

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

Present: BucW, CunJ, GorS, NeaM, HeiD, JacH, McQJ, MilJ, PirR, WebB

Karakia:

Absent:

Apologies: SwoM

Visitors:

Moved: H.Jacobson

Seconded: S.Gordon

Conflicts of Interest: Nil

7pm: Holly McDonald presented her Social Science Department Report.

Topic:	HoD Social Science report		
Discussion:	<p>Holly gave her presentation. Her presentation will be saved to the Google drive.</p> <p>Feedback:-</p> <ul style="list-style-type: none"> • Exciting member of the team • It was mentioned that she has done a great job as a 1st year HoD and introducing so many trips. 		
Actions to be taken / motion			
<i>Moved</i> <i>Seconded</i>			

Topic:	Confirmation of Agenda
Discussion:	<p>Decisions:</p> <ol style="list-style-type: none"> a) Review of Strategic Plan b) 2018 Draft Analysis of Variance report c) 2018 Results Analysis term 3 d) 2019 Draft Budget e) Insurances Report (folder of information) f) New Student Trustee Induction (to be sorted at this meeting) g) Set date for General Elections 2019

	h) CoL information Discussion		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Decisions Plans for Yr 7&8 building		
Discussion:	<p>The building is themed similar to the Whare – open spaces. Gives us more classroom space than the MOE would give us. Doing this under new 5YA. If the board is happy can we approve to go ahead with drawings and get out for tender in for term 1. Wayne talked to the drawings shown on the projector. Discussion took place. We have enough space to house the classes while the building takes place. The proposed operational date would be approximately term 2. A Ministry approved Project Management and MOAI. Weekly site meetings Interacting with changes No different</p>		
Actions to be taken / motion	Moved that the go ahead with the MOE Year 7&8 project is approved.		
Moved Seconded	Moved: S.Gordon Seconded:D.Heiwari		Agreed

Topic:	Review of Strategic Plan		
Discussion:	<p>Usually we would have Board elections then a complete review of the Charter Strategic Plan would take place. Discussion took place. Feedback:</p> <ul style="list-style-type: none"> • Makes sense to wait. • Significantly recraft in the remake to align with 6c's & NPDL • Currently it's functional as it is. 		
Actions to be taken / motion	Consensus: Leave for the new board.		
Moved Seconded			Agreed

Topic:	2018 Draft Analysis of Variance report		
Discussion:	<p>Wayne talked to the what the MOE expects. Query re Year 10s. Will look at this in the analysis breakdown. Wayne talked to the breakdown of the attendance term 1,2&3 that were greater than 90% and under 90% but over 80% . Our attendance is well above National averages.</p>		

	<p>Behaviour workflows Stats could be as minor as late to class or uniform problem which has been recorded. Added new section to citizenship awards. Discussion re collaboration, character, citizenship took place. Maori boys Asked Alison to go back to LOLs to discuss the drop off. Refer to Principal's Report</p> <p>Hall of Recognition Haven't got to the point of moving forward on this. Will write this up as non achieved and then we can decide whether we go forward with it. I need to have a foundation group who would come in and work on this. Physical ability of finding the people and inviting them back. Currently still sitting there as not progressed. If we want this in there for next year we will have to action it.</p> <p>Enjoy hearing from past students but don't see this as something that would impact on students.</p>		
Actions to be taken / motion	Board opinion - drop the area.		
Moved			
Seconded			

Topic:	2018 Results Analysis term 3		
Discussion:	<p>Enquiry question: What's happening in Year 10? Wayne brought up the Year 10 table and worked through year to year results from year 7-10. Question:- No shift to date. Why isn't it working? LOLs have given a commentary about how they are specifically going to target low achievement of Maori boys. Quite significant changes across the school re Deep Learning. Learning partnerships is connecting our Maori community more. If you can get a passion area or interest area for a student achieving below their year level it is shown that you can lift their achievement. Can see how much is going on inside the school but we don't have any control outside of school so how as a school do we use the groups around to bring the parents to join in on the ride. The same thing came up in the child rich communities meeting today It's a community effort. We have different scales in our community. That's just the way it is here and over there. School a safe place. Engaging them in learning is a hard one. We put in every intervention we can think of but then they go home and face it all again. We are getting our kids to NCEA Level 2. However, with half the Maori boys we struggle to get them past Level 2. This is why we have to lift achievement at lower levels.</p>		

	<p>From a fail at year 10 we can get them to a pass in year 11. Choices may be different and credits per course may be lower than 24. Eg: Internal English, Hospitality, Employment skills/Vocational studies, Trades? Carpentry is an equivalent to a Trades academy. Pencilled in to a trades academy style in 2020. Leading into an apprenticeships.</p> <p>The board undertook a good and strong discussion.</p> <p>Wider community needs to get involved in. Beyond our control. If John and Alison and feedback on the LOL summary you will see the improvement they are making.</p> <p>The Board only gets a helicopter view but the teachers get a more broader view of results. Wayne talked to the breakdown of data in class / subject / all subjects and the results.</p>
Actions to be taken / motion	
Moved Seconded	

Topic:	2019 Draft Budget		
Discussion:	<p>Heather reported that she will set a date and come over to talk with Katrina and Wayne re questions.</p> <ul style="list-style-type: none"> Wayne advised we are proposing a \$59,417 cash surplus He looked at the actuals and all the different areas that will be covered by the budget. Increased budgets to cover expenses. Discussion took place. Any questions – email Wayne, Heather or Jimmy. Years at the top of all the columns have been inserted. <p>Capital</p> <ul style="list-style-type: none"> Wayne went through the list of capital items as per the schedule. Currently working on a 20K contingency 81K capital Possibly purchase a new van with increased income eg: international students Still room for minor capital purchases Server needs updating. Ours is 6 years old 22K - last one we will have to buy. 		
Actions to be taken / motion	Moved that we approve the draft budget as it stands at this meeting.		
Moved Seconded	Moved: J.Miller Seconded: R.Pirihi		Agreed

Topic:	Insurances Report
Discussion:	Take this as read.

	Any questions? Updated with Crombie Lockwood's fire levy Asset list Normal adjustments Plus new Whare Old one still on the books at \$65K in case we had to restore the site		
Actions to be taken / motion			
Moved Seconded			Agreed

Topic:	Student Trustee Induction		
Discussion:	Molly to book a time with Bev Webb to see Mr. Buckland at a time this year.		
Actions to be taken / motion		Webb	
Moved Seconded			

Topic:	Dates for general election 2019																						
Discussion:	<table border="1"> <thead> <tr> <th>Event</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Select Returning Officer by</td> <td>Wednesday 1 May 2019</td> </tr> <tr> <td>Close Main Roll</td> <td>Noon Wednesday 8 May 2019</td> </tr> <tr> <td>Call for Nominations by</td> <td>Friday 10 May 2019</td> </tr> <tr> <td>Close Supplementary Roll</td> <td>Noon Wednesday 22 May 2019</td> </tr> <tr> <td>Nominations Close</td> <td>Noon Friday 24 May 2019</td> </tr> <tr> <td>Voting Papers Sent by</td> <td>Wednesday 29 May 2019</td> </tr> <tr> <td>Election Day (voting closes)</td> <td>Noon Friday 7 June 2019</td> </tr> <tr> <td>Count Votes</td> <td>Thursday 13 June 2019</td> </tr> <tr> <td>Board Takes Office</td> <td>Friday 14 June 2019</td> </tr> </tbody> </table>			Event	Date	Select Returning Officer by	Wednesday 1 May 2019	Close Main Roll	Noon Wednesday 8 May 2019	Call for Nominations by	Friday 10 May 2019	Close Supplementary Roll	Noon Wednesday 22 May 2019	Nominations Close	Noon Friday 24 May 2019	Voting Papers Sent by	Wednesday 29 May 2019	Election Day (voting closes)	Noon Friday 7 June 2019	Count Votes	Thursday 13 June 2019	Board Takes Office	Friday 14 June 2019
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Actions to be taken / motion	<p>1. Appoint Returning Officer:- Moved that Beverley Webb be appointed as Returning Officer for the general election in 2019.</p> <p>2. Election Timeline:- Moved that the standard timeline for the election be approved.</p>																						
Moved Seconded	<p>1. Moved: W.Buckland Seconded: S.Gordon</p> <p>2. Moved: W. Buckland Seconded: M.Neal</p>		<p>Agreed</p> <p>Agreed</p>																				

Topic:	COL		
Discussion:	<p>Wayne talked to the documents and breakdown of the positions available.</p> <ul style="list-style-type: none"> • Lead Principal receives \$20K a year and 2 days a week in time • Another position is an 'Across Schools' Teacher – 2 days a week to work on COL Working challenges across 4 schools - \$16K • Within school teachers which BBC has 3. • 1 per each Primary • 2 more to be allocated • Big problem is until the achievement challenge is approved we can't approve a Within School teacher • Timeframe for learning achievement: 2 weeks • Wayne put in a PLD application and it flew through - 350 hours granted. • Great discussion going between Learning Centres and Principals. • Kindergarten teachers came over to look at bush space to teach the kids environmental activities • Wayne commented that Marilyn Dunn doing a great job 		
Actions to be taken / motion			
Moved Seconded			Agreed

Topic:	<p>Principals Report</p> <p>Attachments:</p> <ul style="list-style-type: none"> 3a) New results reporting system 3b) Disability and Learning Support Action Plan 3c) Assembly presentations: Sept 18,25, Oct 16,25,30, Nov 6,13,20 3d) Newsletters: Sept 14,28, Nov 2,16,19 (extra edition) 3e) PTA Minutes Aug 1, Sept 12 3e) LOL Minutes: 20/11/18 3f) Health & Safety Report 3h) Maintenance Report 3i) Term 4 Sport Report 3j) Departmental Commentary on the learning competencies 3k) Mower replacement 		
Discussion:	<p>Mower</p> <p>Wayne advised:-</p> <ul style="list-style-type: none"> • Existing centre mounted mower – gearbox given up/don't make parts anymore. \$3-4K to source parts and have it custom made • Could go to Trade me and spend xx dollars on cheap Chinese knock off • Drop tractor altogether and have units with motor on back & deck on front • Striker mower \$8,250 plus gst • Q: Is it cost effective or should we get a contractor? • A contractor charges \$6-700 a mow • If we have our own mower we can mow as often as we need to - set our own times to mow. • Discussion took place regarding mowing times. 		

- Trying to negotiate with the Council that if they use the ground they need to mow it. Recommendation is that we need mower and we need it now. Taking pride in the school so that it looks good.

Cameras in the Whare

Thoughts on cameras inside the Whare was discussed.

Wayne advised the cameras inside Whare are disconnected.

Wayne went across and asked the teachers their thoughts.

- Junie: No to cameras in the Whare - find another system.
- Raewyn: Initially didn't think it was a good idea but is now ok with the cameras in there.
- Kara: Changed his mind and he is telling the kids they are going but they're not.
- Wayne asked the kids about the cameras. They felt it was creepy that someone is looking at them but is good if someone takes something.

Wayne explained that we do not monitor the cameras. Only the caretaker and DPs have access to the camera footage.

5 week turnover on camera footage before it's overwritten.

We do have existing cameras in the Library and old computing room. There will be cameras installed in the Digi Tech room and there are cameras in the gym and in the swimming pool for student theft (discussed a complaint against a teacher) and there will be cameras in the new Year 7&8 classrooms.

There will be 250 kids going through the whare each week.

Bilingual kids who leave all their gear in the Whare as well as Te reo kids. If cameras are not going we will see if there are any issues but not confident that we can recover anything taken.

Good protection for staff and students.

The question was asked if all staff know of this.

It has been covered but it was not covered in new staff induction. Matthew will be invited to attend new staff induction to talk this in future.

Selina talked to the legalities of having cameras

DPs do not show students any footage.

Ramari talked to the cameras in the Whare.

- No consultation / they were put in during the holidays.
- Understand there is two sides of the story but what about trust.
- Is it a Whare or a building?
- Always having to fight the battle for Maori.
- Not happy that there was no consultation with Ramiri as Maori Rep.
- Te kanga Maori means no cameras. Feel they should be removed from inside.
- Keep them from the outside.

Wayne acknowledged:-

- The cameras in the Whare were installed in the holidays because we were so flat out and we didn't have time to put them up before the opening.
- Trust – that we put a large number of kids through there.
- I can't find anything from a Tikanga point of view of why as Maori we shouldn't have cameras
- Didn't think to consult re cameras in the Whare because it is not an issue elsewhere.
- Wayne apologised for no consultation – didn't realise we needed to.
- Bringing taki back to you – have a hui to let the Maori community have their say. Then bring it back to board. Be culturally responsive.

	<ul style="list-style-type: none"> Wayne has asked Junie to look at alternative systems of preventing theft. Cameras in the Whare – an operational/management decision. Look at the board as a governance role. Have the consultation hui and then bring it back to the board. Junie Shelford to organise a whanau hui. Follow process <p>A discussion took place as to the whare being unattended by a teacher when students are in there. Looking at this being attended through duty supervision.</p> <p>John Cunningham & Alison reported: Wayne came to the LoL meeting regarding the 6cs Asked LoL to take data away and discuss with their departments and bring back their narrative. See attachments. Proposal: Overarching goal looking at it cross department. Term 1: Citizenship for all departments and link it into wellbeing. Up to year 10 Alison talked to the proposal. JC: helping the bottom kids / attacking from all different directions. Deans and DPs already looking at their seniors.</p> <p>New results New way the NZQA are going to report Level 1,2,3 results. New method where a student has been in the school only 70 days they give it a fail. Any students who go to Regent Training do not pass.</p> <p>Super Nurses on board They have authority to prescribe antibiotics/ the pill and do HEADS assessments. Ranked just below a doctor. In 1 day a week.</p> <p>Brand new way of doing learning support where the MOE will run community hubs. To come and liaise with all the schools. Get intervention in place before kids fall off the cliff. Discussion took place.</p>		
Actions to be taken / motion	Moved that we allow the Principal to purchase a mower from capital expenditure.		
Moved / Seconded	J.Miller S.Gordon Moved that the Principals report be accepted. Moved: J.Miller Seconded: M.Neal	Results Agreed	

Topic:	Financial Report		
Discussion:	Direct Credits September 2018		
Actions to be taken / motion	1. Moved the Direct credits for September 2018 as follows:-		

	<p>September 2018 Direct Credits: ASB 29176-29515 TNG: 29266 & 29296 Westpac Cheque: 141134 Westpac Electronic: 29517 & 29519</p> <p>Moved that the Direct Credits for September 2018 be approved.</p> <p>2. Moved the Direct credits for September 2018 as follows:-</p> <p>October 2018 Direct Credits: ASB 29538& 29541 TNG: 20538 & 29541 Westpac Cheque: Nil Westpac Electronic: 29764</p> <p>Moved that the Direct Credits for September & October 2018 be approved.</p>		
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Moved Seconded	Moved: J.Miller Seconded:	Results Agreed	
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Topic	<p>Journal entries September 2018 Payroll Journal 273104 Week Ending 11/9/18 \$34,661.50 Payroll Journal 273802 Week Ending 25/9/18 \$39,678.42</p> <p>Journal entries October 2018 Payroll Journal 275304 Week Ending 9/10/18 - \$20,974.56 Payroll Journal 275324 Week Ending 23/10/18 - \$30,097.24</p>
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Discussion:	
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Actions to be taken / motion	Moved that Journals for September & October 2018 be passed for payment.		
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Moved Seconded	Moved: J.Miller Seconded:	Results Agreed	
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Topic:	Cheque No's for September 2018
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Discussion:	Cheque #: 1411341 Queries:
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Actions to be taken / motion			
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Moved Seconded	Moved: J. Miller Seconded:	Results Agreed	
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Topic:	Fuel Card – Star Card
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Discussion:	Moved that the Caltex Star Card for September & October 2018		
Actions to be taken / motion	Moved that the Star Card for September 2018 for \$1,016.57 be approved for payment.		
	Moved that the Star Card for October 2018 for \$403.77 be approved for payment.		
Moved Seconded	Moved: J. Miller Seconded:	Results Agreed	

Topic:	Air NZ Travel Card		
Discussion:	September: Nil October: Nil		
Actions to be taken / motion			
Moved Seconded			

Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8106, 2700, 2048, 7419 & 1737 for September/ October & October/November 2018		
Actions to be taken / motion	Moved the Visa Card for September/October 2018 for:- ... 8106 for \$ 3,320.85 (W.R. Buckland) ... 6298 for \$ 1,769.75 (K. Sandford) ... 2048 for \$ Nil (A. Dalgleish) ... 7419 for \$ Nil (M.Bayer) ... 1737 for \$ Nil (R.Nathan) Moved the Visa Card for October/November 2018 for:- ... 8106 for \$ 38.50 (W.R. Buckland) ... 6298 for \$ 2,966.06 (K. Sandford) ... 2048 for \$ 12.50 (A. Dalgleish) ... 7419 for \$ 12.50 (M.Bayer) ... 1737 for \$ 12.50 (R.Nathan)		
Moved Seconded	Moved that the Visa Card 8106, 6298, 2048, 7419 & 1737 for September/October 2018 be approved for payment. Moved: J. Miller Seconded:	Results Agreed	

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards Correspondence: 1.		

	Outwards Correspondence 1. Letter to Pelorus Trust requesting permission to apply for funding for transport costs for senior students to travel to Tongariro in 2019. Circular Correspondence: STA: 285 (electronic)		
Actions to be taken / motion	Moved that the Inwards correspondence be accepted and Outwards correspondence be approved.	Results	
Moved Seconded	Moved: S.Gordon Seconded: H.Jacobson	Results Agreed	

Topic:	Minutes of the last meeting date 17th September 2018		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 17 th September 2018 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: DHeiwari Seconded: H.Jacobson	Results Agreed	

Topic:	Amendments to minutes		
Discussion:	<ul style="list-style-type: none"> Scholarships: Abercombie has been changed to Matheson's. 		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> LOL picked up discussion 6cs Insurance : Completed Student trustee: Completed Emergency stops in workshop: Wayne spoke to Mark and Matthew that it was a high priority. To be carried over to next meeting. Boiler Audit: Failed 		
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:	General Business		
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Discussion:	<p>Moved that the Mimiwhangata and Geo trips go ahead. Previously approved at a previous meeting that the trips can go just waiting on rams.</p> <p>Moved that the Electronic board minutes for Pelorus Trust funding towards transport costs for the Tongariro trip in 2019.</p> <p>Moved: J.McQueen Seconded: H.Jacobson</p>		
Actions to be taken / motion			
<i>Moved</i> <i>Seconded</i>			Agreed

Topic:	Triennial Plan		
Discussion:	<p>Dates for 2019 7 meetings per year It was requested that the work plan be lightened up in November 2019 and move to September 2019 meeting. Wednesdays @ 7pm Dates to be confirmed.</p>		
Actions to be taken / motion			
Moved Seconded			

Meeting closed at: 9.30pm
Next BOT meeting calendared for February 2019.

X

J. Miller
Board Chairperson

X

Date: / / 2018