

**Minutes of the Bream Bay College
Board of Trustees
Held on 7th April 2021**

Selina welcomed everyone to the board meeting. Welcome to Sue and Gwyneth.

Meeting opened at: 7.01pm

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

Visitors: Alison Dalgleish (via zoom)

Karakia: DoaT

Absent:

Apologies: EdwK, CarA

Moved: H.Jacobson

Seconded: N.Pirihi

BOT 'to do' list

Workplan adjustment –

Presentation: Maths LOL – S. Sims
Curriculum Report – G Cooper

Decisions/Motions:-

- Approve Budget

Confirm:

Conflict of Interest: Nil

Workplan adjustment

Topic:	Workplan		
Discussion:	a) Curriculum Report b) Staff Appraisals completed – see Principal’s report c) Budget d) Draft Financial report e) Policy booklet review – Section D: Operational Policies 1-4 f) Property - Commentary in the Principal’s report <ul style="list-style-type: none"> • 5YA projects • Roll growth classrooms update: g) NELP h) Principal’s Appraisal – discussion i) 1 st March Roll Return completed and filed j) Tsunami Report k) DP appointment pack		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	HOD Maths presentation		
Discussion:	<p>Sue presented her Maths report via power point.</p> <ul style="list-style-type: none"> • Sue introduced her team. • Sue talked to “progress on the goals” • Results for 2020 • Changes ahead <p>The Board thanked Sue for coming in and presenting to the Board. Sue’s power point has been inserted into the April general google file.</p> <p>Wish list I don’t have one really. My wish would be having students in class. If we have students in class, they are learning. How are you finding attendance? Pretty good. Always lots of sports on that can cut over classes. Always a balance. Kids are good and come along to a Wednesday study class to catch up. Wayne to talk with Daniel re double Maths period class where PE cuts across. Thank you Sue for coming along tonight and presenting to the board.</p> <p>Curriculum report The board welcomed Gwyneth Cooper who talked through her Curriculum report.</p>		

Gwyneth advised that she didn't prepare a power point presentation, but she did submit a report.

The report covers main successes / challenges / future focus.

Noted in successes that bilingual students are doing very well.

Mainstream teachers are teaching in the Whare in an integrated environment.

Challenges

- Retention and especially students who leave without gaining a qualification (6 in 2020)
- Identifying who these students are and keep them engaged and on track
- Community engagement
- Keep raising Maori achievement

Lower than expected NCEA results.

Theories:-

For level 1 (& 2 may also benefit) formalise the final practice exams - give them a better opportunity to sit these exams.

- We suspect that it was a mix of real rush at the end of the year.
- 2 teachers who are primary trained and new to NCEA.
- Long deadlines.

The Principal's Nominee has introduced a new step into her internal checking processes.

Teachers new to NCEA – extra support from their HoD / Cur DP or the Principal's Nominee ensuring that last tick is in place.

Moderate after Senior prizegiving.

Grades not properly loaded - moved from practice to final before final data packets were sent to NZQA. We were lucky that we noticed this. John Cunningham saw that there were some grades still in practice.

In level 2, even if we take the 6 kids who left without quals, we are still sitting below.

Have some speculations: -

- The outcome is that the Lols have had extensive discussion and we can't change the anomaly from last year.
- Tracking it more intensely and we should be able to track it well.
- A few grades not entered - haven't got an answer for the anomaly.

Wayne talked to the questions from the Board that were raised at an earlier meeting.

AB: Some of my questions were:

Make sure we don't lose any of those students with low grades

Can we check on this?

GC: From level 1 to level 2 – we didn't lose any students with low practice grades and the same for level 2 to level 3.

The student's leaving without level 2 were still going to apprenticeships and jobs.

Mostly students doing more vocational subjects. In a few cases I was surprised that the kids didn't notice and didn't get in touch. What we have put in place will stop this.

HJ: The students who were affected did we get in touch with them.

GC: If they are here at school, they would have seen this in their academic coaching sessions. It's likely that some didn't notice.

The system is using the practice grade and final grades. The kids didn't notice.

More concerned about the Year 13s and those who left that their grades had changed.

None of them have been affected on a grade point average.

Question: If this happened next year would you like the school to get in touch with you.

GC: If it wasn't going to affect entry to Uni I wouldn't want to be contacted.

NP: The issue is that despite that issue with grades our results were worse than expected and the reasons behind that. We felt we came through Covid really well and continued engagement digitally and remotely and we didn't do as well.

Discussion took place.

AB: Talking to my kids – one said it didn't really matter. The other one did the whole of year 13 in 1 month. The anxiety of Covid really affected her. Attendance was 95%.

GC:

- Term 2 dropped significantly
- Term 3 we were looking good
- Fancy extension study classes were offered
- Results didn't match

In level 1 Science students were choosing external assessments strategically. Cherry picking.

We were the victim of NCEA and how it worked.

Our official stance is that the curriculum is the curriculum and you do the whole course but students still cherry pick assessments.

Some students also took advantage of the learning recognition credits and dropped at least 2.

LoLs in the data team are focussing across the board? Not 4 individuals more a group focus.

Until NCEA itself changes we will still have these cherry picking of assessments.

Note: Big change that the idea that externals won't be exams. More like a portfolio over a period of time. In Science 4 standards that match up with science competencies - 2 internally and 2 will be sent away.

Will that change the way we structure 7-10s. Could do.

Summary

I looked at it up, down, sideways. left and right and there isn't any one discernible factor in the pass rate drop.

Have a whole team tracking individually with students, by class, data by action, and you will have to judge us this time next year.

	The Lols haven't been defensive. They are committed to ensure the anomaly will not be repeated and accepted the board is asking questions. Thank you to Gwyneth for your presentation.		
Actions to be taken / motion			
Moved / Seconded			

Topic:	Decisions/Motions		
Discussion:	<p>Approve the budget Discussion took place.</p> <ul style="list-style-type: none"> • \$19,358.70 surplus • Asked Katrina to update the accounts to show March figures. • Finance Sub Committee (FSC) looked through the budget and we have amended it where necessary. Gone through Curriculum budgets and cut back where we could. • We have added 22k of budget into the Budget for a student that the MOE is not funding fully. • FSC were happy to go with a negative figure but we trimmed it more and came up with a small surplus. • Overseas student income still in there. Wayne advised that the Government provided funding because we have hosted students before. • MLP 4 - no figure entered. All sitting under MLP 2. Still an issue with last year's 1st March roll return and had to ring PcSchool in Australia to get this adjusted. So, there maybe income still to come in. • We have been asked the question. Are we spending all the MLP money? • Wayne explained how to see this on spider. • Yes plus about \$20k. • Q: Still depreciating the Principal's house at a low rate? ANS Haven't got a response to that. 		
Actions to be taken / motion	Moved that the 2021 budget be approved.		
Moved / Seconded	Moved: H.Jacobson Seconded: T.D.Smith	Agreed	

Topic:	Draft Annual accounts		
Discussion:	<p>HJ: I Don't see anything that needs explaining.</p> <ul style="list-style-type: none"> • Underbudgeted our depreciation • Depreciation is a non-cash item • Allowing us to buy new assets to replace old ones <p>Discussion took place. Decent cash surplus. When the FSC got together we agreed not to have a huge surplus and to put the money into teacher aides and resourcing for the kids. WB: Haven't found a solution for the \$20K we are putting in for 1 special needs child.</p>		

	<p>This is a discussion Wayne is having with the MOE around the cost to fence the school for only 1 child.</p> <p>Re: High-end Special Needs students: The MOE have a limit of what they can pay out. SG: Given that, we need to push the Special Needs block along. WB: 2022 won't be a problem as we anticipate more children arriving with Special Needs and we can have 1 teacher aide to 2 or more students.</p>		
Actions to be taken / motion			
Moved Seconded		Results Agreed	

Topic:	Policy Review: Section B: Operational policies #1,2,3,4		
Discussion	<p>Highlighted where they were different Change in Education Act which is a requirement for the board and we have to make the changes. 7. Change to 2022</p> <p>B1 - Outcome Same section added into the responsibilities Delegations Add the same responsibilities Expectations Keep the 2 sections in #1 Keep as per the triennial plan in #2</p> <p>3. new - add 4. new - add 5. Special character in red removed Discussion took place are tikanga in the school</p> <p>9. Presiding member – no leave as chair 13. Student achievement aims vs school aims. Go with schools. 12.4 Requiring us to report as a good employer Put on the triennial plan</p> <p>16. As per the Education Act B2 Expectations & limitations Uphold principles of TOW 12. leave as chair</p> <p>B3 Leave as chair</p>		

	<p>\$100 vs \$60 7 meetings @ New – no payment for working group/committee meetings – on both.</p> <p>B4 Changed question to matter Additional clause if so many board members are conflicted.....</p>		
Actions to be taken / motion	<p>Moved that the Operational Policies, Section B, #1,2,3 & 4 be approved. Change review date to 2023</p>		
Moved / Seconded	<p>Moved: A.Bird Seconded: H.Jacobson</p>	Agreed	

Topic:	Property		
Discussion	<p>Selina did a walk around of the Common room and Student Welfare Centre. Wayne advised there is movement on all other prefabs. Have permission from Wellington for selling the 2 prefabs that were being demolished for \$1.00 each. Saving MoE around \$90K.</p> <p>WB: Trying to get the college to be the contractor for the moving of the buildings. It will be cheaper and faster. AB: Liability/risk as contractor? WB: No different to any other building we have done.</p> <p>AB: Worried if something goes wrong, we are responsible. Can we hold contractors to a time and have it executed with a right for penalties. WB: It's not our contract it's the Ministry's.</p> <p>The real liability for us as a school is when the buildings are being picked up and dropped down.. There is little risk for us is building decks and steps. Who will be site manager? Matthew, regardless if we go ahead or MOE or not. Discussion took place re H&S if we are the contractor. Do we have insurance? Yes and house movers have the insurance for the lift and putting down.</p>		

	Wayne is meeting tomorrow with MOE. Wayne to report outcome of the meeting to the board.		
Actions to be taken / motion	If MOE allows us to be the lead contractor Wayne will send out the Insurance particulars to the board for peace of mind.	BucW	
Moved / Seconded		Agreed	

Topic:	NELP		
Discussion:	Some changes in our policies to match NELP. Do away with charters and strategic plan and we will have to hang off the NELP.		
Actions to be taken / motion			
Moved / Seconded		Agreed	

Topic:	Principal's Appraisal - discussion		
Discussion:	Hold up with grades for Lindsay to report back on. Appraisal for 2021 Internally AB: If trustees not prepared to put the time in, I suggest we go externally. External: \$2,000 The Teachers Council has changed the appraisal system for teachers. They are looking at changing it for Principals. Good for the bot to do this but with the changes it's not a good year to do it.		
Actions to be taken / motion	The board agreed to explore a different external Appraiser to get a different spin on it. Put this into the next meeting: May 2021	BucW/WebB	
Moved / Seconded		Agreed	

Topic:	1st March Return		
Discussion:			
Actions to be taken / motion			
Moved / Seconded		Agreed	

Topic:	Tsunami Report		
Discussion:	Wayne talked to the new location for a Tsunami evacuation. Base of the hill on McCathie Road is in the green zone. Well done to staff getting the children to a safe area in a timely fashion. Thank you. Communication was very, very good. Alluded to in the community how well it was communicated. Its unusual that the hill is inow not in the green zone.		

	<p>The new zone will be so much easier to look after the students and the fact that if we have a parent/s really stressing they can take students away for the new location. Walking to the area will take 1 side of the road. We will go over to the police station with our plans and work with them. We will have practice soon.</p> <p>From now on, unless its long and strong, we will take 40 mins to 1 hour to pack all the trailers. Students will evacuate pretty much immediately but more slowly than last time.</p> <p>Wayne had not seen anything from Civil of Defence to say that the tsunami maps have been updated in 2017.</p>		
Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	DP Appointment Pack – to In-committee section of the meeting		
Discussion:			
Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	Principals report		
Discussion:	NCEA results – if needed after curriculum report presentation.		
Actions to be taken / motion			
Moved Seconded	Moved: W.Buckland Seconded: S.Gordon	Agreed	

Topic:	Financial Report		
Discussion:	Direct Credits		
Actions to be taken / motion	1. Moved the Direct credits for February 2021 as follows:-		
	February 2021 Direct Credits: ASB 35760 - 36048 TNG: Nil Westpac Electronic: 36086 Westpac Cheque: Nil		
Moved Seconded	Moved: S Gordon Seconded:	Results Agreed	

Topic	February 2021 <ul style="list-style-type: none"> Payroll Journal 315875 Week Ending 9/2/21 \$25,399.22 Payroll Journal 315903 Week Ending 23/2/21 \$40,910.44 		
Discussion:			

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

Topic:	Cheque No's February 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:	February 2021		
Actions to be taken / motion	February 2021 Moved that the BP Fuelcard for \$365.53 for February 2021 be approved for payment Moved that the Z Fuelcard for \$447.92 for February 2021 be approved for payment.		
Moved / Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Air NZ Travel Card		
Discussion:	February 2021: Horticulture Conference - Nelson 19/4/- 22/4/21: \$493.60 Teacher: A. Digweed		
Actions to be taken / motion	Moved that the Air NZ Travel Card for February 2021 for \$493.60 be approved for payment.	Agreed	
Moved / Seconded	Moved: S.Gordon Seconded:		

Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8106, 6298, 2048, 7419 & 1737 for September 2020		
Actions to be taken / motion	Moved the Visa Card for February 2021 for:- 8106 for \$ 1,188.64 (W.R. Buckland) 6298 for \$ 2,091.38 (K. Sandford) 2048 for \$ 0.00 (A. Dalglish) 7419 for \$ 4.80 CR(M.Bayer) 1737 for \$ 0.00 (R.Nathan)		

 2851 for \$ 0.00 (S.Bradshaw) 2877 for \$ 0.00 (S.Brown)		
Moved Seconded	Moved that the Visa Card 8106, 6298, 2048, 7419 & 1737, 2851 & 2877 for February 2021 be approved for payment. Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Finance		
Discussion:	There have been 2 instances where we were going to make a payment over \$200K but we have to split over two days. Visa cards with zero balances are kept in the school safe. Is the board happy for this to happen? Yes.		
Actions to be taken / motion	Visa card for Rose Nathan to be cancelled.	BucW	
Moved Seconded	Moved: S.Gordon Seconded:	Agreed	

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards Correspondence: 1. 2021 Enrolment Scheme Review 2. 2021 Review of the Enrolment Scheme The MOE asked us to reply to the enrolment scheme 6 day turnaround Each time Wayne has talked to MOE about the roll growth situation they won't agree to take out our enrolment scheme off. If they took it off, we could get 2 buses of students from town and this would generate property. Discussion around students from out of town attending BBC. Circular Correspondence: <ul style="list-style-type: none"> • STA Bulletin 305 		
Actions to be taken / motion	Moved that the Inwards correspondence be accepted, and the Outwards correspondence be approved.	Results	
Moved Seconded	Moved: N.Pirihi Seconded:T.Hiki	Results Agreed	

Topic:	Minutes of the last meeting dated 24 th February 2021		
Discussion:			
Actions to be taken / motion	Moved that the minutes of 24 th February 2021 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: T.D.Smith Seconded: J.Cunningham	Results Agreed	

Topic:	Amendments to minutes		
Discussion:	Amended minutes re Geography		
Actions to be taken / motion			
Moved Seconded			
Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> • Talked to Mark re EOTC COVID plan in our RAMS • Annual has been fixed • No changes to level 3 in terms of qualifications • Year 12 students that had left were going to jobs or apprenticeships • NELP in folder • Auditorium leaks: roof fixed but 2 fans need replacing. • Emailed coding issues • Homestay – still to be checked • Others done 		
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:	ERO: Have been appointed a person. Wayne has asked for a bio of the ERO person.		
Actions to be taken / motion			
Moved Seconded			

Meeting closed at: 10.19pm
Next BOT meeting calendared for 19th May 2021

X

S. Gordon
Board Chair

19th May 2021