

<p>Minutes of the Bream Bay College Board of Trustees Held on 7th August 2019</p>

Meeting opened at: 7pm

Selina welcomed everyone to the meeting. Introductions took place around the room.

Moved into In-committee at 7.06pm to discuss the election of 2 Iwi Trustees.

Moved into the general meeting 7.09pm

Present: BucW, CarA, DoaT, EdwK, HarP, GorS JacH, NeaM, PirN, WebB

Karakia:

Absent:

Apologies: BirA, DalA

Moved:

Seconded:

Visitors: John Cunningham

BOT 'to do' list

Agreed

Workplan adjustment –

COL: No report

Motions:-

Confirm:

Conflict of Interest: Nil

Workplan adjustment – nil

Topic:	Decisions/Motions
Discussion:	<ul style="list-style-type: none"> a. To co-opt Ari Carrington & Tivaan Doak-Smith as Iwi Trustees – In committee b. To appoint Beverley Webb as Returning Officer for Staff & Student Election.

	<p>c. To approve Emergency Plan for overnight stay at the Takahiwai Marae on September 19th.</p> <p>d. To approve Visa Cards for Sherilyn Bradshaw & Scott Brown for school-based trips to Higashi Senior High, Japan and the Panimals in Australia respectively.</p> <p>e. To approve Policy Framework changes.</p> <p>f. To approve Annual Report.</p>		
Actions to be taken / motion			
Moved Seconded		Results	

Discussion:	Appoint Beverley Webb as Returning Officer for Staff & Student Election.		
Actions to be taken / motion	Moved that we appoint Beverley Webb as the Returning Officer for the Staff & Student Trustee Election.		
Moved Seconded	Moved: S.Gordon Seconded:	Agreed	

Discussion:	To approve Emergency Plan for overnight stay at the Takahiwai Marae on September 19 th .		
Actions to be taken / motion	Moved that we approved the Emergency Plan for the overnight stay at the Takahiwai Marie on 19 th September 2019.		
Moved Seconded	Moved: W.Buckland Seconded: H.Jacobson	Agreed	

Discussion:	To approve Visa Cards for Sherilyn Bradshaw & Scott Brown for school-based trips to Higashi Senior High, Japan and the Panimals in Australia respectively.		
Actions to be taken / motion	Moved that the Bream Bay College Board of Trustees authorise a new Visa Card to be issued to:- Sherilyn Bradshaw with a limit of \$200.00 to travel to Japan and Scott Brown with a limit of \$200.00 to travel to Australia both on school-based trips.		
Moved Seconded	Moved:W.Buckland Seconded:T.Doak Smith	Agreed	

Discussion:	To approve Policy Framework changes.		
Actions to be taken / motion	Moved that the Policy Framework changes be accepted.		

Moved Seconded	Moved: W.Buckland Seconded: N.Pirihi	Agreed	
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Discussion:	To approve finalised Annual Report		
Actions to be taken / motion	Moved that we approved the finalised Annual Report.		
Moved Seconded	Moved: H.Jacobson Seconded: T.Doak Smith	Agreed	

Topic:	BOT Workplan/Policies <ul style="list-style-type: none"> a) Strategic Planning feedback/discussion b) Annual Plan update c) Learning Targets / Analysis – Term 2 d) Buildings roll growth discussion e) Education Budget 2019 FYI only Learning-Support-Action-Plan FYI only 		
Discussion:	<p>Strategic Planning feedback/discussion</p> <p>Wayne showed a video “Why/ How /What” which has been shown to staff which originated from a Ted Talk. Wayne advised that staff discussed the subject of the Strategic Plan at a staff meeting before the end of term 2. He created a “Why/How/What” Survey for staff to feedback on. The board went through the responses. Discussion took place. Some goals could be:-</p> <ul style="list-style-type: none"> • Major building programme • Deep learning in the middle of transforming the whole school • Student well being • Attendance <p>It’s now up to the board to decide where it goes to from here. Do we come together as a board for a couple of hours to work on the plan and then it can go back to the staff. It will also need to go out to the community for consultation. Discussion took place.</p>		
Actions to be taken / motion	The board is happy for the Principal to continue to work with the staff and bring back the recrafted model to next meeting.		
Moved Seconded	On the tri plan it will be included at the next meeting for it to come back for discussion.	Results	

Topic:	Annual Plan update		
Discussion:	Wayne talked to the Annual Plan as shown. Academic results higher than in term 1. Showing academic progress. Focussing on attendance Term 2 was disastrous due to sickness.		

	<p>Picked up on an Australian theme "Every day counts" and making this a focus. The question raised:- Is it the same kids who are not attending? Some will be. Some see missing 1 day a week as nothing. 1 day per week equates 1 whole year out of 5. How much of this is truancy? If they come to school, they are mostly in class. Some of it is just about the student.</p> <p>Positive notes/negative notes The number of negatives has come up a little again. Staff have been giving a push on positive notes again this term. From identifying the students who are receiving positive notes it was identified that 40 students had not received any notes at all. An analysis was done to identify, out of those 40, who were being nominated as outstanding citizens. As outstanding citizen's, it was a given that they were achieving so these students weren't being recognised. LOLs are identifying what caused these students to be missed. Emailing positive and negative notes to both parents was discussed. In a few weeks students will also receive positive and negative behaviour notes via the email.</p>		
Actions to be taken / motion			
Moved Seconded			

Topic:	Learning Targets / Analysis – Term 2		
Discussion:	<p>Wayne advised that BBC was identified as a school that has equity in year 13 STEM subjects.</p> <p>Wayne explained what Quality and Quantity pass rates look like. Term 2 no yellow or targets not reached across the board. Wayne went through the year levels results and explained in-depth the results.</p> <p>Maori boys</p> <ul style="list-style-type: none"> • Year 7 good • Year 8 just under • Year 9 good • Year 10 below in 3 target areas but the numbers are better than term 1 <p>Maori girls</p> <ul style="list-style-type: none"> • Not too many issues overall • Year 9 Maori girls are worth looking at <p>Wayne talked to the catalytic C's. Character and Citizenship</p>		

	Discussion took place.		
Actions to be taken / motion	The Board recognised the staff for their very pleasing work.		
Moved Seconded			

Topic:	Buildings roll growth discussion		
Discussion:	<p>Wayne gave a brief run-down of the 6 roll growth classrooms The 3 classroom year 7 block is on hold. This will be replaced with two 3 classroom ILE blocks which will be modular classrooms.</p> <p><u>Labs</u> Possible move the Horticulture gardens patch / hort taught from the Lab block 5 new Labs The 3 existing Labs will become a 4 classroom English block that opens into the library. 1 new Food room. Rm 14 (old food room) becomes Technology room. Library will be reconfigured to allow for presentations, video editing, green screening... but still retaining some book areas. Discussion took place regarding the library where students gather and how will this affect these students. There will still be some Library space available. Minimal disruption to normal teaching spaces Timeframe: 2 years.</p>		
Actions to be taken / motion	If the board is happy Wayne will report back to the Property committee to feedback to the board.		
Moved Seconded			

Topic:	Education Budget 2019 FYI only/Learning-Support-Action-Plan FYI only		
Discussion:	<p>Wayne advised we have been successful in getting an LSC (Learning Support Coordinator) which will be in place from January 2020. 623 positions rolled out from the Ministry of Education. We were successful because of the work being done by Ella Buckle and also the work being done by the OTP person. Accelerated Learning is the key.</p>		
Actions to be taken / motion			
Moved Seconded			

Meeting broke at 9.25pm
Meeting resumed at 9.39pm

Topic:	Principals Report Attachments: Assembly presentations: June 18, June 25, July 2, July 23 & July 30		
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	<p>Newsletters: July 5, August 2 PTA Min: July 24 3b) LOL Min: June 24 & July 29 3c) Medical report 3d) Copyright Music Cert CI-1248 3d) Copyright Music Cert CI-1248 3d) Copyright Music Cert CI-1248 3e) Hot Water Boiler 3f) Letter re music mentoring 3g) Proposal to Supply Electronic School sign BBC 3h) Property, Painting, Maintenance Report</p>		
Discussion:	<p>Wi path signs 9 or 10 years ago the sign did have the doors left open and the rain seeped in. This has caused ongoing problems as well as it is showing signs of ageing. This would come from next year's budget round.</p> <p>Front of the Whare – "Wharoa" Mike from Wheku designs looking to start this and be finished before senior prizegiving. See drawing in the Principal's report.</p> <p>SG – getting things cleaned How are the new cleaners going? MN: Tech block – not cleaned. Wayne to talk with a teacher that uses that block. JC: Situation last term where we didn't have enough cleaners. Now we have a full team and they are doing a good job.</p> <p>20 refurbished Chromebooks 2 left Sending 4 back due to not being in good condition Are there whanau who cannot afford to buy financially? Interesting discussions. Pleased we have found the ones at \$200.00.</p> <p>Roll number discussion Wayne explained the GMFS component Year 10 has dropped Re Cyber bullying issue due to social media outside of school where we lost 3 year 10 students.</p>		
Actions to be taken / motion	Moved that the Principal's report be accepted.		
Moved / Seconded	Moved: W.Buckland Seconded: S.Gordon	Results Agreed	

Topic:	Financial Report
Discussion:	Direct Credits June 2019

Actions to be taken / motion	1. Moved the Direct credits for June 2019 as follows:- June 2019 Direct Credits: ASB 31051-31392 TNG: 31085 Westpac Electronic: 31396 Westpac Cheque: Nil		
Moved Seconded	Moved: W.Buckland Seconded: H.Jacobson	Results Agreed	

Topic	Journal entries June 2019 Payroll Journal 289950 Week Ending 4/6/19 - \$28,589.35 Payroll Journal 289985 Week Ending 18/6/19- \$31,915.10		
Discussion:			
Actions to be taken / motion	Moved that Journals for June 2019 be passed for payment.		
Moved Seconded	Moved: S. Gordon Seconded:	Results Agreed	

Topic:	Cheque No's for June 2019		
Discussion:	June: Nil Queries:		
Actions to be taken / motion			
Moved Seconded	Moved: Seconded:	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	June 2019		
Actions to be taken / motion	Moved that the Star Card for \$684.33 for June 2019 for be approved for payment. Moved that the BP Fuelcard for \$137.96 for June 2019 be approved for payment		
Moved Seconded	Moved: S. Gordon Seconded:	Results Agreed	

Topic:	Air NZ Travel Card		
Discussion:	June: 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 June/July 2019		
Actions to be taken / motion	Moved the Visa Card for June/July 2019 for:- 8106 for \$ 1,885.28 (W.R. Buckland) 6298 for \$ 3,071.77 (K. Sandford) 2048 for \$ -12.50CR (A. Dalgleish) 7419 for \$ -12.50CR (M.Bayer) 1737 for \$ Nil (R.Nathan)		
Moved Seconded	Moved that the Visa Card 8106, 6298, 2048, 7419 & 1737 for June/July 2019 be approved for payment. Moved: S.Gordon	Results Agreed	

Topic:	Finance		
Discussion:	Purchase order number change. Haven't gone to online ordering as yet. Signatory changes. The new Chairperson, Selina Gordon to replace Jimmy Miller as the authorised signatory. Moved: W.Buckland Seconded: H.Jacobson Variances report Where spending discussion Star Carpentry Students buying materials. Possibly materials have been charged to hospitality. Discussion around students designing something that costs a lot to build If a student takes their design home then they pay for it. Not creating things for people's homes and paying for it.		
Actions to be taken / motion	Moved that Jimmy Miller be removed as signatory and Selina Gordon to be added.		
Moved Seconded	Moved: W.Buckland Seconded: H.Jacobson		Agreed

Topic:	Inwards / Outwards Correspondence		
Discussion:	Inwards Correspondence: Outwards Correspondence		

	1. Letter to the Patuharakeke Trust.		
	Circular Correspondence: STA: 293 & 294 (electronic)		
Actions to be taken / motion	Moved that the inwards correspondence be accepted and the outwards be approved.	Results	
Moved Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Minutes of the last meeting dated 19 th June 2019		
Discussion:			
Actions to be taken / motion	Moved that the minutes 19 th June 2019 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: W.Buckland Seconded: N.Pirihi	Results Agreed	

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

Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> Wayne to check automatic payment for Libelle group and use of a document. <i>Libelle still don't have an automatic payment set up. Right number of payments have come in but they did over pay last year.</i> Cash Flow report – <i>Katrina working on this.</i> NCEA to be added to tri plan – <i>to do for next meeting</i> 		
Actions to be taken / motion			
Moved Seconded		Results Agreed	
Topic:	Agenda setting for next meeting - September Meeting		
Discussion:	Presentations: apologies for Music HoD, Scott Brown, not presenting and Mark EOTC tonight. Scott is awaiting the birth of his baby and Mark had a funeral. To be moved to the September meeting <ul style="list-style-type: none"> Presentations: Music, Maori & EOTC Strategic planning and feedback Governance 4,6,8, Trustee Register Property, Painting, Maintenance Report New Trustee Induction September Roll Return BOT Meeting Review 		

Actions to be taken / motion			
Moved Seconded			Carried

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

Topic:	General Business		
Discussion:	New sub committees Social gathering - BBQ at Wayne's home Friday 23 August @ 6pm		
Actions to be taken / motion	Property Sub Committee: Selina Gordon nominated Ari Carrington as a member of the Property Sub Committee. Seconded N.Pirihi Finance Sub Committee: Heather nominated Nick Pirihi as a member of the Finance Sub Committee.	Agreed	
Moved Seconded	Moved: H.Jacobson Seconded: S.Gordon		Agreed

Meeting closed at: 10.06pm
Next BOT meeting calendared for 25th September 2019

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Date
...../...../2019

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S. Gordon
Board Chair