

**Minutes of the Bream Bay College
Board of Trustees
Held on 28th March 2018**

Meeting 7pm

Present: BucW, CunJ, GorS, JachH, SwomM, HeiD, HeiT, McQJ, MilJ, PirR, WebB

Karakia: Everyone

Absent:

Apologies: A.Dalgleish

Visitors:

Moved: MSwords

Seconded: H.Jacobson

Topic:	Confirmation of Agenda
Discussion:	<p>Confirmation of agenda items:</p> <p>Tracey Scott – HoD Art presentation – NPDL & Art</p> <p>Decisions:</p> <p>a) Budget to be approved</p> <p>b) Capital budget to be approved</p> <p>Moved that the Budget & Capital Budget be approved. Moved: H .Jacobson Seconded: D.Heiwari Agreed</p> <p>No changes since the last Finance Sub Committee Meeting Wayne advised that there is \$1,000 sitting in the budget waiting for approval of the policy at this meeting.</p> <p>Conflict of Interest: Nil</p> <p>BOT Workplan adjustment:</p>

	a) Policies Operational Policies 1-8 b) Curriculum report c) See Principal's report. All Staff have been Appraised in 2017 d) Accounts to Auditor e) 5YA projects		
Actions to be taken / motion	Decisions: Moved that the Budget & Capital Budget be approved.		
Moved Seconded	Moved: H.Jacobson Seconded: D.Heiwari		Agreed

Topic:	Tracey Scott – NPDL & HoD Art presentation		
Discussion:	Art: Tracey thanked the board for the opportunity to present at this meeting. The last Art presentation was back in 2013. <ul style="list-style-type: none"> • Aims & goals have not changed but the way in teaching them has. • Tracey gave a powerpoint presentation to the board. • Photography – this is taught as online learning • Another teacher would be reality for the department • Biggest challenge is being a sole teacher • Multi level and multi disciplined subjects Future focus <ul style="list-style-type: none"> • STEAM lunchtime club Dream 1: Another art teacher in photography / film bend Dream 2: Art corridor to be transformed into an exhibition space NPDL <ul style="list-style-type: none"> • Focusing on the 6Cs and what that means for the Art department • Dissecting the 6Cs so they relate specifically to Art. 		
Actions to be taken / motion	Thank you to Tracey for her inspiring presentation. Best wishes for your trip to Vancouver and your NPDL presentation.		
Moved		Results	

Topic:	Policies Operational Policies 1-8		
Discussion:	NZSTA and BBC versions distributed Delegations Wayne advised: Delegations on BBC version include property and Col and we went through this at start of the year into the new one. Reviewed in Feb 2018.		

	<p>Exclusion of Student Trustee was raised on the discipline committee. Discussion took place. John Cunningham also mentioned that he has been used on the discipline committee when the delegated members were unavailable. Conclusion: All trustees are in a similar situation and have the right to decline.</p> <p>The board worked through the Operational policies 1-8, as per the agenda, and made the changes.</p> <p>Appointments policy Wayne noted that there is a very significant difference in flavour in the NZSTA version.</p> <p>Ramari Pirihi had gone back to Patuharakeke and asked for their version on the appointments wording:-</p> <p>Allow 2 Maori representatives to be on the panel.</p> <p>Allowing for 2 members requires flexibility. Discussion took place. When candidate CVs are available, the option of having two representatives from Patuharakeke on the panel to be part of the process from the beginning of the selection process. The question was raised: Why would there need to be 2 on the panel? This would give them the opportunity of being able of converse in Te reo with each other, share ideas between themselves and talking with the applicant in Te reo to support hiring a Te reo applicant. This is about rebuilding bridges with Patuharakeke since the breakdown from the previous appointment of the HoD Maori.</p> <p>Change the policy to read: For the appointment of specialist teachers of Te Reo Maori Two representatives from Patuharakeke will be invited to be members of the Appointment Committee</p> <p>Discussion re a complication coming in the near future that all teachers being teachers of te reo took place.</p>
<p>Actions to be taken / motion</p>	<p>1. Appointment policy: Moved that we adopt the NZSTA policy with the additional clause of appointing specialist teachers of Te Reo.</p> <p>2. Delegations: Moved that the BBC delegations list of sub committees be accepted with the exclusion of Student Trustee be accepted</p> <p>3. Moved that the policies be changed as discussed and the changes be published and reviewed.</p>

Moved Seconded	1. Moved/Seconded: M.Swords/S.Gordon 2. Moved/Seconded S.Gordon/M.Swords 3. Moved/Seconded J.McQueen/T.Heiwari		Agreed Agreed Agreed
Topic:	Curriculum report		
Discussion:	Alison has provided a Curriculum report on the google drive. Wayne commented that a separate section has been added to the Curriculum report that was a project that Alison worked on while the Principal was away attending the SPANZ Conference & Edulead Conference.		
Actions to be taken / motion	Taken as read.		
Moved			

Topic:	5YA Approval		
Discussion:	Wayne commented: <ul style="list-style-type: none"> • The 5YA is everything we talked about. • All money listed. • Need to accept maintenance plan. 		
Actions to be taken / motion			
Moved		Results	

Topic:	Principal's Report Attachments: <ol style="list-style-type: none"> Health & Safety Report /Medical comments Maintenance Report 1st March Roll Return FarNet Report Stripes Awards Assembly presentations: Feb 13, 19, 26, Mar 6, 13 Newsletters: Feb 19, Mar 2 PTA Minutes: Oct 2017 Bus Minutes: 8/03/18 2017 ASH Year 10 Snapshot Infographic Appraisal & Professional Development 2017 BBC Master Plan Feasibility Report BBC PLD Journal 16/2/18 BBC Project-Brief BBC Transport Network Direct Resourced Constitution Traumatic incidents schools Guidelines for Wellbeing 		
Discussion:	PcSchool Wayne spoke to the new setup and radio buttons on PcSchool portal.		

Stripes

Wayne showed a snapshot survey that has been completed which gave the board an idea of responses.

Scale:-

5 being high

In yr 7&8 every question rated above 4.

Wayne talked to the lower rating in certain questions and broke down the stats using filters for discussion. We can then pick up by filter the areas rating low and act upon them.

This is only 1 tool of feedback.

Hardest area to pick up are the high flyers / fragile thoroughbreds.

Health & Safety

- Lockdown procedure – mindful that this hasn't happened.
- Updated report has this added?
- Heat stroke/sunburn on Athletics. Information coming back was systemic but not getting through. We should have stopped the event and readdressed have the topic of hydrating.
- Discussion re the students having some responsibility for their actions as the teachers and parents on the day did a great job.
- Didn't cross check the issues Matthew and Mark picked up. Were they in the maintenance plan?

Feasibility plan

Wayne spoke to the 30 page booklet that has to be completed for the Feasibility study. He will spend time during the holidays to complete this.

Traumatic incidents attached for your reading.

Changes to the NAGS – to be read and to be carried over to the next meeting.

ACC Report

Office starting to categorise.

Asking Mark to work on the Hazard register.

Whare

New timeline & costing was requested.

Wayne will do this once the roof is on. Looking at week 1, Term 2.

Send an email once this is available.

Discussion took place.

What is costing us in terms of the Whare build?

Assemblies - Weather – kids getting to the gym in wet weather

Heat is fine.

Constitution of the Bream Bay Transport Network

This has been agreed by BBC and the other three schools in the Network

	There is nothing contentious in the document.		
Actions to be taken / motion	Changes to the NAGS to be read and carried over until the next meeting. Moved that we sign the document in draft and ratify at the next meeting		
Moved Seconded	Moved: J.Miller Seconded:	Results Agreed	

Topic:	Financial Report		
Discussion:	Direct Credits – January and February 2018		
Actions to be taken / motion	1. Moved the Direct credits for January & February 2018 as follows:- January 2018 Direct Credits: ASB 26983-27175 TNG: 27027 & 27042 Westpac Cheque: 141129 Westpac Electronic: 27193 February 2018 Direct Credits: ASB 27089-27354 TNG: 27119 Westpac Cheque: 141130 & 141131 WBE: 27384 Moved that the Direct Credits for November / December 2017 be approved.		
Moved Seconded	Moved: S.Gordon Seconded: D.Heiwari	Results Agreed	
Topic:	Journal entries January 2018 Payroll Journal 256394 Week Ending 16/1/18 \$10,615.83 Payroll Journal 257057 Week Ending 30/1/18 \$15,586.67 Journal entries February 2018 Payroll Journal 258844 Week Ending 13/2/18 \$24,851.26 Payroll Journal 259117 Week Ending 27/2/18 \$28,739.39		
Discussion:			
Actions to be taken / motion	Moved that Journals for November & December be passed for payment		
Moved Seconded	Moved: S.Gordon Seconded: D.Heiwari	Results Agreed	

Topic:	Cheque No's for January/February 2018
Discussion:	January 2018:

	141129 February 2018: 141130 & 141131 Queries: Nil		
Actions to be taken / motion			
Moved Secoded	Moved: S.Gordon Secoded: D.Heiwari	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card for January/February		
Actions to be taken / motion	Moved that the Star Card for January 2018 for \$604.06 be approved for payment. Moved that the Star Card for February 2018 for \$560.89 be approved for payment.		
Moved Secoded	Moved: S.Gordon Secoded: D.Heiwari	Results Agreed	

Topic:	Air NZ Travel Card –January / February 2018		
Discussion:	January: \$Nil February: \$4,110.38		
Actions to be taken / motion			
Moved Secoded	Moved: S.Gordon Secoded: D.Heiwari	Results Agreed	

Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8106, 2213, 2048, 7419 & 1727 for August, September & October 2017.		
Actions to be taken / motion	Moved the Visa Card for December 2017/January 2018 for:- 8106 for \$5,906.65 (W.R. Buckland) 2213 for \$3,259.73 (K. Sandford) 2048 for \$ Nil (A. Dalgleish) 7419 for \$ Nil (M.Bayer) 1737 for \$ 558.10 (R.Nathan) (Wellington trip) Moved the Visa Card for January/February 2018 for:- 8106 for \$ 659.50 (W.R. Buckland) 2213 for \$2,186.63 (K. Sandford) 2048 for \$ Nil (A. Dalgleish) 7419 for \$ Nil (M.Bayer) 1737 for \$ Nil (R.Nathan)		

Moved Seconded	Moved that the Visa Card 8106, 2213, 2048, 7419 & 1737 for January/February 2018 be approved for payment. Moved: H.Jacobson Seconded: J.McQueen	Results Agreed	
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Topic:	Finance		
Discussion:	Wayne explained the tidying up of the folders in the google drive to simplify where the documents for the meeting are located.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards Correspondence: 1. Outwards Correspondence: 1. Letters to Pelorus requesting funding towards accommodation costs for the Senior Geography students to travel to Tongariro in May 2018. Circular Correspondence: STA: 279 (electronic)		
Actions to be taken / motion	Moved that the Inwards correspondence be accepted and Outwards correspondence be approved.	Results	
Moved Seconded	Moved: J.Miller Seconded:	Agreed	

Topic:	Minutes of the last meeting date 14th February 2018		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 14 th February 2018 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: S.Gordon Seconded: M.Swords	Results Agreed	

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

Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> 4th April: PTA/BOT BBQ get together @ 6pm BOT – Meat/salads/ice cream/cream/Nibbles 		

	<ul style="list-style-type: none"> PTA - Desserts 		
Actions to be taken / motion	Bev to send a reminder to all BOT members 6pm confirmed. Child friendly	WebB	
Moved Seconded		Results Agreed	

Topic:	Agenda setting for next meeting –		
Discussion:	<ul style="list-style-type: none"> Charter Consultation/Annual Report NZSTA / MoE guides Term 1 Annual Learning Targets /Analysis Principal appraisal report/survey H&S Community consultation 5YA projects 		
Actions to be taken / motion			
Moved Seconded			Carried

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

Meeting closed at: 10.30pm
Next BOT meeting calendared for 16th May 2018

X

J. Miller
Board Chairperson

X

Date: / / 2018