

**Minutes of the Bream Bay College  
Board of Trustees  
Held on 27<sup>th</sup> September 2017**

Meeting 7pm

Present: BucW, CraS, CunJ, GorS, Jach, SwoM, PirR (8pm), HeiD, McQJ, J.Miller, WebB

Karakia: Everyone

Absent:

Apologies: FowK, DaIA

Visitors: Senara Wickramasinghe, Grace Van Cingel, Peter Van Cingel,

Moved:

<b>Topic:</b>	Jimmy welcomed Carol Tolley to the meeting to speak about Health & Safety policy/procedure development for "Bring your own Devices".
<b>Discussion:</b>	<p>Carol opened the meeting talking about students who have been using their own devices at school and parental issues around that. Also in Carol's professional work as a Counsellor she is tuned into this issues.</p> <p>Issues:</p> <ul style="list-style-type: none"> <li>• Amount of time they spend on their devices at school</li> <li>• Amount of unsupervised time spent on their devices</li> </ul> <p>Carol commented that research is evolving on child development and the issues around screens and what affect is this having on them.</p> <p>Jimmy agreed with Carol and overall we do share the same concerns that Carol has. We review our policies every 3 years and possibly could re-address this more frequently.</p> <p>Wayne commented that a parent did visit the school recently to see how many students were on devices around the school. A small percentage of the students were using them but there were so many doing other things.</p> <ul style="list-style-type: none"> <li>• We as a school are putting more time into gaming addiction at BBC.</li> <li>• Spending more time with Year 7&amp;8 parents looking at safety on devices.</li> <li>• Kathryn Berkett will be doing Professional Development with staff on this issue next year.</li> </ul> <p>Carol asked re policy – don't know how much the board does as opposed to management but it's about risk process and review.</p> <p>Carol feels there is issues with gaming in Whanau time and feels this time could be put to better use.</p> <p>Grace van Cingel commented that definitely this an issue at Whanau with junior students on devices – they are definitely more aggressive.</p>

	<p>With regard to reaching parents/whanau we can use the newsletter to make parents/whanau aware of software and monitoring sites available to them. MS: As the students grow older their focus changes from gaming to Facebook, texting etc so its keeping them interested in other choices that takes them away from their devices. Gaming is left behind.</p> <p>Thank you Carol for coming in and the letter you submitted – raised some real good points.</p>		
Actions to be taken / motion	General discussion related and it will be brought up for review under the ICT policy. Wayne to place this item on the Triennial plan for review.	BucW	
Moved Seconded			

Topic:	<b>Gwyneth, HoD Science presentation</b>		
Discussion:	<p>Jimmy welcomed Gwyneth, HoD Science, to speak to the Board re the Science Department. Gwyneth presented a power point presentation on her department.</p> <p>Questions Are you saying that next year science won't be an easy subject.</p> <ul style="list-style-type: none"> <li>• Science is a difficult subject.</li> <li>• We have had several applications for the horticulture job but they have been Scientists. We are losing a very valuable Horticulture teacher who is very well qualified.</li> <li>• Little overlap from Horticulture into Science.</li> </ul> <p>Would it be beneficial for students to do Science Fair?</p> <ul style="list-style-type: none"> <li>• With increased inquiry learning I don't see the need for Science Fair &amp; currently it is taught under GATE.</li> </ul> <p>From the boards point of view the Science Department is in need of new buildings.</p> <ul style="list-style-type: none"> <li>• We are outgrowing the Labs and new classrooms would be an advantage.</li> </ul> <p>Thank you for your time and good luck with finding a horticulture teacher.</p>		
Actions to be taken / motion			
Moved Seconded			

Jimmy welcomed John Cunningham as the new Staff Trustee on to the Board. Also we have 2 Student Trustee candidates attending tonight so welcome to you both. If you have any questions this is your opportunity to speak up.

Topic:	<b>Confirmation of agenda:-</b>		
Discussion:	<p><b>BOT Workplan adjustment</b> Decision making:</p> <p><b>Conflict of Interest:</b> Agenda:</p>		

- **Decisions:**

- Moved that the RAMS forms for the overseas trip to Japan be approved.

Moved: W.Buckland

Seconded:M.Swords

Agreed

- Moved that the Bream Bay College Whare build be approved at a cost of \$633,000, project managed by the school, subject to a detailed plan and budget being prepared half way through week 1, Term 4, to be tabled for board approval.

Moved: M.Swords

Seconded:J.McQueen

Agreed

- Moved that the final accounts be approved

Questions:-

- BOT trustees accounts higher
- Cash and cash equivalents - question

Moved: W.Buckland

Seconded:J.Cunningham

Agreed

- Moved that the proposed 2018 Samoa trip be approved

Moved: S.Crawley

Seconded: D.Heiwari

Agreed

Workplan adjustment

- **BOT Workplan / Policies:**

- Governance 4,6,8, Trustee Register, Finance
- COL (Community of Learning) Update
- 6C's & Deep Learning
- Principal Appraisal
- Education Act – Wayne to pick areas

<b>Topic:</b>	<b>Policies</b>		
	<ul style="list-style-type: none"> <li>Governance 4,6,8, Trustee Register, Finance</li> </ul>		
<b>Discussion:</b>	Wayne advised that using the NZSTA policy model there is no difference in Governance 4,6,8, Trustee Register & Finance policies.		
<b>Actions to be taken / motion</b>			
<b>Moved</b>	Moved: S.Gordon Seconded: H.Jacobson	<b>Results Agreed</b>	

<b>Topic:</b>	<b>COL (Community of Learning)</b>		
<b>Discussion:</b>	<p>Feedback from the CoL Chair.</p> <ul style="list-style-type: none"> <li>To date we have had 3 meetings</li> <li>The last one was very productive</li> <li>Appointments committee appointed for meeting on 16 November</li> <li>Full CoL meeting to ratify on 30 November</li> <li>There will be a Lead Principal appointed by next year</li> </ul> <p>BBC Board need to consider that the Principal would be working 2 days on CoL work. The backfill would be as follows:- DP to step up to P role, HOD to set up to DP role, teacher to step up to HoD role Disruptive if it doesn't start at the beginning of the year. The question was put to the board:- Do you want your Principal spending 2/5<sup>th</sup>'s of his time on achievement challenges for the CoL? Wayne commented that if all goes well the backfill it should work. Currently we are effectively involved in 2 more CoLs – NPDL &amp; FarNet.</p>		
<b>Actions to be taken / motion</b>	The Board seriously has to consider the implications of allowing the Principal out for 2 days per week on CoL. Discussion took place. The board should also consider who will undertake the role of chair and representative role after January 2018.		
<b>Moved</b>	Moved that the board approves that the Principal can apply for the CoL Lead Principal position  Moved: Jimmy Miller Motion lost	<b>Results Agreed</b>	

<b>Topic:</b>	<b>6C's &amp; Deep Learning</b>		
<b>Discussion:</b>	The board requested more information re Deep Learning.		

	Wayne gave a presentation to the Board around the 6Cs and talked to the rubric that sets out the criteria for the different bits of the 6Cs		
<b>Actions to be taken / motion</b>	Discussion took place.		
<b>Moved</b>			

<b>Topic:</b>	<b>Education Act</b>		
<b>Discussion:</b>	<p><b>Legal framework for physical restraint</b></p> <ul style="list-style-type: none"> <li>• New legislation</li> <li>• Not allowed to physically restrain anyone</li> <li>• Staff will be informed of the procedures but we are waiting for the guidelines</li> </ul> <p><b>National Education and Learning Priorities (NELP)</b> Changes No charter</p> <ul style="list-style-type: none"> <li>• Annual plan coming out of government centrally</li> <li>• Probably in the next few year's we will have a set of toilets to be non gender specific.</li> <li>• Came in 19<sup>th</sup> May this year</li> <li>• Guidelines out mid next term</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved</b>		<b>Results</b>	

<b>Topic:</b>	<b>Principal Appraisal</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Met with Wayne and went over Principal's agreement.</li> <li>• Area to work on critical process for school wide behaviour management.</li> <li>• Discussion re goals for 2018 and measurements to be put in place.</li> <li>• Collectively get some competencies for the board to work on.</li> <li>• Cool having in-depth discussions in the school on what the board is doing in here.</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved</b>		<b>Results</b>	

<b>Topic:</b>	<b>Principal's Report</b>		
<b>Discussion:</b>	<p>The issue of a new teacher with a disruptive class of Year 10's was raised. General discussion took place.</p> <ul style="list-style-type: none"> <li>• Not only this class</li> <li>• 2 other classes as well.</li> <li>• Not great for teachers and students</li> </ul> <p>John Cunningham explained the situation with the new English teacher and the events that lead up to that. Historically, the existing teacher left and went to another school.</p>		

	<p>A reliever filled the English position who was a registered teacher looking to get a permanent job.  Then a vacancy in Geography developed which was the English teacher's preferred subject so she applied for that position and was successful.  We had a retired English teacher who was currently relieving fill in for 5 weeks to cover the gap and the students were getting unsettled for her due to all the changes.  The new teacher started week 6 and she has been experiencing naughty behaviour from the students.  Further discussion took place</p> <p><b>Fat fire in Food Tech room</b>  Issues re evacuation on incident report  No evidence of a Fire drill has taken place.  Would like to see this.</p>		
<b>Actions to be taken / motion</b>	Mike Swords to organise a presentation of a fat fire from the RefiningNZ.  Fire drill and Lockdown drill requested.	SwOM  BayM	
<b>Moved Secoded</b>	Moved: DHeiwari Secoded: M.Swords	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Financial Report</b>		
<b>Discussion:</b>	Direct Credits – July 2017		
<b>Actions to be taken / motion</b>	1. Moved the Direct credits for June 2017 as follows: Direct Credits: ASB 25514-25776 TNG: 25776, 25778, 25788 WBC: 25800 & 141125 WBE: 25796-25798		
<b>Moved Secoded</b>	Moved that the Direct Credits for June 2017 be approved. Moved: W.Buckland Secoded: J. Miller	<b>Results</b>  Agreed	
<b>Topic:</b>	<b>Journal entries - June 2017</b> Journals 246042 Week Ending 4/7/17 Payroll Journals & Journals 246774 Week Ending 18/7/17 Payroll Journals		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that Journals 246042 Week Ending 4/7/17 Payroll & Journals 246774 Week Ending 18/7/17 Payroll Journals for July be passed for payment.		
<b>Moved Secoded</b>	Moved: W.Buckland Secoded: J. Miller	<b>Results</b> Agreed	

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

<b>Topic:</b>	<b>Fuel Card – Star Card</b>		
<b>Discussion:</b>	Moved that the Caltex Star Card for 30 June 2017 to 30 July 2017 be approved for payment.		
<b>Actions to be taken / motion</b>	Moved that the Star Card for the period 30 June 2017 to 30 July 2017 for \$457.36 be approved for payment.		
<b>Moved Seconded</b>	Moved: W.Buckland Seconded: J.Miller	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Air NZ Travel Card –July 2017</b>		
<b>Discussion:</b>	July: \$324.80		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved: W.Buckland Seconded: J.Miller	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Visa Card transaction</b>		
<b>Discussion:</b>	Approve Visa Card Statement's for card numbers 8106, 2213, 2048 & 7419 for May 2017.		
<b>Actions to be taken / motion</b>	Moved the Visa Card for the period 02 June 2017 - 01 July 2017 for:- .... 8106 for \$ 2489.80 (W.R. Buckland) .... 2213 for \$ 3318.33 (K. Sandford) .... 2048 for \$ Nil (A. Dalgleish) .... 7419 for \$ Nil (M.Bayer)		
<b>Moved Seconded</b>	Moved that the Visa Card 8106, 2213, 2048 & 7419 for period 02 June 2017 - 01 July 2017 be approved for payment. Moved: W.Buckland Seconded: D.Heiwari	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Finance</b>		
<b>Discussion:</b>	4a)Dishonoured cheque fee \$60.00 Rubicon fee – who pays for this?		

	<p>Ask parents to pay this voluntarily but because the students are financially challenged it would be paid by the school.</p> <p>\$10,000 visa card – Japan trip documentation - will come in next meeting.</p> <p>Not showing on printouts Section in the 6900 On capital works</p> <ul style="list-style-type: none"> <li>• Report error – not showing the money that has already been spent on the whare</li> <li>• Pump project</li> <li>• drains</li> </ul> <p>Café: Libelle Group has guaranteed a \$5k profit. 40 other schools use Libelle. Up &amp; running for Week 1 term 4.</p> <p>P&amp;L No discussion took place.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Inwards /Outwards Correspondence</b>		
<b>Discussion:</b>	<p><b>Inwards correspondence</b></p> <p>1. STA News: 275 Feedback: Good articles in STA.</p> <p><b>Outwards Correspondence:</b></p> <p>1. Letters to Pelorus Trust requesting funding towards:- Team Sports Uniforms for Girls XI Football Team.</p> <p><b>Inwards Correspondence:</b></p> <p><b>1.</b> PHN Summary Report from Northland District Health Board.</p>		
<b>Actions to be taken / motion</b>	<p>Moved that the funding application from Pelorus Trust be approved. Moved: W.Buckland Seconded: S.Gordon</p>	<b>Results</b>	

	Moved that the Inwards correspondence be accepted and Outwards correspondence be approved.	Agreed	
<b>Moved Seconded</b>	Moved: S.Crawley Seconded: S.Gordon	<b>Results</b> Agreed	

<b>Topic:</b>	Finance:		
<b>Discussion:</b>	Staffing entitlement 1 <sup>st</sup> March return <ul style="list-style-type: none"> <li>• Full time equivalent teaching now 38.57</li> <li>• Addiitonal staffing</li> <li>• Classroom release time</li> <li>• Junior school</li> <li>• .36 release</li> </ul> Vocal tuition time Music itinerants  FarNet All schools contribute 1 teacher for online learning One of the problems we are having is that we have to convert 35 to cash. Discussion took palce.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b> Agreed	

<b>Topic:</b>	<b>Minutes of the last meeting date 9<sup>th</sup> August 2017</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that the minutes of the meeting dated 9 <sup>th</sup> August 2017 be confirmed as a true and correct record.	<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	Moved: D.Heiwari Seconded: J.McQueen	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Amendments to minutes</b>		
<b>Discussion:</b>	Count for devices still to come at the next meeting.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Matters Arising</b>		
<b>Discussion:</b>	•		

<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results Agreed</b>	

<b>Topic:</b>	<b>Agenda setting for next meeting –</b>		
<b>Discussion:</b>	Add ICT reporting across the Triennial Plan. <ul style="list-style-type: none"> <li>• Review of Strategic Plan</li> <li>• Draft 2017 Analysis of Variance</li> <li>• Annual Learning Targets – Term 3</li> <li>• BOT Chair, Principal Appraisal report back</li> <li>• ICT Report</li> <li>• 2018 Draft Budget</li> <li>• Insurances Report</li> <li>• Property, Painting Maintenance Report</li> <li>• H&amp;S Report</li> <li>• 5YA Projects</li> <li>• National Standards reporting</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			Carried

<b>Topic:</b>	<b>General Business</b>		
<b>Discussion:</b>	Nil		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

Meeting closed at: 10.30pm  
 Next BOT meeting calendared for: November 2017

**X**

J. Miller  
 Board Chairperson

**X**

Date  
 / / 2017