

**Minutes of the Bream Bay College
Board of Trustees
Held on 20th September 2023**

Selina welcomed everyone to the board meeting.

Meeting opened at 6.00pm

Present: AshM, BirA, CosJ, ScoE, GorS, HarJ, PirN, PirW, WebB

Visitors: MoIS, BucE, BroS,

Karakia: PirW

Apologies: AndJ, LunE (Practice exam week)

Absent:

Moved: S.Gordon

Seconded:

Presentations: Scott Brown – Music
Ella Buckle – Learning Support Coordinator

Conflict of Interest: Nil

Welcome to Scott Brown (Music HoD) & Ella Buckle (LSC Coordinator) to the meeting.

BOT 'to do' list

Workplan adjustment –

Confirmation of Agenda Items/Workplan adjustment

Decisions/Motions:-

- Shakespear Camp RAMS forms
- New Era IT quote

Welcome to Scott Brown & Ella Buckle to the meeting.

Topic:	Music Department presentation
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<p>Discussion:</p>	<p>Scott presented his Music Department powerpoint. This is available in the September google drive #3 folder. Discussion took place.</p> <p>Wishlist</p> <ul style="list-style-type: none"> • Paint 6 remaining pans • A plan to streamline and simplify the use of the auditorium for different users ie. projectors, sound, lights, connect to the music room • Lighting computer and Ipad for Auditorium • Bigger pan trailer • Portable PA for small concerts etc <p>GorS: Katrina is currently doing the budget so it was suggested that Scott gets his wish list in.</p> <p>GorS: Out of Year 12/13 music class how many are going on to tertiary studies in Music/Lighting?</p> <ul style="list-style-type: none"> • None for this year • 2 possibility next year <p>The board thanked for Scott for his powerpoint presentation.</p>		
<p>Actions to be taken / motion</p>			
<p>Moved Seconded</p>		<p>Agreed</p>	

<p>Topic:</p>	<p>Ella presented her Learning Support powerpoint presentation. This is available in the September google drive #3 folder.</p>		
<p>Discussion:</p>	<p>Structured Literacy</p> <ul style="list-style-type: none"> • This is a Kahui Ako initiative across the 4 schools • Have you seen an improvement with the Year 7 students coming in now? Yes, students are more proficient, and we need to continue this <p>Pastoral Support</p> <ul style="list-style-type: none"> • Continuing with Restorative but re-evaluating the values <p>AshM: A situation arose where a student received a Mana award but had been to a Board Level Conference for their behaviour. BucE: I wasn't aware of this. Discussion took place. Outcome: It is important that communication is shared that if a mismatch happens names are passed to DP's for confirmation.</p> <p>Learning Support Ella gave a brief explanation of what Learning Support covers.</p> <ul style="list-style-type: none"> • Behavioural needs/learning needs of students 		

	<ul style="list-style-type: none"> • ESOL <p>Q: Do you feel we have enough t/aides? BucE: Not currently. I have 5 very high needs students and 50 hours extra support. Discussion took place. Thanks Ella for your presentation.</p>		
Actions to be taken / motion			
Moved Seconded			

Topic:	PTB Presentation 2.0 Investing in our Rangatahi (in Principal's attachments) Julian to speak to this on behalf of Junie as she is unavailable.		
Discussion:	<p>Patu project Attendance initiative</p> <p>Patuharakeke to fund \$80K</p> <p>Questions were raised and that in principle it's a good initiative, but more clarity is required.</p> <p>The board acknowledged the mahi that has already taken place.</p>		
Actions to be taken / motion	Get something formalised from Junie to be distributed to the board.	ShelJ	
Moved Seconded		Agreed	

Moved into in committee meeting at 6.27pm

Topic:	NZSTA Conference		
Discussion:	Emma spoke to the Conference. Ella & Emma attended. Definitely recommend sending a couple of people to the Conference in 2024.		
Actions to be taken / motion			
Moved Seconded			

Returned to general at: 6.40pm

Dinner break at 7pm

Topic:	Decisions		
Discussion:	<p>Shakespear Camp RAMS to be approved. Extensive paperwork distributed. For confidentiality students names are to be removed and replaced with "a student".</p>		

	<p>New Era IT quotes for Art & Design AiO for 2024 to be approved. Emma spoke to New Era IT. Following on from Tracey’s presentation re computers in her classroom. After discussion with Kieran from New Era IT he didn’t recommend Mac computers. A discussion took place re:</p> <ul style="list-style-type: none"> • Specs and computer hardware that is expected at university level to hit the ground running. • Going down a pc route is limiting for our students • From a tech strategy point a mac book lab suite would be a better choice <p>How many are we looking at purchasing? ScoE: 5 in Technology ?? in Art – need to ask Tracey What is the best way forward? BirA: Desk top mac lab Do we have dedicated space? To be investigated.</p> <p>Funding applications from various trusts A discussion re a blanket motion to pass any future funding applications with various trusts was raised for board approval.</p> <p>Megan will prepare the applications and the paperwork will be prepared for board approval by the Principals PA.</p>		
Actions to be taken / motion	RAMS: In future names of specific students to be removed and be replaced with “a student”..... Mac Lab: Julian clarified that the board supports being committed to a pathway of a Mac Lab suite. A space to be investigated. Selina asked if Emma could ask for more quotes Julian to investigate a dedicated space for the lab. Moved that all future funding applications to various trusts be approved by the board. S.Gordon	ScoE CosJ	
Moved Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Workplan

Topic:	Policies: Governance Process & Procedures 4&5
Discussion:	C4 & 5

Actions to be taken / motion	Moved that we adopt both NZSTA versions in their entirety.		
Moved / Seconded	Moved: E.Scobie Seconded: A.Bird	Agreed	

Topic:	September Roll Review		
Discussion:	Noted.		
Actions to be taken / motion			
Moved / Seconded			

Topic:	Higashi Senior High visit		
Discussion:	<p>AshM: How will the students be selected?</p> <p>Will the year 10 students who hosted the Higashi students be going on this trip?</p> <p>CosJ: Year 12/13s take precedent.</p> <p>Those who hosted are also considered but it could be the 2nd round.</p>		
Actions to be taken / motion	Mackenzie requested a korero to happen so the year 10s going into 11 be told that 12/13s have priority and that they will be considered in the 2 nd round.	CosG/HayS	
Moved / Seconded			

Topic:	Cell Phones summary of ideas and approaches to managing the impact of cell phones at BBC		
Discussion:	<p>CosJ: Cell phones at school It's a real challenge. I'm seeing the level of constant irritation for teachers. It's a day-to-day challenge of phones in classrooms.</p> <p>A discussion around the room I believe is a worthwhile conversation for your views.</p> <p>The majority of the board agreed that a no phones at BBC is the desired outcome.</p> <p>Significant points raised:</p> <ul style="list-style-type: none"> • BBC is a relationship-based school so keeping comms positive with the students about how the change will look is just a part of a conversation of what we want our kids to be learning in the long term • Communication with whanau/parents essential • Hold a hui for feedback • Discussion around other ways that the students will find to access the internet using another device/s and how do we handle this? 		

	<ul style="list-style-type: none"> • How do you deal with recidivists? • Do we factor in family contact at some time? • Year 13s – do they have a trust model of having phones at school? 		
Actions to be taken / motion	Julian will take the points back to the team for a SLT meeting and discuss further.	CosG	
Moved / Seconded			

Topic:	Learning device management summary of approaches to managing learning devices (Chromebooks) at BBC
Discussion:	<p>JC: I am looking for your view point as a board.</p> <p>Chromebooks</p> <p>This discussion is to test with you anything you want to share of our proposed approach.</p> <p>Selina went around the room for discussion.</p> <p>An in-depth discussion of negatives and positives of students being issued with chromebooks and the managing of the device at home & school.</p> <ul style="list-style-type: none"> • The damage that occurs and how do we monitor this? Huge challenge. • How do we deal with recidivist kids who break chromebooks? • Chargers, cases are continually lost. • How do we manage the attitude of the students who don't respect their device because they know they are freely available? • Being a shop and fixing devices is a negative. • Some families don't have the ability to purchase devices. • Every Year 11-13 student needs something. The next level is to have a laptop but because of possible factors some students are carrying over their chromebooks from Year 10. • Bank devices in the classroom & how do they learn at home. This would only be for Year 7&8s • It's a shift in how we set homework just not on devices. • It comes down to your priority for learning. No laptop you don't learn. <p>BirA: Funding side of things. Aaron talked to SPARK and if they support schools. Spark do support Marae's. Something to leverage into. Hybrid learning comes into who we are at school.</p> <p>AshM: Continue to provide. Understand breakages and students who don't respect the gear and we will always have issues but the benefits for providing those who cant provide for themselves outweighs this.</p> <p>Note: The message of BBC requiring students to have a device may have been lost somewhere.</p>

	<p>PirW: Where does the money come from to buy chromebooks for the school. CosJ: From the donation's money. PirW: Is there a place to access funding from? Is it funding or a coordination issue? Part of its cost but human resource is part of the problem.</p> <p>What is the agreement? We charge for a broken device but to date we haven't charged families. We phone every single family and explain that if there is a breakage a \$100 fee is charged. PirN: Year 7s don't need devices at home and then whanau have an issue of screen time plus cost is not a good thing. ScoE: For Year 7&8s - school to provide chromebooks but they stay at school on charge all night. MolS: If you want to improve literacy and numeracy Year 7&8s can go to pen and paper. GorS: Learning keyboard skills at school is an asset.</p>		
Actions to be taken / motion	<p>CosJ: General consensus seems to be to keep to the status quo and hone in on distribution. BirA: Funding side of things. I wonder if Spark do a school program. Spark do support Marae's. It may be something to leverage into. Hybrid learning comes into who we are at school. Aaron will ask at Spark.</p>		
Moved Seconded			

Topic:	Uniform update		
Discussion:	<p>Uniforms Style sheets</p> <ul style="list-style-type: none"> • Cross out the jersey option • Bev to search for the correct uniform wording sheet. <p>BirA: It says that all students to travel in the same uniform. CosG: Julian advised that 44 netball uniforms have been ordered so we do have all the same strip. Leave teams in clubs Like BBC to look their best.</p>		
Actions to be taken / motion			
Moved Seconded			

Topic:	Principals Report
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Actions to be taken / motion	<p>Julian reported: Extra attention has been placed on practice exams. All across the country there is a realisation that kids need to be practiced in exams. Acknowledge Sarah's contribution driving this. Sarah also acknowledged a number of other staff for their input. The exams are going great guns. Everyone is supportive.</p> <p>Results</p> <ul style="list-style-type: none"> • Shift happening in results. • Overall, it looks good. • Only projections at this stage. • A program is coming in to make more sense of the data so it's easier to read. <p>Julian made mention of Bev's style with the support staff. Being present and talking with them but making decisions in her own way.</p>		
Moved / Seconded	Moved: J.Cosgrove Seconded: N.Pirihi	Agreed	

Topic:	Financial Report		
Discussion:			
Actions to be taken / motion	Moved the Direct credits July & August 2023 as follows:- July 2023 Direct Credits: ASB: 663715-664189 TNG payments: 663807 Westpac payments: Nil August 2023 Direct Credits: ASB: 663889-664252 TNG payments: 663982 &664106 Westpac payments: Nil		
Moved / Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic	July 2023		
	<ul style="list-style-type: none"> Payroll Journal 351468 \$36,836.86 Week ending 11/7/23PPD08 Payroll Journal 353496 \$43,942.94 Week ending 25/7/23PPD09 		
	August 2023		
	<ul style="list-style-type: none"> Payroll Journal 354589 \$56,070.11 Week ending 8/8/23PPD10 Payroll Journal 354596 \$649.01 out of cycle termination pay Payroll Journal 355180 \$59,042.37 Week ending 22/8/23PPD11 Payroll Journal 355239 \$1,222.54 out of cycle termination pay 		
Discussion:			
Actions to be taken / motion	Moved that Journals for July & August 2023 be passed for payment.		
Moved / Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	July 2023		
	<ul style="list-style-type: none"> Z Energy Jun/Jul \$224.64 Fuel card - BP Fuel cards Jun/Jul \$1,117.63 		
	August 2023		
	<ul style="list-style-type: none"> Z Energy Jul/Aug \$297.08 Fuel card - BP Fuel cards Jul/Aug \$483.41 		
Actions to be taken / motion	Moved that the Fuel Cards for July & August 2023 for payment.		
Moved / Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Visa Card transaction		
Discussion:	Visa Card Statement's for card numbers 8106, 6003, 7419 & 2877 for May & June		
Actions to be taken / motion	Moved the Visa Card for July 2023 for:-		
	Visa W Buckland xxxx 8106 Jul \$402.18 Visa J Cosgrove xxxx 3600 Jul \$18.87 Visa K Whimp xxxx 6003 Jul \$3,970.53 Visa M Bayer xxxx 7419 \$0.00 Visa S Brown xxxx 2877 \$0.00		

Actions to be taken / motion	Moved that the Inwards correspondence be accepted and the Outwards correspondence be approved.	Results	
Moved / Seconded	Moved: A.Bird Seconded: N.Pirihi	Results Agreed	

Topic:	Minutes of the last meeting dated 2 nd August 2023		
Discussion:			
Actions to be taken / motion	Moved that the minutes of 2 nd August 2023 be confirmed as a true and correct record.	Person(s) Responsible	
Moved / Seconded	Moved: J.Harvey Seconded: M.Ashby	Results Agreed	

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

Topic:	Matters Arising		
Discussion:	<p>Roll return Numbers not matching. CosJ: 9 kids did bounce from the return. This has been noted and worked on.</p> <p>Appraisal sign-off Julian has established more detail. Steve Bovaird (Julian's educational mentor) will meet with him next Monday and he will get more feedback from him.</p> <p>Board being more visible at events The Board were visible at the Market Day asking for ideas from the community and there was a request for the library to get back up and running as a library space.</p>		
Actions to be taken / motion			
Moved / Seconded		Agreed	

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

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

Topic:	Triennial Plan		
Discussion:	<p>Pastoral review – to discuss the strategic plan</p> <p>Move Laura to the November meeting</p> <p>Student Trustee Induction: this will happen before the November meeting</p> <p>Strategic plan</p> <ul style="list-style-type: none"> • New system in place • Will need to resubmit the plan • Part of the process of consultation with community is a prerequisite <p>Shirley is brokering a wananga with Patuharakeke on either 25th Nov or 9th Dec 2023.</p> <p>I would like to do a hui with the business community. Early next term – maybe week 2?</p> <p>General invite/shoulder tap</p> <p>Remember to invite the Gateway businesses.</p>		
Actions to be taken / motion			
Moved Seconded		Agreed	

Karakia: Wi Pirihi

Meeting finished at 9.45pm

Next BOT meeting 22nd November 2023

X 

 S. Gordon
 Chairperson

Date: 22nd November 2023