

**Minutes of the Bream Bay College
Board of Trustees
Held on 28th June 2017**

Meeting 7.02pm

Present: BucW, CraS (7.38pm), GorS, JacH, MilJ, SwoM, MacF, PirR, HeiD, WebB,

Karakia: Everyone

Absent:

Apologies: McQJ, WhaR

Visitors: DalA

Moved: J.Miller

Jimmy welcomed everyone to the meeting.

Topic:	Confirmation of agenda:-
Discussion:	<p>BOT Workplan adjustment Decision making:</p> <p>Conflict of Interest: J. Miller – Whare W.Buckland – Appraisal</p> <p>1. Decisions: Agenda:- Workplan adjustment</p> <p>2. BOT Workplan / Policies:</p> <ul style="list-style-type: none"> a) Policies <ul style="list-style-type: none"> • Structure of Triennial Plan b) Auditors Report ?? c) Roll Growth Plan d) ERO discussion e) Education Act Changes f) International Students

Topic:	Policies		
	<ul style="list-style-type: none"> Structure of Triennial Plan 		
Discussion:	Wayne displayed the Triennial plan on the screen. <ul style="list-style-type: none"> Modified it to a 7 meeting plan With new changes to Education Act – Charter will disappear <ul style="list-style-type: none"> If you would like to makes changes or, look at any other aspects of the Triennial Plan, this is the opportunity. Improvements: <ul style="list-style-type: none"> Functions well. All is set at the right time of the year. Te Reo Maori report HOD over the 3 year cycle report to the board. All projects for the 5ya will be placed across the plan 6C's – how much would the board like to know? Have a bit of knowledge. Wayne to add to his report for next meeting Outcome of the 6Cs and deep learning is more for the board. 		
Actions to be taken / motion	Add COL under Cycle in Triennial Plan. 6C's – How much would the board like to know? Have a bit of knowledge. Wayne to add to his report for next meeting	BucW	
		BucW	
Moved		Results Agreed	

Topic:	BDO Auditors Report		
Discussion:	Still have one job to do. Signatures required from Board chair		
Actions to be taken / motion			
Moved		Results	

Topic:	Roll Growth Plan		
Discussion:	Wayne displayed a roll growth plan and talked to the proposed roll growth. Ideally we are looking at 4 Science Labs / 10 classrooms in total / with 3 more 'Tech' spaces Roll of 750 in 2021 Brent Stephen, MOE Property Advisor, came out for a visit to see Wayne and they walked the school looking at the buildings. Discussion took place. 4 labs required. Build a Lab block behind Common room and allow for a future 2 labs for a roll of 1,000. How do we convince the MOE?		

	<p>Convert the old Labs into a 4 classroom ILE block.</p> <p>Discussion re what would you teach in these classrooms / what year levels would you teach in this area?</p> <ul style="list-style-type: none"> • Roll growth money will be used for Labs • 5YA, convert Labs to classrooms • CORE Education are booked to work with Milton & Junie re teaching in ILE spaces. • Gym size is big enough for 1000 students • Changing to multi-level teaching • Library area: using the space as a teaching space for future growth • Breakout space for students to meet and have mental health time? Discussion. • Centre of the school: How do we progress redoing Year7&8 area and having roll growth on top of this. • Start designing a 6 classroom year 7/8 ILE block which we could build a half from 5YA. • Around \$300K for a classroom. • Have the MOE pay for the 2nd half as roll growth. • 3 classrooms in tech block. • Redesign the existing space to open into the grassed area, which would have extra 3 classrooms. • 5YA: Labs reconfiguration (only if MOE builds 4 brand new ones) • Allows us to go forward with Year 7&8 block <p>Is the Senior Common Room big enough – the space is over code. If part of our code it would be a classroom? Prefabs would definitely need to be demolished.</p> <p>Brent from the MOE commented that never before has anyone ever been able to show them the rooms they need for roll growth and come up with a growth plan.</p> <p>Demographics Wayne advised that the demographics people hadn't started so he rang and had a conversation which turned it around and the report should be out in 2 weeks' time.</p> <p>Wayne advised that he has placed Demographics on the Property meeting agenda for week 2, t3.</p>		
Actions to be taken / motion			
Moved			

Topic:	DRAFT ERO discussion		
Discussion:	<p>Wayne sent an email to the Board informing them that they can open the draft report on google drive. Wayne highlighted the areas of where he thought changes needed to be made.</p> <p>Ruakaka area to change to the Bream Bay area.</p>		

	<p>Page 2, para 2: Wayne explained he will send down NCEA printouts from NZQA and get them to modify the comment. Academic coaching happens at all levels not just senior. Because this report is, still in draft form this cannot be discussed out of this room.</p>		
Actions to be taken / motion	Feedback: Very good report.		
Moved	Moved that the changes as discussed be recommended to ERO. Moved: H.Jacobson Seconded: D.Heiwari	Results Agreed	

Topic:	Education Act Changes		
Discussion:	<p>A lot to take in. Wayne would like to take 2 or 3 sections that are relevant and stretch them over the triennial plan for discussion.</p> <p>NZSTA are rewriting our policy documents taking in the changes to the Education Act.</p>		
Actions to be taken / motion	Draft of sections for discussion to be placed under Emergent issues.		
Moved		Results Agreed	
Topic:	International Students		
Discussion:	<p>Wayne advised:-</p> <ul style="list-style-type: none"> • Felt students got a good deal but we were non-compliant in many areas based on the audit doc in produced in Nov 2016. • International students dispute resolution booklets need to be included. • Contract for the homestay – ours is mostly a handshake • Agents work for us – we have tended to work under them. • ERO thought we were 100% honest when ticking the boxes and that the students do get a good deal. • Allan Logan has approached Wayne to oversee International Students. • Released Allan to canvas international students in the UK, Europe (Hausch Partners in Germany) plus other agents. • Covered cost for relief and some of his travel if he get students on the books. • We are fixing the Unsure boxes in the self audit document and will be fully compliant before the end of 2017. • For revenue or culture? 20 students would make it more than viable • Wait and see what happens. 		
Actions to be taken / motion	Review of international students at the end of the this year.	BucW/LogA/WebB	
Moved		Results Agreed	

Topic:	Principal's Report		
Discussion:	<p>As distributed. Feedback from students re "13 Reasons Why"</p> <ul style="list-style-type: none"> • The take from year 8 girls was to watch and feedback from it. • Watching it without parental consent is not recommended • Has got some good messages and graphic visuals • Coming into this from the bottom of the cliff • Trying to get parents to engage in conversation with their kids <p>6Cs Declined except for Maori girls Data in there is grouped Yr 7 -10 Haven't pulled out separate data for each different year and laid it side by side for comparison Discussion took place. Wayne discussed stats of Maori boys who are underachieving and, what has been put in place with DPs to rectify this.</p> <p>Numbers attending PST How do you get parents to attend and engage Discussion took place. 2 whanau based interviews – 80% attendance or above 1 subject based – never been able to get over 50% attendance. The passion of those who come to the subject based PST day is enough for us to continue Timeslots of 10 min vs 5 min slots. To do this would mean 2 days of interviews. Instead of the subject-based interviews, it was suggested that can we invite parents in to see something for 1-2 hours. Alison to take suggestion to LOL. We are moving towards this. Definitely value in year 7 parents meeting the teacher.</p>		
Actions to be taken / motion	<p>13 Reasons Why: Wayne will re-address this at the next Assembly. Wayne will run data again for comparison later in the year. Alison to agenda the suggestion at of inviting parents to a day / evening of 1-2 hours as opposed to PST interviews at the next LOL meeting.</p>	BucW	
		DalA	
Moved Seconded	Moved the Principals Report: M.Swords Seconded: D.Heiwari	Results Agreed	

Topic:	Financial Report		
Discussion:	Direct Credits – May 2017		

Actions to be taken / motion	1. Moved the Direct credits for May 2017 as follows: Direct Credits: ASB 24648-24866, 25208-25228 TNG: 24808-24810 WBC: 25298		
Moved Seconded	Moved that the Direct Credits for May 2017 be approved. Moved: J.Miller Seconded: W.Buckland	Results	Agreed

Topic:	Journal entries - May 2017 Journals 242470 Week Ending 9/5/17 Payroll Journals & Journals 242664 Week Ending 23/5/17 Payroll Journals		
Discussion:			
Actions to be taken / motion	Moved that Journals 242470 Week Ending 9/5/17 Payroll Journals & Journals 242664 Week Ending 23/5/17 Payroll Journals [Payroll Journal] for May be passed for payment.		
Moved Seconded	Moved: J.Miller Seconded: W.Buckland	Results	Agreed

Topic:	Cheque No's for May 2017		
Discussion:	May 2017 Nil Queries: Nil		
Actions to be taken / motion	Nil		
Moved Seconded	Moved: Seconded:	Results	Agreed

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card for 31 March 2017 to 29 April 2016 be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 31/03/2017 to 29/04/2017 for \$497.89 be approved for payment.		
Moved Seconded	Moved: J. Miller Seconded: W. Buckland	Results	Agreed

Topic:	Air NZ Travel Card –March & April 2017		
Discussion:	May: Nil		
Actions to be taken / motion			
Moved Seconded	Moved:	Results	Agred

	Seconded:		
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Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8106, 2213, 2048 & 7419 for May 2017.		
Actions to be taken / motion	Moved the Visa Card for the period 02 April 2017 - 01 May 2017 for:- 8106 for \$2328.75 (W.R. Buckland) 2213 for \$ 874.65 (K. Sandford) 2048 for \$ 15.00 (A. Dalglish) 7419 for \$ 15.00 (M.Bayer)		
Moved Seconded	Moved that the Visa Card 8106,2213,2048 & 7419 for period 02 April 2017 - 01 May 2017 be approved for payment. Moved: J.Miller Seconded: W. Buckland	Results Agreed	

Topic:	Finance		
Discussion:	Moved that we remove Jane McQueen as bank account signatory from all accounts and add James Miller as a bank signatory.		
Actions to be taken / motion			
Moved Seconded	Moved:S.Gordon Seconded: D.Heiwari	Results	

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards correspondence 1. STA News: Feedback: Good articles in STA Outwards Correspondence: 1. Letters to Pelorus Trust requesting funding towards:- Travelling expenses for the Steel Pan Band to Auckland Airport to attend the Panzfest in Cairns & Japan tour group to Auckland Airport. 2. Letter to Pub Charity Charitable rust requesting funding towards travel costs to Taupo for the BBC Mixed Hockey Tournament in September 2017.		
	Moved that the Inwards correspondence be accepted and Outwards correspondence be approved.	Results	
Moved Seconded	Moved: W.Buckland Seconded: M.Swords	Results Agreed	

Topic:	Finance:		
Discussion:	<p>Enviro Studies: Over budget. Wayne reported that \$1,000 just come in. Maori budget – to be fixed. Careers – coding issue.</p> <p>Tai Tokerau Festival</p> <ul style="list-style-type: none"> • Came in well under our budget. • Haven't transferred relief costs over to the spreadsheet. • Report for TPK/Lotteries commission by next meeting. • Donated carpet from stage area to Kerikeri High School for 2018 TTF. <p>Water rates</p> <ul style="list-style-type: none"> • Well above what we should be. • Wayne advised we are in process of adding power meters to our switch boards to see which blocks are using power. • Wayne talked to the project of turning off power in the school saving \$40 a day. <p>Whare:</p> <p>Carters repricing the whole job. Hoped to have had it for this meeting. Trigg Construction will look at it. Next step is to bring it back to a board meeting.</p> <p>Argest report: Noted. Wayne advised we have lock down compliance with our door locks.</p>		
Actions to be taken / motion	Tai Tokerau Festival Report for TPK/Lotteries Commission to be ready for the next meeting on the 9 th August.	BucW	
Moved Seconded		Results	

Topic:	Minutes of the last meeting date 17th May 2017		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 17 th May 2017 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: : D.Heiwari Seconded S.Gordon	Results Agreed	

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

Topic:	Matters Arising
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Discussion:	<ul style="list-style-type: none"> Wayne to ask Mark Bayer to drill down the accident analysis further. Will be in the term 3 report. Mark to enter on his H&S report: fire drill Wayne to ask Katrina to provide a variance report for curriculum. International students – to be placed on triennial plan to review at separate meetings Wayne has fed back to Stevie positive thoughts from the board. 		
Actions to be taken / motion			
Moved Seconded		Results Agreed	

Topic:	Triennial Plan		
Discussion:	Wayne advised he couldn't get Phoebe the TOW presenter. Booked for next meeting. <ul style="list-style-type: none"> 6pm-8pm Treaty Of Waitangi workshop Definitely want trustees to be up to date for where it fits for boards Nibbles/dinner Shuffle Daniel Harrington to another slot Whare update: <ul style="list-style-type: none"> Consent approved Tying up numbers etc. Education Act sections		
Actions to be taken / motion	Alison to shuffle Daniel Harrington, HoD PE, to another meeting slot. Bev to organise nibbles/dinner for the Treaty of Waitangi workshop at the next meeting.		
Moved Seconded		Results	

Topic:	Agenda setting for next meeting –		
Discussion:	<ul style="list-style-type: none"> TOW workshop – 6pm-8pm 		
Actions to be taken / motion			
Moved Seconded			Carried

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

Meeting closed at: 8.37pm
Next BOT meeting calendared for: 9th August 2017

X

D. Heiwari
Acting Chairperson

X

J. Miller
Chairperson

X

Date
9/08/2017