

**Minutes of the Bream Bay College  
Board of Trustees  
Held on 14<sup>th</sup> February 2018**

Meeting 7pm

Present: BucW, CunJ, DalA, GorS, Jach, SwoM, HeiD, McQJ, MilJ, PirR, WebB

Karakia: Everyone

Absent:

Apologies: HeiT

Visitors:

Moved: S.Gordon/M.Swords

Ramari Pirihi advised that Karina Fowler is now doing 10 hour shifts and won't be able to attend the board meetings. She is resigning her position. Karina will send through an email of resignation. Ramari Pirihi will ask the Whanau if they would like to put someone else forward for the position on the board. A bio was requested.

The Board visited the Auditorium to look at the ILE configuration being used by the bilingual classes.

Jimmy welcomed everyone back for 2018

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| <b>Topic:</b>      | <b>Confirmation of Agenda</b>   |
| <b>Discussion:</b> | <p><b>Confirmation of agenda items:</b> Response to Accident</p> <p><b>BOT Workplan adjustment:</b></p> <ul style="list-style-type: none"> <li>• Election of Officers</li> <li>• Appoint Chairperson / Vice Chairperson</li> </ul> <p>Decision making:<br/>           Confirm Sub Committee delegations<br/>           Discipline Sub Committee<br/>           Finance Sub Committee<br/>           Property Sub Committee<br/>           COL Sub Committee<br/>           Charter Goals sign off:-</p> |

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| Actions to be taken / motion |   |  |         |
| Moved<br>Seconded            |   |  | Carried |

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| Topic:      | <b>Election of Chairperson:-</b>   |
| Discussion: | <p>The Board Secretary called for nominations for the position of Board Chairperson.</p> <p>Selina Gordon nominated Jimmy Miller for the position of Board Chair of the Bream Bay College Board of Trustees.<br/> Moved: M.Swords<br/> Seconded: D.Heiwari<br/> Agreed</p> <p>There being no other nominations Bev declared Jimmy Miller elected as Chairperson of the Bream Bay College Board of Trustees.</p> <p>The meeting was handed over to the newly elected Board Chairperson for the election/confirmation of other officers.</p> <p><b>Election of Vice Chairperson:-</b></p> <p>Mike Swords nominated Derek Heiwari for the position of Vice Board Chairperson.<br/> Moved: M.Swords<br/> Seconded: S.Gordon<br/> Agreed</p> <p>There being no other nominations it was declared Derek Heiwari elected as Vice Chairperson of the Bream Bay College Board of Trustees.</p> <p><b>Discipline Sub Committee confirmation – the whole board:-</b></p> <p>Order of calling for a meeting</p> <ul style="list-style-type: none"> <li>• Mike Swords</li> <li>• Selina Gordon</li> <li>• Jane McQueen</li> <li>• Derek Heiwari</li> <li>• Ramari Pirihi</li> </ul> <p>Quorum is 2 members with 3 preferred</p> <p>Moved: M Swords<br/> Seconded: D Heiwari<br/> Agreed<br/> Chairperson for the Discipline Sub Committee</p> |

Derek Heiwari nominated Mike Swords as Chairperson of the Discipline Sub Committee

Moved:D.Heiwari

Seconded:J.McQueen

Agreed

**Finance Sub Committee:-**

Nominations confirmed as:-

Jimmy Miller

Heather Jacobson

Moved: W.Buckland

Seconded: M.Swords

Agreed

**Property Sub Committee:-**

Derek Heiwari

Jane McQueen

Jimmy Miller

Mike Swords

Moved: J.Miller

Seconded: S.Gordon

Agreed

Meeting dates to be set for sub-committee meetings by the BOT Secretary.

COL Sub Committee:

Nominations for the COL sub committee:-

Wayne Buckland nominated Jane McQueen as the Bream Bay College representative to attend the Kahui Ako meetings for 2018.

Moved: W. Buckland

Seconded: S.Gordon

Agreed

There being only 1 nomination for a representative on the COL Committee, I hereby declare that Jane McQueen is elected.

Jane advised she is unavailable to attend the first meeting of the year on the 26<sup>th</sup> February, 2018.

Jimmy asked for a representative to attend the Kahui Ako meeting on the 26<sup>th</sup> February to put forward Jane McQueen's name as BBC rep.

Derek Heiwari agreed to attend the meeting.

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| Actions to be taken / motion | All sub committee Elections/confirmations were moved unanimously<br>Derek Heiwari to attend the Kahui Ako Meeting and put forward Jane McQueen's name as the representative for Bream Bay College. | HeiD |         |
| Moved<br>Seconded            |  |      | Carried |

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| <b>Topic:</b>      | <b>Confirmation of agenda:-</b>   |
| <b>Discussion:</b> | <p><b>Conflict of Interest:</b><br/>Agenda:</p> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>Moved that Professional Development for Wayne Buckland to attend the EduLead Conference in Sydney from 21-22<sup>nd</sup> March is approved.</li> </ul> <p>Moved: M.Swords<br/>Seconded: S.Gordon<br/>Agreed</p> <ul style="list-style-type: none"> <li>Moved that Professional Development for Tracey Scott to attend the NPDL Conference in Vancouver in April is approved.</li> </ul> <p>Request:<br/>Can Tracey present to the Board before she leaves. Tracey is the first HoD presenting to the board at the next meeting so will incorporate NPDL into her presentation.</p> <p>Moved: M.Swords<br/>Seconded: S.Gordon<br/>Agreed</p> <ul style="list-style-type: none"> <li>Moved that the RAMS forms for the Leadership Camp be approved. These were moved electronically via the email.</li> </ul> <p>Moved: Unanimously<br/>Seconded:<br/>Agreed</p> |

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|  | <ul style="list-style-type: none"> <li>Moved that the RAMS forms for the Aotearoa Steelband Festival in Auckland on the 23<sup>rd</sup>-25<sup>th</sup> February be approved.</li> </ul> <p>Question: Who is first aider attending the Festival?</p> <ul style="list-style-type: none"> <li>Wayne advised that as a rule the school doesn't always send a qualified first aider on trips. Ring 111.</li> <li>Jane offered to be this person although she is not on the staff.</li> <li>Derek asked does the board wish to develop a general stock standard RAMS form?</li> <li>Wayne talked about accessing a very thick book which Mark takes the specifics from. Derek is happy to meet with Mark to discuss a general stock standard RAMS form. Wayne to talk with Mark Bayer.</li> <li></li> </ul> <p>Moved: R.Pirihi<br/> Seconded: H.Jacobson<br/> Agreed</p> <p>Workplan adjustment</p> <ul style="list-style-type: none"> <li><b>BOT Workplan / Policies:</b></li> <li>Annual Plan 2018 / 2017 Analysis of Variance</li> </ul> <p>Policies:</p> <ul style="list-style-type: none"> <li>Policy review booklet dates to be approved</li> <li>EOY Data Analysis</li> <li>ICT Update</li> <li>5YA approved</li> <li>Whare update</li> </ul> |
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| <b>Topic:</b>                       | Policies   |  |  |
| <b>Discussion:</b>                  | Policy review booklet dates to be approved.<br>The board agreed to the review of the policy dates in the Policy Booklet. |  |  |
| <b>Actions to be taken / motion</b> |  |  |  |

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| <b>Moved</b> | Moved that we approve the Policy booklet review dates as per triennial plan for the year.<br>Moved:J.McQueen<br>Seconded:M.Swords | <b>Results</b><br>Agreed |  |
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| <b>Topic:</b>      | <b>Annual Plan 2018 / 2017 Analysis of Variance</b>   |
| <b>Discussion:</b> | <p>Charter sign off<br/>Wayne talked to the items in the BOT/work plan folder</p> <p>2017 Annual Plan<br/>Wayne talked to the targets at the top of the page for reading/writing/maths.<br/>Junior Diplomas targets<br/>Since we have changed the learning targets to the 6C's there has been:-</p> <ul style="list-style-type: none"> <li>• High level 1 pass rates</li> <li>• Level 2 does include 8 kids who left so these figures will be brought down. Level 2 lower than National average</li> <li>• Level 3 similar to Level 1 vg</li> </ul> <p>Students with devices – team hasn't given a number count as yet.</p> <p>Questions<br/>Stripes – A comment re Stripes was made that the system seems meaningless – so many given out- have they lost their significance. They are kept in drawers at home. Which ones are given out willy nilly. Academic/Sports? So many.<br/>Do we need to revisit as they seem meaningless?<br/>Discussion took place.<br/>Do we need to make the attainability harder<br/>Align them to the 6C's<br/>Wayne to survey the students to see if there is value in the stripe system.</p> <p>Behaviour Notes on spider<br/>A request that could we change behaviour notes template for positive behaviour.</p> <p><b>2018 Annual Plan</b><br/>Wayne talked to the plan<br/>National Standards are gone<br/>He would like to remove learning target no.1. – 8/9/10<br/>Set it on the quality/quantity figure.</p> <p>NCEA level 1<br/>Keep the focus on Deep Learning<br/>These targets will get you well above National Average<br/>Board happy with targets.</p> <p><b>Attendance</b></p> |

As part of improving communication with parents/whanau the Office is now texting home using a new module designed by PcSchool.  
Discussion re percentages of absenteeism took place.  
Wayne advised that he would like to report back to the board in a different way.  
Can we report on truancy vs sickness/overseas trips?

Jimmy felt it would be good see a strategy/ideas on paper.  
Wayne explained the action column on the plan depicts strategies.

#### Behaviour notes

Now we have work flows going we are now able to look at a 20% reduction in behaviour notes.

One way to reduce this is that we will bring students to the board earlier for Discipline Meetings.

Wayne talked to the goals.

**Goal 1:** Place surveying the students re stripes as a target so its measurable.

#### **Goal 2:**

Question: The way things are going in Digi Tech why don't our students take this as a subject? Previously the content that was being delivered was not as exciting.  
Now we have robotics included.

How many kids have devices

Waiting on this to be fed back from Deputy Principal's.

How do they afford it?

BBC bought 10 last year and have only just finished distributing them to families who were struggling financially.

Key thing is for staff is that kids need to bring their devices for them to teach.

Teacher Registration/Appraisal

Electronic. This belongs in Alison's portfolio. Alison commented that this is a very strong and robust system which she is definitely in control of.

#### **Goal 3:**

Maintenance report modified.

Wayne added: Develop survey to measure sense of pride in the school facilities.

#### **Goal 4:**

Feasibility study – Wayne has been working with MOAI and will be contacting them again next week.

Recycling Segregation of rubbish. Put this in the goals.

Culture change/ Pride in your environment

Triennial Policy plan

Moved in the Policy section.

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| <b>Actions to be taken / motion</b> | Stripes: Mark to review and survey students<br>Attendance: WIP<br>As a school can we work above a number. Yes.<br>Recycling: It was agreed that the Principal could put some money towards recycling to improve systems at BBC. | BuCW/BayM |  |
| <b>Moved</b>                        |   |           |  |

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| <b>Topic:</b>                       | <b>EOY Data Analysis</b>  |                  |  |
| <b>Discussion:</b>                  | Wayne talked to the 2017 NCEA results<br>Level 1: +7.9<br>Level 2: -2.3<br>Level 3: 2.7<br>UE: -0.9<br><br>Maori boys: went up but lost it in Term 4.<br>Maori girls: vg<br><br>Whare:<br>H&K and CHH have nearly finished their arguing back and forward re design.<br>H&K took out cross bracing so it meant that all the engineering moved from LVL to architects.<br>Portals should be delivered at end of next week.<br>Not costing us any extra dollars - only costing us time.<br>Timeframe: early term 2 for completion.<br>Due to other builds happening the builder is happy for a labourer or assistance to move the job on and bring the costs down.<br>Discussion took place re costs for Whare build. |                  |  |
| <b>Actions to be taken / motion</b> | Wayne to circulate the spreadsheet of the costs to the board.<br>It was requested that once the Property meeting has met could the information be disseminated to the board.  | BucW<br><br>BucW |  |
| <b>Moved</b>                        |   | <b>Results</b>   |  |

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| <b>Topic:</b>                       | <b>ICT Update</b> |                |  |
| <b>Discussion:</b>                  |                   |                |  |
| <b>Actions to be taken / motion</b> |                   |                |  |
| <b>Moved</b>                        |                   | <b>Results</b> |  |

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| <b>Topic:</b> | <b>5YA Approval</b> |  |  |
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| <b>Discussion:</b>                  |  |                |  |
| <b>Actions to be taken / motion</b> |  |                |  |
| <b>Moved</b>                        |  | <b>Results</b> |  |

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| <b>Topic:</b>                       | <b>Principal's Report Attachments:</b> <ul style="list-style-type: none"> <li>a. Health &amp; Safety Report /Medical comments (held over until next meeting)</li> <li>b. LoL Minutes: 27/11/17 &amp; 23/01/18</li> <li>c. Maintenance Report</li> <li>d. Assembly presentations: Nov 14, Nov 21, Nov 28</li> <li>e. Newsletters: Dec 22</li> </ul>   |                          |  |
| <b>Discussion:</b>                  | A discussion regarding the roll took place. Up's and down's.<br><br>Wayne talked to the cake incident in his report. <ul style="list-style-type: none"> <li>• Looking at how to mitigate produce coming in rather than eliminate.</li> <li>• Altering communication systems</li> </ul> How are staff members feeling <ul style="list-style-type: none"> <li>• At the time totally violated but now they are fine</li> <li>• We are dealing with real unknowns</li> </ul> |                          |  |
| <b>Actions to be taken / motion</b> |  |                          |  |
| <b>Moved Seconded</b>               | Moved: DH<br>Seconded:HJ<br>Agreed   | <b>Results</b><br>Agreed |  |

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| <b>Topic:</b>                       | <b>Financial Report</b>  |  |  |
| <b>Discussion:</b>                  | Direct Credits – November & December 2017  |  |  |
| <b>Actions to be taken / motion</b> | 1. Moved the Direct credits for November & December 2017 as follows:-<br><br><b>November 2017</b><br>Direct Credits: ASB 26450-26924<br>TNG: 26686, 26688, 26931<br>Westpac Cheque: 141127, 141128<br>Westpac Electronic: 26929<br><br><b>December 2017</b><br>Direct Credits: ASB 26699-27029<br>TNG: 26887, 26943, 26945<br>WBE: 26979 |  |  |

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|                                     | Moved that the Direct Credits for November / December 2017 be approved.  |                       |  |  |
| <b>Moved Seconded</b>               | Moved: R.Pirihi<br>Seconded: H.Jacobson  | <b>Results Agreed</b> |  |  |
| <b>Topic:</b>                       | <b>Journal entries November 2017</b><br>Payroll Journals 255577 Week Ending 11/11/17 \$32,523.77<br>Payroll Journals 255615 Week Ending 21/11/17 \$27,310.42<br><br><b>Journal entries December 2017</b><br>Payroll Journal 256026 Week Ending 5/12/17 \$29,846.01<br>Payroll Journal 256049 Week Ending 19/12/17 \$50,129.74<br>Payroll Journal 256057 Week Ending 29/12/17 \$10,684.71 |                       |  |  |
| <b>Discussion:</b>                  |  |                       |  |  |
| <b>Actions to be taken / motion</b> | Moved that Journals for November & December be passed for payment  |                       |  |  |
| <b>Moved Seconded</b>               | Moved: R.Pirihi<br>Seconded: H.Jacobson  | <b>Results Agreed</b> |  |  |

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| <b>Topic:</b>                       | <b>Cheque No's for November &amp; December 2017</b>                             |                       |  |  |
| <b>Discussion:</b>                  | November 2017<br>141127, 141128<br><br>December 2017<br>Nil<br><br>Queries: Nil |                       |  |  |
| <b>Actions to be taken / motion</b> |   |                       |  |  |
| <b>Moved Seconded</b>               | Moved: R.Pirihi<br>Seconded: H.Jacobson   | <b>Results Agreed</b> |  |  |

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| <b>Topic:</b>                       | <b>Fuel Card – Star Card</b>   |                       |  |  |
| <b>Discussion:</b>                  | Moved that the Caltex Star Card for November / December 2017 be approved for payment.  |                       |  |  |
| <b>Actions to be taken / motion</b> | Moved that the Star Card for November 2017 for \$385.70 be approved for payment.<br>Moved that the Star Card for December 2017 for \$669.23 be approved for payment. |                       |  |  |
| <b>Moved Seconded</b>               | Moved: R.Pirihi<br>Seconded: H.Jacobson  | <b>Results Agreed</b> |  |  |

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| <b>Topic:</b>                       | <b>Air NZ Travel Card –November &amp; December 2017</b> |                       |  |
| <b>Discussion:</b>                  | November: Nil<br>December: \$1,323.62                   |                       |  |
| <b>Actions to be taken / motion</b> |   |                       |  |
| <b>Moved Seconded</b>               | Moved: R.Pirihi<br>Seconded: H.Jacobson                 | <b>Results Agreed</b> |  |

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| <b>Topic:</b>                       | <b>Visa Card transaction</b>   |                       |  |
| <b>Discussion:</b>                  | Approve Visa Card Statement's for card numbers 8106, 2213, 2048, 7419 & 1727 for August, September & October 2017.   |                       |  |
| <b>Actions to be taken / motion</b> | Moved the Visa Card for October/November 2017 for:-<br>... 8106 for \$ 132.50 (W.R. Buckland)<br>... 2213 for \$1,044.68 (K. Sandford)<br>... 2048 for \$ 14.99 (A. Dalgleish)<br>... 7419 for \$ 15.00 (M.Bayer)<br>... 1737 for \$ 5.34 (R.Nathan)<br><br>Moved the Visa Card for November/December 2017 for:-<br>... 8106 for \$1,832.57 (W.R. Buckland)<br>... 2213 for \$4,449.41 (K. Sandford)<br>... 2048 for \$ Nil (A. Dalgleish)<br>... 7419 for \$ Nil (M.Bayer)<br>... 1737 for \$ 708.34 (R.Nathan) |                       |  |
| <b>Moved Seconded</b>               | Moved that the Visa Card 8106, 2213, 2048, 7419 & 1737 for November/December 2017 be approved for payment.<br>Moved: R.Pirihi<br>Seconded: H.Jacobson  | <b>Results Agreed</b> |  |

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| <b>Topic:</b>                       | <b>Finance</b>                                      |  |  |
| <b>Discussion:</b>                  | Draft Capital budget to be approved.                |  |  |
| <b>Actions to be taken / motion</b> | Moved that we approve the draft 2018 capital budget |  |  |
| <b>Moved Seconded</b>               | Moved: W.Buckland<br>Seconded: J.McQueen            |  |  |

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| <b>Topic:</b>      | <b>Inwards /Outwards Correspondence</b>  |  |  |
| <b>Discussion:</b> | <b>Inwards Correspondence:</b><br>1. Report from the Northland District Health Board – Aug – Dec 2017.<br>This was received as a very good report from the NDHB. |  |  |

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|                                     | <p><b>Outwards Correspondence:</b></p> <p>1. Letters to Pub Charity Charitable Trust &amp; Pelorus requesting funding for travelling expenses for:<br/>year 7-10 students travelling to Waitangi in March 2018.<br/>senior dance students to view a performance in the NZ Dance Company for their NCEA and students travelling to Wellsford for the annual Southern Zone Swimming Carnival in Feb 2018.</p> <p>and</p> <p>Accommodation costs for the Panimals pan band playing in a Festival on February 24<sup>th</sup>, 2018.</p> <p><b>Circular Correspondence:</b><br/>STA: 278 (electronic)</p> <p><b>1.</b> Nil</p> |                          |  |
| <b>Actions to be taken / motion</b> | Moved that the Inwards correspondence be accepted and Outwards correspondence be approved.   | <b>Results</b><br>Agreed |  |
| <b>Moved</b><br><b>Seconded</b>     | Moved: S.Gordon<br>Seconded: M.Swords  | <b>Results</b><br>Agreed |  |

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| <b>Topic:</b>                       | <b>Minutes of the last meeting date 29<sup>th</sup> November 2017</b>   |                              |  |
| <b>Discussion:</b>                  |   |                              |  |
| <b>Actions to be taken / motion</b> | Moved that the minutes of the meeting dated 29 <sup>th</sup> November 2017 be confirmed as a true and correct record. | <b>Person(s) Responsible</b> |  |
| <b>Moved</b><br><b>Seconded</b>     | Moved: W.Buckalnd<br>Seconded: D.Heiwari  | <b>Results</b><br>Agreed     |  |

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| <b>Topic:</b>                       | <b>Amendments to minutes</b> |                |  |
| <b>Discussion:</b>                  |                              |                |  |
| <b>Actions to be taken / motion</b> |                              |                |  |
| <b>Moved</b><br><b>Seconded</b>     |                              | <b>Results</b> |  |

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| <b>Topic:</b>                       | <b>Matters Arising</b>   |                          |  |
| <b>Discussion:</b>                  | <ul style="list-style-type: none"> <li>• Café expenses query – run externally. They pay us \$5,000</li> <li>• Device count – ongoing</li> <li>• Finance Sub Committee met in December 2017</li> <li>• PTA get together – Wednesday 21<sup>st</sup> (Week 4). Venue BBC – Bev advised PTA Chair.</li> </ul> |                          |  |
| <b>Actions to be taken / motion</b> |  |                          |  |
| <b>Moved</b><br><b>Seconded</b>     |  | <b>Results</b><br>Agreed |  |

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| <b>Topic:</b>                       | <b>Agenda setting for next meeting –</b> |  |         |
| <b>Discussion:</b>                  | •  |  |         |
| <b>Actions to be taken / motion</b> |  |  |         |
| <b>Moved<br/>Seconded</b>           |  |  | Carried |

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| <b>Topic:</b>                       | <b>General Business</b>   |      |  |
| <b>Discussion:</b>                  | PTA/BOT get together.   |      |  |
| <b>Actions to be taken / motion</b> | Start of the new year<br>Week 4, Wednesday 21 <sup>st</sup> Feb.<br>BBQ: Bev to advise the PTA Chair & Secretary of the date.<br><br>It was discussed that we move this to the first week of April. | WebB |  |
| <b>Moved<br/>Seconded</b>           |   |      |  |

Meeting closed at: 9.30pm  
Next BOT meeting calendared for March 2018

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J. Miller  
Board Chairperson

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Date  
/ / 2017