

**Minutes of the Bream Bay College
Board of Trustees
Held on 27th November 2019**

7.05pm

Selina welcomed everyone to the meeting.

Present: BucW, BirA, BoaJ, CarA, CunJ, EdwK, GorS, HarP, Jach, NeaM, PirN, WebB

Karakia:

Absent:

Apologies: DoaT

Moved: H.Jacobson

Seconded: A.Carrington

Visitors: DalA

BOT 'to do' list

Agreed

Workplan adjustment –

COL: No report

Motions:-

Confirm:

Conflict of Interest: Nil

Workplan adjustment – nil

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| Topic: | Presentations |
| Discussion: | <p>Whaea Junie presented the Maori report to the board. Selina expressed that Junie has the full support of the board re teaching all year levels. Is there anything that the board can do for you. Wishlist: Junie will think on this and get back to the board through Wayne.</p> <p>Scott Brown presented the Music report to the board.</p> |

Wayne advised that he is talking budgets currently and talked to putting in a Coordinator in the Music department next year.

Attendance

Rose Nathan introduced herself and her kaupapa.

Rose is in charge of Pastoral Care and attendance.

Rose discussed the 2020 Attendance program process.

She enlightened the BOT on the traffic light system – Red/Amber/Green

Wayne went into showing graphs of attendance and discussed the areas that are causing concern.

Discussion took place as to the levels of conferences that are in place and initially we use internal practices to engage students with resources and support for them to be at school.

Conference 2 is to educate students who are ramping up to the top of the cliff & conference 3 is for the students who are beginning to fall off the edge of the cliff. Our aim is to work in behalf of the child.

Aaron talked to the topic that was raised at the last board meeting re letters being sent to parents who child was attending below 80%. Did this happen. Yes.

Wayne has met with these parents and discussed that the attendance level of their child is not acceptable and could result in a suspension situation.

The team are getting together making sure that the process is robust and discussing process and outcomes with parents.

Is it widespread with staff that this is what you want to see happening?

Good discussions with Deans and DPs and on board.

Is anyone else in NZ doing this? Lots of schools still using the ROCK ON system.

Selwyn College is successfully working this process. Probably losing some but now through using these processes are now gaining students.

Discussion took place.

The narrative we are sharing with the community is that their students have to be at school. The system works by taking away the DP/Dean as the person who is waving their finger and puts them into the "I am helping" scenario of helping to avoid a student being a continual disobedient.

It is having an impact and we won't be in the same position as we have been in 2019 with using this system and what we are doing for attendance currently and in 2020.

Rose and her team have been doing an amazing job driving this initiative. Rose has said her Deans have been very influential. Making it part of our culture.

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| Actions to be taken / motion | We will discuss further at meeting in term 1 next year. | | |
| Moved / Seconded | | Results | |

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| Topic: | Decisions/Motions | | |
| Discussion: | <p>a. EOTC: Yr 9 Wellington trip emergency plan.</p> <p>b. Wayne explained that this was loaded but it was late and didn't reach the board on the cut-off date. It was noted that the RAMS form for Wellington are not approved due to this reason.</p> <p>c. To approve Rarotongan trip proposal</p> <p>d. Panimals – APO trip to Auckland. - Approved</p> <p>The question was raised that no one has first aide training. This has not been a requirement. Just a phone and dialling 111 Apologies that this was not up 48 hours before the meeting.</p> <p>Wayne talked to the sponsorship of the Raro trip and RNZ. Initially it was agreed that we would use the \$10K for puihui & \$5K for chromebooks.</p> <p>Junie has approached Corey Abraham regarding sponsorship for the raro trip but now they are dealing with us on 2 fronts.</p> | | |
| Actions to be taken / motion | Wayne will talk with Greg McNeill and get this sorted. | | |
| Moved / Seconded | Moved that the Rarotongan Trip and the APO RAMS forms be approved W.Buckland Nick Pirihi | Results Agreed | |

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| Topic: | BOT Workplan/Policies | | |
| | <p>a) Attendance: Rose Nathan</p> <p>b) Annual Plan update</p> <p>c) Approval of Strategic Planning</p> <p>d) Annual Learning Targets Analysis – Term 3</p> <p>e) “Principal’s Appraisal report back” - In-committee section</p> <p>f) Approve 2020 Draft budget</p> <p>g) Insurances report (copy provided – no discussion unless required)</p> <p>h) Donations scheme</p> <p>i) Tomorrow schools reform</p> | | |
| Discussion: | | | |
| Actions to be taken / motion | | | |

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| Moved Seconded | | Results | |
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| Topic: | Strategic Plan | | |
| Discussion | <p>Handout distributed. Discussion took place</p> <p>He talked of the addition of a tikanga lens to the goals</p> <p>If the board is happy with the short summaries we will go further and word smith this and then Talk to students To PTA To whanau hui And finally survey it</p> <p>Feedback Encapsulated lots of what we discussed. It is clearly outlined. Reflects what we talked about. We think the process has been good as it is taking the staff with it.</p> | | |
| Actions to be taken / motion | Wayne will work on an annual plan based on the draft strategic plan or next year and discuss this next year. | BucW | |
| Moved Seconded | | | |

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| Topic: | Annual Learning Targets | | |
| Discussion | <p>Is there anything that needs clarification? Discussion around historical data took place. Highlighted in yellow and diploma pass rates 70% pass rate for NCEA Level 3 It was decided not to drop and not to increase Having some yellow in the figures is not a bad thing.</p> | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | |

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| Topic: | Annual Plan | | |
| Discussion | Wayne talked to the Annual Plan as shown on the projector. | | |

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| Discussion | <p>STAR Awards presentation happening tomorrow at Assembly</p> <ul style="list-style-type: none"> • 1 chromebook (donated from PTA) • Movie tickets/Rebel vouchers • Wheel of fortune <p>Yr 10 Citizenship programme John Cunningham reported:-</p> <ul style="list-style-type: none"> • All had success and improvements • Best thing was students learnt to work together • Communication has gone up • Push for leadership <p>In terms of attendance we were going backwards so hope the board is happy with the interventions.</p> | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | |

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| Topic: | Draft budget | | |
| Discussion | <p>Almost ready for the Finance Sub Committee to join us for a meeting.</p> <p>With all the costs sitting in there we are predicting \$140K cash surplus for 2020. Should settle at around \$80,000</p> <p>Tweaking Donations Scheme</p> <p>The LoL's have created a trip list but currently we have a whole section of trips listed under Curriculum based trips.</p> <p>We are now having to drop some of these trips out of Curriculum so have created a new set of trips under Co curricula. We have asked LoL's to tell us what trips they want as part of Curriculum. There seems to be a honey pot response of trips being put up so they will need to re-group and discuss and sort. Alison to sort a meeting for LoL's as Wayne needs to move on with budget.</p> | | |
| Actions to be taken / motion | <p>Moved that the Finance sub comm be given approval to approve a draft budget on behalf of the board.</p> | | |

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| Moved Seconded | S.Gordon | Agreed | |
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| Topic: | Insurance report | | |
| Discussion: | No issues | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | |

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| Topic: | Donations Scheme | | |
| Discussion: | We have joined the scheme. Around 85% schools have joined. Discussion took place. | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | |

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| Topic: | Tomorrow Schools Reform | | |
| Discussion: | Wayne put in the folder the booklet & cabinet papers. Some points <ul style="list-style-type: none"> • Insists boards will need to train. • Introducing a layer of advisors for Principals and boards • Compulsory education requirements for being a Principal • NELPS • Central committees have control of enrolment zones | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | |

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| Topic: | Principals Report Attachments: <ul style="list-style-type: none"> a) Assembly presentations: Sept 24, Oct 15,22,29, Nov 12 & 19 Newsletters: October 21 PTA Min: October 23 b) LOL Min: Oct 21 & Nov 18 c) H&S report/Medical Report d) Property, Painting, Maintenance Report e) Term 4 Sport Report f) Auckland Tai Tokerau Plans | | |
| Discussion: | | | |
| Actions to be taken / motion | Moved that the Principal's report be accepted. | | |

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| Moved Seconded | Moved: W.Buckland Seconded: A.Bird | Results Agreed | |
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| Topic: | Financial Report | | |
| Discussion: | Direct Credits | | |
| Actions to be taken / motion | <p>1. Moved the Direct credits for September/October 2019 as follows:-</p> <p>September 2019 Direct Credits: ASB 32070 - 32365 TNG: 32118 Westpac Electronic: 32360 & 32362 Westpac Cheque: Nil</p> <p>October 2019 Direct Credits: ASB 32371 - 32696 TNG: 32367 & 32512 Westpac Electronic: 32698 - 32701 Westpac Cheque: 141141, 141140, 141139</p> | | |
| Moved Seconded | Moved: W.Buckland Seconded: S.Gordon | Results Agreed | |

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| Topic | Payroll Journal 295587 Week Ending 8/10/19 \$22,170.00 Payroll Journal 295609 Week Ending 22/10/19 \$24,932.74 | | |
| Discussion: | | | |
| Actions to be taken / motion | Moved that Journals for September/October 2019 be passed for payment. | | |
| Moved Seconded | Moved: W.Buckland Seconded: S.Gordon | Results Agreed | |

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| Topic: | Cheque No's for September/October 2019 | | |
| Discussion: | September: Nil October: 141141, 141140, 141139 Queries: | | |
| Actions to be taken / motion | | | |
| Moved Seconded | Moved: W.Buckland Seconded: S.Gordon | Results Agreed | |

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| Topic: | Fuel Card – Star Card | | |
| Discussion: | September 2019 | | |

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| Actions to be taken / motion | <p>Moved that the Star Card for \$1,322.46 for September 2019 for be approved for payment. Increased due to Tournament week & AIMS Games</p> <p>Moved that the BP Fuelcard for \$807.42 for September 2019 be approved for payment increased due to Tournament week</p> <p>Moved that the Z Energy October (previously Caltex Starcard) \$319.66 for October 2019 for be approved for payment.</p> <p>Moved that the BP Fuelcard October \$205.21 for October 2019 be approved for payment.</p> | | |
| Moved Seconded | Moved: S. Gordon Seconded: | Results Agreed | |

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

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| Topic: | Visa Card transaction | | |
| Discussion: | Approve Visa Card Statement's for card numbers 8106, 6298, 2048, 7419 & 1737 for Sept/Oct 2019 | | |
| Actions to be taken / motion | <p>Moved the Visa Card for Sept/Oct 2019 for:-</p> <p>.... 8106 for \$ 1,133.50 (W.R. Buckland)</p> <p>.... 6298 for \$ 4,581.30 (K. Sandford)</p> <p>.... 2048 for \$ 11.50 (A. Dalgleish)</p> <p>.... 7419 for \$ 1,941.77 (M.Bayer) - Mixed National Secondary Schools Hockey Tournament Taupo</p> <p>.... 1737 for \$ 0.00 (R.Nathan)</p> <p>.... 2851 for \$ 2049.84 (S.Bradshaw) - In credit for Japan trip costs</p> <p>.... 2877 for \$ 1,365.75 (S.Brown)- Panimals trip Brisbane</p> <p>Moved the Visa Card for Oct/Nov 2019 for:-</p> <p>.... 8106 for \$ 5,413.38 (W.R. Buckland)</p> | | |

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| | 6298 for \$ 1,766.65 (K. Sandford) 2048 for \$ 11.50 (A. Dalgleish) 7419 for \$ 0.00 (M.Bayer) 1737 for \$ 0.00 (R.Nathan) 2851 for \$ 311.73 (S.Bradshaw) - Japan trip costs 2877 for \$ 17.48 (S.Brown) - Panimals trip Brisbane | | |
| Moved Seconded | Moved that the Visa Card 8106, 6298, 2048, 7419 & 1737, 2851 & 2877 for Sept/Oct/Nov 2019 be approved for payment. Moved: S.Gordon | Results | Agreed |

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| Topic: | Finance | | |
| Discussion: | HJ: Fuel card – used in a remote part of the Bay of Plenty – It was on W Buckland’s card. Trip back from Whakatane. Why are there large variances in overseas trips when compared to budget When budgeting we use an estimate and make sure that the income and expenditure match. Therefore a change in income will be matched with a change in expenditure. Also we don’t know always know how many kids are going and all of the final expense areas such as the activities that may be included. | | |
| Actions to be taken / motion | | | |
| Moved Seconded | Moved: Seconded: | | Agreed |

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| Topic: | Inwards /Outwards Correspondence | | |
| Discussion: | Inwards Correspondence: Outwards Correspondence <ol style="list-style-type: none"> 1. Funding application letter to Oxford Sports Trust for new netball uniforms for the Senior Netball Team 2. Funding application letter to Four Winds Foundation for transport costs to and from Auckland International Airport and travel uniforms for the Kapa haka roopu students. Inwards Correspondence Circular Correspondence: STA: 297 & 298 (electronic) | | |
| Actions to be taken / motion | Moved that the inwards correspondence be accepted and the outwards be approved. Moved that the funding applications be approved. | Results | |

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| Moved Seconded | Moved: W.Buckland Seconded:N.Pirihi | Results Agreed | |
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| Topic: | Insurance claim: | | |
| Discussion: | The lighting strike took out our front sign/TV and 3 circuit boards from the security system in the gym. We are making a claim for these. | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | |

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| Topic: | Minutes of the last meeting dated 25 th September 2019 | | |
| Discussion: | | | |
| Actions to be taken / motion | Moved that the minutes 25 th September 2019 be confirmed as a true and correct record. | Person(s) Responsible | |
| Moved Seconded | Moved: A.Carrington Seconded A.Bird | Results | Agreed |

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

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| Topic: | Matters Arising | | |
| Discussion: | <ul style="list-style-type: none"> Wayne Buckland provided the Strategic Plan draft goals to the board Positive notes to students have gone. A fix request has been logged with PcSchool to go to both parents | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | Results Agreed | |

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| Topic: | Agenda setting for next meeting | | |
| Discussion: | | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | Carried |

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| Topic: | Triennial Plan | | |
| Discussion: | Into 2020 Feb, Week 4: | | |

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| | Attendance Strategic Plan (fleshed out word version, brief concise form, ideally would have got this in front of staff the students/PTA and a group of whaanau and then put it in a survey form for the community in two forms asking if people want personal consultation New buildings/site plan for next meeting April, Week 9: Tomorrows schools | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | |

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

Meeting closed at: 10.14 pm
Next BOT meeting calendared for Feb Week 4, 2020

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Date
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S. Gordon
Board Chair