography students to travel to Tongariro in March 2020. Inwards Correspondence <ol style="list-style-type: none"> 1. Letter regarding the Teachers Council fees John Cunningham queried the time of the proposed meeting as it clashes with PST Day. Circular Correspondence:		
Actions to be taken / motion	Moved that the inwards correspondence be accepted and the outwards be approved. Moved that the funding applications be approved.	Results	
Moved Seconded	Moved: A.Carrington Seconded: H.Jacobson Funding application to 4 Winds Foundation. Moved: J. Cunningham Seconded:P.Harris Tipoki	Results Agreed Agreed	

Topic:			
Discussion:			
Actions to be taken / motion			

Moved Seconded			
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Topic:	Minutes of the last meeting dated 27th November 2019		
Discussion:			
Actions to be taken / motion	Moved that the minutes 27 th November 2019 be confirmed as a true and correct record. Moved that the Electronic meeting minutes be approved dated 13 th February 2020 for the Year 13 Leadership Camp RAMS – 15-18 th February 2020.	Person(s) Responsible	
Moved Seconded	Electronic minutes 13 th February 2020 Moved : T.Doak Smith Seconded: J.Cunningham Minutes of the 27 th November 2019 Moved: W.Buckland Seconded: A.Bird	Results Agreed Agreed	

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

Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> Wayne Buckland provided the Strategic Plan draft goals to the board. Completed. 		
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:			
Actions to be taken / motion			

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

Meeting closed at: 10.04pm
 Next BOT meeting calendared for April 1st, Week 10 2020

X

S. Gordon
 Board Chair

1st April 2020