

**Minutes of the Bream Bay College  
Board of Trustees  
Held on 17<sup>th</sup> June 2020**

Selina welcomed everyone to the zoom board meeting.

Meeting opened at: 7pm

Present: BucW, BirA, BoaJ, CarA, CunJ, DoaT, GorS, HarP, JacH, PirN, WebB

Visitors: DalA

Karakia: T.Doak Smith

Absent:

Apologies: K.Edwards

Moved: S.Gordon

Seconded:

**BOT 'to do' list**

**Workplan adjustment –**

**Motions:-**

Confirm:

Conflict of Interest: Nil

**Workplan adjustment**

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

<b>Topic:</b>			
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Decisions/Motions</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>BOT Workplan/Policies</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>a) COVID 19 – “the new normal” (40 minutes)</li> <li>b) Drop in achievement – LOL</li> <li>c) Auditors report – Financial statements, Letter of Representation</li> <li>d) H&amp;S report - Mark Bayer</li> <li>e) Roll return</li> <li>f) ERO</li> <li>g) 5YA</li> <li>h) Uniform</li> <li>i) Curriculum Report 2019</li> <li>j) Principal Appraisal Report/New plan – to In-committee</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b> <b>Agreed</b>	

<b>Topic:</b>	<b>COVID-19 The New Normal</b>		
<b>Discussion</b>	Wayne talked to the “New Normal”. <ul style="list-style-type: none"> <li>• Settling everything down.</li> <li>• Sanitiser still in classrooms.</li> <li>• Met with Rugby League and Hockey people today to discuss what this looks like. Agreed to use sanitiser on the gear before they go on court.</li> <li>• Register and promote that they are using the tracking QR Code to everyone.</li> </ul>		

- No spitting or blowing nose on the ground. If this happens this will result in a Sinbin penalty for League.

Settled into the "New Normal."

Questions or feedback as parents.

Trying to slow down our change so everyone has an input.

Peer review Sporting code practice.

What should we be doing, could or are we doing?

AB: No feedback. Transitioning quite nicely. Had one of my children very ill with asthma and transitioned into schoolwork at home. That edge or balance is addressing it very well.

AC: League: Have you been in contact with the League Club. Been in contact with Ed Wilson. He is practising this week at Takahiwai and will resume next week at the College. Originally sent through a Covid Level 2 plan but don't see it as practicable and don't see anyone working at that level when we are in Level 1.

HJ: Netball. Received an email from Jan who met with Wayne re protocols. Sign in and out of school grounds and had their practice tonight. Haven't caught up with her on how that went.

Also, how well BBC coped with it all. Know of someone from WGHS who talked modems and computers. Not as organised as BBC.

TDS: Gone well at school. Seems that the kids are drilled and still doing it at Level 1.

NP: Thanks to Wayne for being cautious and more careful than you might need to be at Level 1. Only 1 small mistake - flaring up again.

JB: Being at school at Level 1 is good again. Getting into normal schooling again - well done.

AD: Agree with what everyone has says. Sanitizing in and out is the new normal. Sanitising in and out of bathrooms and staffroom is still the protocol.

JC: Agree with everyone else. Processes in place and going well. Interhouse volleyball real fun.

Good to see sport again.

PH: How quickly our school got onto everything and were better prepared than most. I was an essential worker up north and they didn't have Chromebooks and the kids didn't go back to school until level 2.

	<p>Grateful that my kids could go back to school. Wish it had been right through the north.</p> <p>SG: Had a sick child at home and it's been great he's been able to carry on. Kids making good choices to stay home and still learn. Continue to be cautious and keep practices in place and carry on down that track.</p> <p>WB: At NSSPA meeting on Friday and were asked to do a quick feedback.</p> <ul style="list-style-type: none"> <li>• MOE thankful for what was done by schools.</li> <li>• Principal's fed back that they were proud of their teachers and what they had done although someone of them had only 1 contact with students during the week.</li> <li>• Interesting no appetite from anyone of who could have done better.</li> <li>• Devices – one school was disgusted that we were asking for money back from the MOE. Another school was complimentary that we were going ahead trying to get money back.</li> <li>• Very happy with my team.</li> <li>• Looking back at it now, just making sure I'm not looking at it from a glow.</li> <li>• Change up to make this stay.</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved:	<b>Agreed</b>	

<b>Topic:</b>	Drop in Achievement – LOL group		
<b>Discussion:</b>	<p>Wayne talked to the issue of bilingual class.</p> <p>Whaea Junie is being super cautious.</p> <p>TDS: I have Matua Kara's class. Year 9 students. During zoom felt like they weren't achieving. Talked with Whaea Junie and they discussed with the students why they weren't achieving last year.</p> <p>WB: There is an issue with Yr 9 bilingual class. 4 to 5 boys who are an issue. Not sure if there is a cultural approach of what to do here. Discussion took place.</p> <p>They unravel fairly quickly.</p> <p>Hopefully by the time we get the next sets of results there will be a change and Alison will be taking this back to LOL.</p> <p>JC: Had 9A today, great bunch of kids, funny, lots of energy. Nice class.</p> <p>TDS: Had conferences with the teachers so it hasn't been "this teacher has said this about us, we are being treated differently" had safe discussions.</p>		
<b>Actions to be taken / motion</b>			

<b>Moved Seconded</b>	Moved:		
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<b>Topic:</b>	Auditors report – Financial statements, Letter of Representation		
<b>Discussion:</b>	HJ: A few things we need to work through. Will make an appointment with Wayne and Katrina to talk GST and Internationals. Unqualified opinion is always good and things are being done accurately and no dodginess is happening. Work in the ledger fine. Outside the ledger needs work. Capital Works project. Fencing & plumbing/draining is done - money is outstanding. Loss on our International students. It could be coded up wrong. Will discuss. Coding is sticking out as an anomaly. Wayne explained we really had 2 audits. One from Linda Ross and Jess Zappelli. Lucky with our change in Auditor.		
<b>Actions to be taken / motion</b>	Bev to set up a meeting for Heather to meet with Wayne and Katrina.	WebB	
<b>Moved Seconded</b>	Moved:		

<b>Topic:</b>	Medical report - Mark Bayer		
<b>Discussion:</b>	Arm wrestling. Isn't this a normal thing that kids do? Don't want to wrap them in cotton wool. Don't have a distinct rule on bull rush. The students have been sent a message not to play bull rush, so they decided to play something else. Possibly it was a mis match in size possibly. Mark to pick up on this in assembly. 2 possible broken bones. Feedback.		
<b>Actions to be taken / motion</b>	Record follow up from parents of hospital visits re: injury.	WebB	
<b>Moved Seconded</b>	Moved:		

<b>Topic:</b>	Roll Return		
<b>Discussion:</b>	1 <sup>st</sup> June roll return Unusual funding criteria for Year 7&8. The table of different roll numbers is in the Principal's report.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved:		

<b>Topic:</b>	ERO		
<b>Discussion:</b>	Selina noted we have had some correspondence from ERO. ERO have asked for a zoom meeting with Wayne and one with Selina re: how did we do with COVID?		

	<p>NP: Will this replace their normal process review, or will they come back next year?</p> <p>WB: They haven't actually said. Should look upon what we have done very favourably.</p> <p>WB: 1 hour meeting.</p> <p>SG: 1 hour meeting.</p> <p>No BOT, SLT meeting as yet.</p> <p>Have put step 1-5 during Lockdown.</p> <p>SLT not keen to do an ERO report.</p> <p>BOT: Would you like to talk with them?</p> <p>NP: Feel you and Selina can paint the right picture.</p> <p>Any feedback from the BOT to Selina welcome.</p> <p>Fiona Heiwari has emailed Wayne info around Instagram page as well as Ella Buckle and Alison Dalglish.</p> <p>Rose Nathan has sent through info regarding phoning parents &amp; pastoral care.</p> <p>LOL to add anything re curriculum.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved:		

<b>Topic:</b>	5YA		
<b>Discussion:</b>	<p>Updated 5YA</p> <p>Wayne showed the projects and costings.</p> <p>Carpet court to come next holidays.</p> <p>Shane Batten has given a quote re changing electrical boards.</p> <p>Property</p> <p>Followed up with Brett re: Master plan which should have gone in this week, but Wayne advised that the MOE called up the officers to discuss spade ready projects.</p> <p>Should be able to feedback next week re design review.</p> <p>Slowly getting pushed back – maybe Xmas now.</p> <p>Discussion took place.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved:		

<b>Topic:</b>	Uniform		
<b>Discussion:</b>	<p>One of things that the students commented about during lockdown is that they were comfy in their homes, comfy clothes and learning.</p> <p>I discussed this with the board chair, and it was suggested we talk about uniform. I have popped it back to staff for discussion.</p> <p>Can be as many issues with non-uniform school vs uniform school.</p> <p>Our uniform you would say is a cheap way of getting kids to school but there are those who say it is not cheap.</p> <p>Suggestion out of Scotland from Laura Ionta: They have a uniform which is not a uniform.</p>		

- Universal polo (our red polo)
- With black shorts, black skirts from anywhere
- Hoodie from anywhere
- Only branded item is the school polo

We are aware as things get tighter, and more families do not have money, taking a more rigid stance on uniform will be seen as a negative.

Auditors don't like us being a bank.

Any appetite from the board re: uniform.

JB: Kind of throughout the year we have been a uniform school and some like it and some don't. Enjoyed the luxury of not being in at home in lockdown. Liked being relaxed. Can understand why we would like to loosen it up. Like the Scottish alternative. Would go down quite well.

JC: I'm personally not tied to a really strict uniform. Not an essential part of the school.

PTH: I'm actually a strict uniform person, brings discipline. Will be a thing for children who are not able to keep up with the trends of the world and school. I believe that all the kids wearing the same uniform will have less competition and peer pressure.

NP: Don't have strong feeling either way. On the fence. See pros and cons. Wonder whether polos and black pants/skirts - what kind of black ?

TDS: I'm a 100% on the fence. I can see how much pressure it takes off teachers and students re uniform passes. Talk to my kids 50/50. Also, if we go to mufti, I assume there will be a dress code. Will there be policing?

HJ: Lots of issues around uniform. At Waipu primary we bought the polo and had blue or black shorts. Then the bot brought in uniform pants. Worry about kids who can't afford labels. Worry about those who can't afford a school jacket. Wouldn't like it to go straight mufti. Polo for the boys, white blouse for the girls. Interested re behaviour of students without a strict uniform policy. Don't know if the uniform makes a big difference to learning.

WB: Wellington High school and a Napier school run a non-uniform school. Heavy goth sections which is highly identifiable. Initially I was interested in a non-uniform option but now with the suggestion from Laura with the identified polo it is a cheaper way of doing things. When we went to the black shoes with logos on I thought we were going to open the flood gates but shoes are no longer as issue. Scottish alternative is favourable. Going completely mufti would be more problems than not.

Discussion took place.

AD: Uniform is hard to police. Rang two sets of parents who can't afford the required uniform. Distressed that they had to have this conversation.

Negative: Issuing uniform passes throughout the day, I have a room full of confiscated uniform.

Like Laura's suggestion. Shoes – black 90% of them and don't have any issues. Same with hats. 90% black. Would save a lot of work and stress on DPs part. Could be putting this time elsewhere.

AC: I am a uniform guy. Our uniform is very lax. 70/80% of jobs wear a uniform even if it's just a high viz top.

	<p>AB: Over uniforms. Ex-military. My kids had one year that the grew so fast that we had already bought uniform pants and then had to buy another pair. Need to have identity and is important for any school. Don't know that you can find a red polo or jumper anywhere. Easier to buy from prescribed suppliers. Happy with school polo and mufti pants. Jackets hugely expensive. Not waterproof. I can buy a cheaper jacket that is warmer and in black. Other problem is that red is a gang colour. At least when they are in the school red polo &amp; logo it does identify them.</p> <p>Wayne re-explained the Scottish model with red polo with logo. All for that.</p> <p>Is the blouse an option? The Scottish model was only the red polo. But we could go for the white shirt in the Scottish model.</p> <p>SG: Like uniform schools although we have the issue in the community and it's all about the money - Like the Scottish model.</p> <p>PH: The Warehouse is hugely cheaper compared with Bethells. We will check the prices. It could have been a 'back to school' offer that was cheaper.</p> <p>Having to buy two sets re growth spurts is expensive.</p> <p>Primary schools without uniform makes them look scruffy. Understand the financial issue but I am a uniform person.</p> <p>WB: Majority of people sitting on the fence but willing to explore other options.</p> <p>What was the general feeling of staff? Don't think there was a lot of staff going for mufti but was interested in the Scottish model.</p> <p>Selina and Wayne discussed hoodies. If kids are wearing hoodies with hoods up they are hard to identify – is that good or not?</p> <p>Is everyone happy that Wayne explores the Scottish model with staff and students. Yes.</p> <p>Confidential feedback requested.</p> <p>Will retain the blazer/black bottoms/skirts for formal functions.</p>		
<b>Actions to be taken / motion</b>	<p>Bev to find pricelists for Bethells and The Warehouse.</p> <p>Wayne to explore the Scottish model with black equivalent of school shorts/skirts and black equivalent of a school jacket/pants to staff and students in a confidential survey.</p>	<p><b>WebB</b></p> <p><b>BucW</b></p>	
<b>Moved Seconded</b>			

<b>Topic:</b>	Curriculum Report 2019		
<b>Discussion:</b>	<p>AD: Alison noted that she has included LoLs reports from last year. Seems like an eternity ago with lockdown.</p> <p>Summarised version.</p> <p>Wayne will meet with each of the LoLs probably next term.</p> <p>Devices are not an issue.</p> <p>Maori boy's achievements</p> <p>Inflated grades coming out of the Whare but that has been resolved.</p> <p>Exciting where we are going.</p> <p>Panzfest was exciting.</p>		



	<p>TDS: Is this a summary of last year's report. Tivaan picked up a few typo's - 2018 instead of 2019.</p> <p>Wayne asked the board if they agreed for him to update to the typos of 2018 to 2019. Yes.</p> <p>AB: Is there a measure of success – when we look at this at the end of this year is there a future direction focus?</p> <p>Discussion took place.</p> <p>WB: Include with all the LoLs a 10-15 min refreshing them on data would be useful.</p> <p>JC: external results – future focus.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved / Seconded</b>			

<b>Topic:</b>	<p>Principal's Report</p> <p>Connectivity issues:</p> <p>AB: There is a lot of cyber events happening right now in NZ and external. Don't think you are immune.</p> <p>Wayne explained that we have 1 server on site with multiple servers spun up inside it. New Era are coming back to us with a plan of bringing all our servers back on site. Hopefully at their cost.</p> <p>It was not cool that we didn't miss a day of teaching with COVID but Edu serve took us out for 2 days.</p> <p>If you want extra expertise Aaron has contacts that could offer their technical expertise.</p> <p>Devices: Bought 4 more from the Officemax grant money from stationery points. 6 donated, 8 returned and reissued.</p> <p>3 devices sitting and not allocated.</p> <p>Some devices are being repaired and we have loaned out devices.</p> <p>In classrooms pulling out all computers with multi pods and have 1 chromebook &amp; monitor in each classroom.</p> <p>Teachers are keen to get their space back.</p> <p>With keyboards we are asking to be sprayed before use.</p> <p>110 purchased</p> <p>MOE looking at refunding 100 chromebooks, headsets.</p> <p>Attendance</p> <p>Drop in roll</p> <p>4 to 5 of those aren't coming back until no level of Covid. Off our books since its over 21 days.</p> <p>Are there regular kids zooming in.</p> <p>Haven't asked the question from students re negatives re zooming.</p> <p>John/Tivaan &amp; Alison fed back that there are different reasons this week for zooming in as compared to those 2 weeks ago. Some are medical but some are not.</p> <p>AD: Happy with progress – ahead.</p> <p>Staff Super Powers: feedback: Wayne explained this concept.</p> <p>TDS: Liked it.</p>		
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	<p>JC: Half stayed behind for 5 mins and ½ left with 5 minutes up their sleeve.</p> <p>Discussion took place. Wayne talked to teachers staying away from school from sickness and teaching virtually for more than 8 days. He is having a conversation with the Ministry regarding this.</p> <p>Mexico Pressure going on with British government re refunds but can see that if they don't go bust in the meantime, we could get 60% back.</p>		
<b>Discussion:</b>	<p>a) Assembly presentations: May 18, 26 Newsletters: May 10,13,15,18,26, June 3 Staff Meeting Minutes: June 4,8 &amp; 10 b) LOL Minutes c) COL</p>		
<b>Actions to be taken / motion</b>	Moved that the Principal's report be accepted.		
<b>Moved / Seconded</b>	Moved: W.Buckland Seconded: A.Bird	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Financial Report</b>		
<b>Discussion:</b>	Direct Credits		
<b>Actions to be taken / motion</b>	1. Moved the Direct credits for May 2020 as follows:-  <b>May 2020</b> Direct Credits: ASB 33882-34083 TNG: 33941 Westpac Electronic: 34087 & 34088 Westpac Cheque: Nil		
<b>Moved / Seconded</b>	Moved: W.Buckland Seconded: N. Pirihi	<b>Results Agreed</b>	

<b>Topic</b>	<p>May 2020</p> <ul style="list-style-type: none"> <li>Payroll Journal 303397 Week Ending 5/5/2020 \$29,498.68</li> <li>Payroll Journal 303895 Week Ending 19/5/2020 \$25,306.41</li> </ul>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that Journals for May 2020 be passed for payment.		
<b>Moved / Seconded</b>	Moved: W.Buckland Seconded: N. Pirihi	<b>Results Agreed</b>	

<b>Topic:</b>	Cheque No's for May 2020 be passed for payment.		
<b>Discussion:</b>	May 2020		

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

<b>Topic:</b>	<b>Fuel Card – Star Card</b>		
<b>Discussion:</b>	May 2020		
<b>Actions to be taken / motion</b>	Moved that the BP Fuelcard for \$ 55.75 for May 2020 be approved for payment Moved that the Z Fuelcard for \$ 151.49 for May 2020 be approved for payment.		
<b>Moved Seconded</b>	Moved: W.Buckland Seconded: N. Pirihi	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Air NZ Travel Card</b>		
<b>Discussion:</b>	May: Nil		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Visa Card transaction</b>		
<b>Discussion:</b>	Approve Visa Card Statement's for card numbers 8106, 6298, 2048, 7419 & 1737 for May 2020		
<b>Actions to be taken / motion</b>	Moved the Visa Card for March 2020 for:- .... 8106 for \$ 801.76 (W.R. Buckland) .... 6298 for \$ 801.59 (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)		
<b>Moved Seconded</b>	Moved that the Visa Card 8106, 6298, 2048, 7419 & 1737, 2851 & 2877 for May 2020 be approved for payment.  Moved: W.Buckland Seconded: N. Pirihi	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Finance</b>		
<b>Discussion:</b>	ASB Visa cards – using exact ASB printouts.		

	<p>Bereavement flowers – questioned Briscoes as the retailer. Wayne explained that we do purchase flowers for bereavement and instead of real flowers silk flowers were an alternative due to being ever-lasting.</p> <p>Balance Sheet: Liabilities seem higher.</p> <p>Transport Network – has this been loaded? Will check.</p> <p>Wayne showed the P&amp;L and Balance sheet now back in clearer format.</p> <p>From the download click on crystal it will populate with 2 reports for you.</p> <p>Ties in with comment from Auditor. Making sure the bot is aware of the budget as its progressing.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved / Seconded</b>	Moved: Seconded:		Agreed

<b>Topic:</b>	<b>Inwards / Outwards Correspondence</b>		
<b>Discussion:</b>	<p>Inwards Correspondence:</p> <p>Outwards Correspondence</p> <p>Circular Correspondence:</p> <ul style="list-style-type: none"> <li>• STA bulletin</li> </ul>		
<b>Actions to be taken / motion</b>	Moved that the inwards correspondence be accepted and the outwards be approved.	<b>Results</b>	
<b>Moved / Seconded</b>	Moved: Seconded:	<b>Results</b> Agreed	

<b>Topic:</b>	Minutes of the last meeting dated 13 <sup>th</sup> May 2020		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that the minutes 13 <sup>th</sup> May 2020 be confirmed as a true and correct record.	<b>Person(s) Responsible</b>	
<b>Moved / Seconded</b>	Moved: A.Carrington Seconded: H.Jacobson	<b>Results</b> Agreed	

<b>Topic:</b>	Amendments to minutes		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>			
<b>Moved / Seconded</b>			
<b>Topic:</b>	<b>Matters Arising</b>		
<b>Discussion:</b>	Tournaments may be happening during the timeframe of the ball.		

	<p>There will be some who feel tournament week is more important than ballroom dancing Do we retain the ball or move it? Will talk with SLT about this.</p> <p>Issue around ballroom dancing.</p> <ul style="list-style-type: none"> <li>• SG: Move the ball to another week.</li> <li>• JB: Harsh for Year 11 students with no ballroom practice. It's fun.</li> <li>• Ballroom dancing - 100% try if you can.</li> <li>• The only time they may learn it.</li> <li>• Consult student body. I loved it but there were some who hated it.</li> <li>• If we had to do it then they should.</li> </ul> <p>Non smorgasbord type food. Preparing plates of food and desserts could be wrapped chocolates or something similar.</p> <p>This will also be in force for the Mix and Mingle for Year 13s after Senior Prizegiving.</p>		
<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>	Learning Support Coordinators Report and Art department reports next meeting. Policy Meeting: Set date for policy meeting at next meeting August 5 <sup>th</sup> .		
<b>Actions to be taken / motion</b>	Wayne to get policy folder up for the next meeting.	BucW	
<b>Moved Seconded</b>		Carried	

<b>Topic:</b>	<b>Triennial Plan</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

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

Meeting closed at: 9.02pm  
Next BOT meeting calendared for August 5<sup>th</sup>, 2020

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S. Gordon  
Board Chair

5/8/2020