

**Minutes of the Bream Bay College
Board of Trustees
Held on 25th November 2020**

Selina welcomed everyone to the board meeting.
Rose Nathan is joining us observing the format of board meetings tonight. Welcome Rosie.

Meeting opened at: 7pm

Present: BucW, BirA, CunJ, EdwK (zoom), HikT, GorS, JacH, PirN,

Visitors: Rose Nathan, Fiona Heiwari, Amy Swanson, Keira Carroll, Kael Heiwari, Chennin Upton

Karakia: Teneille Hiki

Absent: Penny Harris-Tipoki

Apologies: DoaT, CarA (hoped to come in via zoom sometime during the evening).

Moved: H.Jacobson

Seconded: A.Bird

BOT 'to do' list

Workplan adjustment –

Presentations: Fiona Heiwari – Guidance Counsellor/“M People”
Daniel Harrington - PE Department

Motions:-

Confirm:

Conflict of Interest: Nil

Welcome to Fiona and her Mediator group presenting tonight.

Topic:	Two Presentations: Fiona Heiwari - Guidance Counsellor & “M People” Daniel Harrington – PE HoD
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<p>Discussion:</p>	<p>Fiona gave her presentation.</p> <p>Fiona asked for feedback as to what the board would like from Fiona next year.</p> <p>She explained:-</p> <ul style="list-style-type: none"> • I'm new to BBC • 30th year of teaching, primary trained • RTLB – 12 years • Currently studying Masters in Guidance Counselling • Responsible for the M people • Would like to see the Welfare Centre hum • Wishlist: like to have guest speakers, look after our core groups of our families • Bigger room/more staff • Would like a door on the side of my office for privacy reasons • Student centre should be all about the students and having core workers based there <p>The group presented to the Board of Trustees and explained what the Mediators do. Fiona added that she took a group of M People to the RefiningNZ and they spoke as "M People" and what they do at BBC. It was a very successful visit.</p> <p>Questions:</p> <p>In terms of the Year 9&10 Manaaki group, there had been issues out in the school that seem to have gone away. Do you think the Manaaki group have contributed to this?</p> <p>Yes.</p> <p>SG: Selina asked the group - when you were in Year 7 could you identify "M People" then. No, so we are making ourselves known and the "M People" t-shirts help.</p> <p>AB: The day the "M People" visited the Refinery and gave their presentation to the RefiningNZ the Manaaki group really inspired them. They saw what the group was achieving at BBC and asked themselves why couldn't we do this within our own company.</p> <p>The Board thanked the M People for coming along tonight to explain what they have been doing alongside the students. From a parent's point of view having a "M People" group makes it less scary for new students.</p>		
<p>Actions to be taken / motion</p>			
<p>Moved Seconded</p>			

<p>Topic:</p>	<p>PE report presented by Daniel Harrington:-</p>		
<p>Discussion:</p>	<ul style="list-style-type: none"> • A team of 4 working in PE and across Health. 		

	<ul style="list-style-type: none"> • Daniel & Victoria Foster are in-charge of the STAR Awards across the whole school • Water safety skills being held in the pool this term • Lockdown a challenge/PE tricky • Staff had a ball and found it refreshing • Dream: 4 classes in separate rooms on wet days • Wishlist: new 2nd gym, full size hockey turf, roof cover over heated pool, shade sail over all weather courts, funding for Bilingual gear <p>Do you think the new Cola canopy will solve the space problem? Yes. Taking into account H&S. Wayne talked to having concrete under the Cola canopy at one end. This would work. Outdoor leadership for year 12s – will this transition to Year 13s in 2022. Depends on numbers. Discussion was held re Health with Rose, Sandra & Dan.</p> <ul style="list-style-type: none"> • We have snuck in a Year 10 Health class next year • A 'buy in' for Year 10 Health is that they must do something authentic each term with the school • The work that Jo Mayne is doing with Manaaki next year will mesh in • Dan asked Tenielle. What do you think about the level 2 PE and the split? • TH: Definitely worth it. Majority of people taking PE in Year 12 would have done it. • At the moment on the same lines / choose one or the other • Sounds like you have the PE Department humming • High end user of IT • How much budget would you need for the bilingual gear – definitely hand it over to the Maori department. <p>Thank you, Dan, for taking the time to present this evening.</p>
Actions to be taken / motion	
Moved Seconded	

Workplan adjustment

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

Topic:	Decisions/Motions
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Discussion:	Apologies regarding the RAMS forms not being distributed prior to the meeting. Mark had put the RAMS out in term 3 but we didn't distribute them. SG: Not going to approve the RAMS as the trip has already happened. Hard to read form on-line. "When and where" needs to be inserted on RAMs forms.		
Actions to be taken / motion	Not approved.		
Moved Seconded		Results	

Topic:	<p>BOT Workplan/Policies</p> <p>2a) Strategic Plan Wayne spoke to the Strategic Plan on the screen. Tracking analysis/tracking attendance. End of term 2 a concern. Did we have many kids not at school not zooming in? 90% of kids coming into something every day. Discussion around the STAR Awards took place. Hoping the positive will out way the negative in the next set of calculations. Film project - kids really good.</p> <p>Any other questions re update of Annual Plan Tikanga based Whānau – ongoing –needs a little time to in bed. What are the issues for Yr9 Bilingual class? RN: There are a number of issues and I spoke with Matti Kiwikiwi (Teacher Aide) and asked her a number of questions. Behaviour in the Whare as opposed to mainstream? The view on the Whare is aroha and awhi vs manage and discipline. The issue pointed out by Matti was to regroup them. Year 9: "Sibling" thing must be what we work on. Sometimes as siblings they are caring and supportive of each other but sometimes its sibling rivalry. NP: Is it because there are more option classes in year 9 and they don't come together as often? We have brought Kani Epiha to come in and work with Yr 8,9,10 and we have also got a fulltime teacher aide working in Year 7&8. Budgeted for another teacher aide in Year 9&10. Having a teacher aide makes a massive difference to the behaviour. Pick this up when we look at results.</p>		
Discussion:			
Actions to be taken / motion			
Moved Seconded		Results Agreed	

Topic:	Analysis of results		
Discussion	<p>Issue in Year 10. Drop off of 45 students from there GPA's and pass rates. As a whole we are tracking back up and the low hanging fruit have been picked up also but there is a group of concern. Discussion took place. Level 1 intensive day excellent Some levels not as well Year 10s – working hard on citizenship</p> <p>Our systems were good as we identified issues but, better than that, we intervened and showed improvements.</p> <p>Have we seen any improvement in our Maori boys? Wayne talked through each of the year levels. Maori girls picking up, but Year 12 & 13 down as is the boys. The discussions I'm having with Alison and, taking back to LoL's, is data to action. Rather than just a pastoral response what are the LoL's going to do to fix this? Questions Identified issues / what's next? Using a systemic approach Concerned re year 10s who are not scraping through. Is there any support for them? Literacy programme for students at home for parents to work through with them. Have put them through with a discretionary pass.</p>		
Actions to be taken / motion	Wayne will drop into the folder the analysis of variance in a week or so.	BucW	
Moved / Seconded		Agreed	

Topic:	Capital requests		
Discussion:	Discussion around the CNC machine took place. You will see an application to the Trusts for a lighting and sound system for the Cola canopy. I don't always expect funding to be granted so I have put in a capital request.		
Actions to be taken / motion	Moved that the draft capital budget be accepted.		
Moved / Seconded	Moved: W.Buckland Seconded: N.Pirihi	Agreed	

Topic:	Budgets
Discussion:	<p>Katrina has gone through and inserted all the incomes for current/next year ytd/next year. Currently sitting on a surplus of \$132,218</p> <p>Page 1 Donations scheme figure: \$84K – down. This was based on numbers at the time. Maori L funding level 2 up – when we submitted our data for the funding round our year 9 classes were not running. Would be grounds to go back to the MOE Parental contributions eg: Voluntary trips where the parents paid something towards. Page 6 – spending loads of money on photocopying. If we digitally leveraging why are we so high. That’s not high. JC: Most departments running under budget. Haven’t changed anything for 2021. In the first instance leave it as it was and then adjust in the following years. Discussion took place. If not being spent, they don’t need it, but if they need more in the next year we will fund it. No trips this year – donations Page 7: NZQA fees – code 2045. \$500 - applied for an extension for Hospitality.</p> <p>Wayne to check photocopying</p> <p>Donations Wayne talked to the compulsory trips that HoDs or LoL’s have asked for. Budgeted \$19K. Non compulsory: Voluntary Year 11 Don’t have a lot of trips going out for this cohort.</p> <p>Chromebooks 100 Chromebooks loaned out this year to students. WB: If students had been engaging and attending classes, we have charged them \$1 for the Chromebook. 14 Chromebooks donated from the community. 30 loan Chromebooks that the MOE supplied plus we bought some more. How many of these would you be expecting to get back. Don’t know it’s the first time this has ever happened.</p> <p>Are you happy for \$20K to buy in devices? Yes.</p> <p>For the student’s we have loaned devices to are we happy to leave them with them and move into parental control. Yes.</p>

Actions to be taken / motion	1.Moved that the draft budget be accepted. 2.Moved that the devices that have been sold to students for a \$1 have been engaged in their learning and that this includes the devices out on loan. 3.Moved that we accept the draft donations scheme budget.		
Moved Seconded	1.S.Gordon 2.W.Buckland/H.Jacobson 3.W.Buckland/A.Bird	Agreed	

Topic:	NELP National Education and Learning Priorities		
Discussion:	We are expected to be operating under these next year. To be placed on the agenda for the first meeting in 2021.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Medical report		
Discussion:	Ok.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Buildings		
Discussion:	<p>Wayne gave the board a current update re buildings.</p> <p>The MOE mystically gave us 2 temporary prefabs. Normally they treat this as 2 classrooms.</p> <p>Next thing: Our Year 7&8 block was coming out of our roll growth money. There is no redevelopment money available.</p> <p>Went from looking like everything was flowing by the Masterplan to a shambles.</p> <p>Head of Northland Property visited here today.</p> <p>A hard discussion took place regarding buildings.</p> <p>Instead of 3 classrooms out of 5ya make that 4.</p> <p>4 classrooms from 5ya plus 2 roll growth classrooms</p> <p>6 block in the middle gone – back to 4 Labs</p> <p>2 temp roll growth classrooms – by the Whare</p> <p>1 for year 8 Bilingual / 1 for Horticulture</p> <p>Labs to take Horticulture space</p> <p>Next phase – another 4 rooms</p> <p>No Food Technology room1 – first off the ranks in the next build.</p>		

	<p>Will be a bottle neck for the students and when not cooking they may have to move to other rooms. Learning support area can't be funded under this. Will draw it up for you. Back to Xmas - still moving Student Welfare and Common Room and will start Horticulture room. Will need \$\$ to do it up. Just move it first. Asking for \$\$ to pretty it up and decks later. Budget request next year. When: Spade in the ground term 2, 2021/ end of term 3/beg term 4 completion Discussion re the Master Plan took place. Another issue here is that we have nothing in writing from the MOE as yet.</p> <p>Cola canopy – looking at keeping one end open and having squares painted. No ball kicking under the canopy. Eating areas at one end. Concreting - under enabling money Discussion took place.</p> <p>Gym Roof APEX came in and looked at and costed it: \$11.5K plus project fees = \$19k. Asbestos report/boiler. Brand new boiler has already been installed.</p>		
Actions to be taken / motion			
Moved / Seconded		Agreed	

Topic:	Policy framework		
Discussion:	AC: Cultural aspect Remain as the status quo		
Actions to be taken / motion	Moved that the policy framework booklet be accepted.		
Moved / Seconded	Moved: T.Hiki Seconded: N.Pirihi	Agreed	

Topic:	Principals report		
Discussion:	Roll MOE provisional roll for next year is 595. Our existing roll for next year 537. 34 extra students enrolled for term 1 this year so expecting drop ins. Some Year 13s gone out to apprenticeships so only 29 expected. Uniform compliance Any issues with uniform since new sheet introduced. AD: Hoodies on jackets and sweatshirts have been the biggest issue. Working through it. Coming down as winter has gone.		

	<p>Vaping</p> <p>Wayne commented he was feeling a little smug that BBC was not involved in vaping but in the last 2-3 weeks it has gone completely nuts.</p> <p>Have been working on educating the students on what the side-effects of vaping are and today the DPs collected kids who have been in the toilets vaping. Year 10 boys said the best response is taking away their time.</p> <p>1 student thought his results were down and he failed a drug test so he decided to vape in front of the teacher in the classroom.</p> <p>He has gone home for the rest of the year.</p> <p>There will be a couple more that will push boundaries. Will tell parents to keep them home.</p> <p>We will eliminate this next year.</p> <p>We seem to have got the educational side out there and are now sending firm messages.</p> <p>People just do it and don't know it's bad.</p> <p>Ultimately down the track we will probably suspend someone</p> <p>Are there vape detectors?</p> <p>No, the fire detection quite specialised.</p> <p>Relatively confident the DPs will get a handle on this.</p> <p>AD: We know who the students are and one has gone home and there is another one who may follow so there is 2.</p> <p>Confiscating the vapes. Not destroying them – just holding them.</p> <p>Standard approach: Education and ramp it down to a small number. Students not allowed across on the other side of the field.</p> <p>TH: Vape detectors in the bathroom. Education first is a good response.</p> <p>HJ: Get doctor in to scare the heck out of them with pictures.</p> <p>School ball</p> <p>HJ: Congratulations and thank you for persevering to get this off the ground. Really appreciated this.</p> <p>WB: Thanks and the kids have fed this back in general.</p> <p>Great atmosphere being outside watching everyone arrive. Would have extended it to 12 midnight if we had known.</p> <p>Toilet issue annoying.</p>		
Actions to be taken / motion			
Moved / Seconded		Results Agreed	

Topic:	Financial Report		
Discussion:	Direct Credits		
Actions to be taken / motion	1. Moved the Direct credits for September & October 2020 as follows:-		

	September 2020 Direct Credits: ASB 34637-34915 TNG: 34668 & 34690 Westpac Electronic: 34938 Westpac Cheque: Nil October 2020 Direct Credits: ASB 34850 - 35174 TNG: 34935 Westpac Electronic: 35179 Westpac Cheque: Nil			
Moved Seconded	Moved: S Gordon Seconded:	Results Agreed		

Topic	September 2020 <ul style="list-style-type: none"> Payroll Journal 308371 Week Ending 8/9/20 \$32,917.08 Payroll Journal 308372 Week Ending 22/9/20 \$37,028.87 October 2020 <ul style="list-style-type: none"> Payroll Journal 308919 Week Ending 6/10/20 \$22,919.38 Payroll Journal 310744 Week Ending 20/10/20 \$26,131.46 			
Discussion:				
Actions to be taken / motion	Moved that Journals for September & October 2020 be passed for payment.			
Moved Seconded	Moved: S.Gordon Seconded:	Results Agreed		

Topic:	Cheque No's for September / October 2020 be passed for payment.			
Discussion:	Nil Queries:			
Actions to be taken / motion				
Moved Seconded	Moved: Seconded	Results Agreed		

Topic:	Fuel Card – Star Card			
Discussion:	September and October 2020			
Actions to be taken / motion	September 2020 Moved that the BP Fuelcard for \$176.73 for September 2020 be approved for payment Moved that the Z Fuelcard for \$221.16 for September 2020 be approved for payment.			

	<p>October 2020 Moved that the BP Fuelcard for \$220.91 for October 2020 be approved for payment Moved that the Z Fuelcard for \$207.54 for October 2020 be approved for payment.</p>			
Moved Seconded	Moved: S.Gordon Seconded:	Results Agreed		

Topic:	Air NZ Travel Card			
Discussion:	September & October 2020: Nil			
Actions to be taken / motion				
Moved 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 September 2020 for:- 8106 for \$1,014.77 (W.R. Buckland) 6298 for \$ 797.61 (K. Sandford) 2048 for \$ 0.00 (A. Dalgleish) 7419 for \$ 0.00 (M.Bayer) 1737 for \$ 0.00 (R.Nathan) 2851 for \$ 0.00 (S.Bradshaw) 2877 for \$ 0.00 (S.Brown)			
	Moved the Visa Card Moved the Visa Card for October 2020 for:- 8106 for \$ 525.45 (W.R. Buckland) 6298 for \$ 3,133.67 (K. Sandford) 2048 for \$ 0.00 (A. Dalgleish) 7419 for \$ 60.00 (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 September & October 2020 be approved for payment. Moved: S.Gordon		Results Agreed	

	Seconded:		
Topic:	Finance		
Discussion:			
Actions to be taken / motion	Moved that Selina Gordon to be approved as a BBC signatory.	WebB	
Moved Seconded	Moved: W.Buckland Seconded: H.Jacobson		Agreed

Topic:	Inwards /Outwards Correspondence		
Discussion:	<p>Inwards Correspondence:</p> <p>Outwards Correspondence</p> <ol style="list-style-type: none"> 1. Funding application letter to Four Winds Trust for lighting and sound for the canopy. 2. Funding application letter to Pub Charity's for new sports uniforms for the college. <p>Circular Correspondence:</p> <ul style="list-style-type: none"> • STA Bulletin 302 		
Actions to be taken / motion	<p>Moved that the funding application to Four Winds Trust be accepted and the outwards be approved.</p> <p>Moved that the funding application to Pub Charity's Trust be accepted.</p> <p>Moved that the Inwards correspondence be accepted and the Outwards correspondence be approved.</p>	Results	
Moved Seconded	<p>Funding Applications</p> <p>Moved: W.Buckland Seconded: H.Jacobson</p> <p>Inwards correspondence</p> <p>Moved: S.Gordon</p>	<p>Results</p> <p>Agreed</p> <p>Agreed</p>	

Topic:	Minutes of the last meeting dated 23 rd September 2020		
Discussion:			
Actions to be taken / motion	Moved that the minutes of 23 rd September 2020 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: N.Pirihi Seconded: H.Jacobson	Results	Agreed

Topic:	Amendments to minutes		
Discussion:			
Actions to be taken / motion	The Trustees were asked to bring in 2 forms of ID to be photocopied and certified for Milford requirements. If you have a 'real me' account you will only require a Drivers licence		
Moved Seconded			
Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> • Cultural – status quo remains. • Policy framework query: Flavours sheet was shown from the Strategic Plan to the board. 		
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:	<ul style="list-style-type: none"> • Retire out from the 2020 plan • Need to check in 2021 dates • Check with Alison with presentation of HoD reports • Add NELP govt initiatives <p>Check 2022 Roll 21 into 23</p> <p>Have we heard from ERO as yet? 60 schools with ERO Feedback: Their new model working with schools is thrashing the schools and not getting the feedback. Primary Principals Association almost clashing swords with ERO over it. ERO is entitled to ask any question and entitled to anything we have, and we have to drop everything for them. There has been no indication for when a visit will take place for us. ERO interviewed us "post COVID" and did a zoom interview with a number of the staff but it was disappointing. Wayne feedback that he didn't like the structure they used. Heard nothing back from them to date.</p>		
Actions to be taken / motion	Approve at first meeting 2021 24 th Feb 2021		

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

Meeting closed at: 10.10pm
 Next BOT meeting calendared for 24th February 2021

X

S. Gordon
 Board Chair

24/2/2021