

**Minutes of the Bream Bay College
Board of Trustees
Held on 13th May 2020**

6.30pm

Selina welcomed the guests to the zoom board meeting.

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

Karakia: GorS: 7.30pm

Absent: P. Harris-Tipoki

Apologies: A.Carrington

Moved: S.Gordon

Seconded:

Visitors: Thyra Nelson, Rasha & Brett, Ministry of Education Architects, DalA

BOT 'to do' list

Workplan adjustment –

Motions:-

Confirm:

Conflict of Interest: Nil

Workplan adjustment

Topic:	Workplan
Discussion:	Thyra Nelson talked through the BBC Redevelopment Masterplan as shown. Questions HJ: What external cladding are you using? TN: Light frame, timber structure. Work with school re colours. Not looking for anything that looks cheap. Something that will last.

	<p>AB: Looks fantastic, extra options with pool would be amazing. Like the way it all connects, not only with building linkages but the green space in the middle. Don't know of a school in Whangarei that would look like this.</p> <p>TN: We want all your staff to be happy.</p> <p>AD: Is there a reason why the pool is so far away from the gym?</p> <p>TN: Needs to be somewhere where potentially people from outside the school could access it from the carpark area potentially from Peter Snell Road.</p> <p>AD: Is Science happy to be relocated so far from the Horticulture block?</p> <p>TN: Discussion around the Hort block not being moved has taken place.</p> <p>GC: Was discussed - Horticulture and Science teachers both happy with proposal.</p> <p>HJ: Room to lock up equipment.</p> <p>WB: This is a high level document just showing what and where things are. The challenge is to convince the network to hold whole blocks. Crystal ball gazing.</p> <p>Brett: Stage 1 is locked in. Going to the designer review panel next month, Thyra and Malcolm have this up to a preliminary plan. Good step to work stage by stage. Stage 2 & beyond is roll growth.</p> <p>Pushing for doing buildings almost in advance/ relocatable's are expensive - design can be manipulated/room for movement.</p> <p>AB: are there any other schools that have been developed rather than just on roll growth?</p> <p>TN: Northland College</p> <p>Add examples and precedents if you like.</p> <p>SG: Thanks to Brett, Thyra and Rasha for attending tonight.</p> <p>Will discuss further with the board and get back to you.</p>		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Gwyneth Cooper presented the Science department report
Discussion:	<p>Gwyneth talked through her Science Department powerpoint presentation.</p> <p>Wish list</p> <p>Happy with the way things are currently.</p> <p>Lots of flexibility at BBC and appreciate that.</p> <p>Lab tech hours – not yet a problem but if our numbers grow it could be a possibility</p> <p>Discussion to take place.</p> <p>SG: Tuned in to your classes and very impressed with the level that you are teaching, blending te reo in your classes and keeping the students engaged.</p>

	<p>KE: Acknowledge your mahi and listening to your korero and how you have implemented te reo in your classes and, personally, I'm really interested in listening to your whakairo & korero.</p> <p>WB: Gwyneth has taken the lead in a lot of implementation / front person / one on one training with a good team behind her. We are all very appreciative. Will pass on your korero to the team.</p>		
Actions to be taken / motion			
Moved Seconded		Results	

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

Topic:	<p>BOT Workplan/Policies</p> <p>2. BOT Workplan / Policies:</p> <ul style="list-style-type: none"> a) COVID 19 – “the new normal” (40 minutes) b) Learning Targets c) Accounts to Auditor / Annual Report d) H&S report & Maintenance report – Matthew Spragg COVID 19 & jobs ... e) Governance Process and Procedures 1- 3: Move to Policies Meeting in Term 3: Date to be set <p>Items held over from the last meeting</p> <ul style="list-style-type: none"> f) Bullying Review g) Principal's Curriculum report 2019 h) Tomorrows school's discussion i) ERO Discussion ???? j) Principal Appraisal Report/New plan – to In-committee k) Boiler Report – waiting on Tubmans 		
Discussion:	<p>Master Plan</p> <p>HJ: Looks great. Meeting a couple of weeks ago was very informative. Interested to know timeframe of senior common room – not too much of a large gap refitting & re-siting. How many hoops do we have to go through to get to the building stage. Wayne put up a slide re building timeframe relating to roll growth and spoke to it. It will start this year and take all of 2021 to complete. Will need to have discussions with the Network team and try and get them on board.</p> <p>AB: Like what it looks like. Be quite clear in community communications.</p>		

	<p>Regional growth? Looking at what is happening currently and what is happening in the area. Announcements in the budget will be around the Port move. If announced, we will have some ammunition. Stage 2 late term 3 or 4. Push stage 1 to the max then push boundaries at future roll growth/spade ready. AB: Not sure if everyone knows that the RNZ are going through a strategic review of the refinery. Could be that the refinery will be a total different entity. Fear is that if there is a reduction in numbers of people at the refinery may affect the school roll. WDC growth looking at 25,000 increase in population in our area if port goes through. AD: Amazing. Will love to be still teaching when it happens. JB: Looks really cool. Keen to see it all but probably wont be. Excited. JC: Wondering in terms of voting to approve plans? The board has to accept them then it goes out the community. If we accept are we accepting the early stages or total build? Basically, stage 1 is cemented in, everything from there is open for discussion. Don't want to make stage 1 dependant on stage 2. Get through design review with options for the future and get the spade in the ground for stage 1 and hope that roll growth to continue. NP: Plans are great, like the way using the dead space important to have future plan not set in stone, but the buildings in there now make sense as a future build. KE: Pretty amazing aesthetically beautiful, functional, positive environment for students and teachers. TDS: After approval how long will stage 1 take? Option for admin block looks mean. It doesn't take the community to sign it off just the board but taking it to the community is part our Strategic Plan. Trying to get it through design committee at a meeting next month. At this stage we have lost 18 months to get to this far. To finish after first spade in the ground is another 18 months. Almost certainly if we continue with roll growth we will need more classrooms. Nice to be able to share it with community and asking for comment even if it was in an email ask for feedback. Back to architects by next week. Is everyone happy to go down that road?</p>		
Actions to be taken / motion	The Board moved that they accept the Masterplan.		
Moved / Seconded	Moved: S.Gordon Seconded: W.Buckland	Results Agreed	

Topic:	COVID-19 The New Normal		
Discussion	Lots of discussion around COVID19. Buses How long is a piece of string? Changing on a half daily basis.		

	<p>Senior exams now starting November and the last exam is 9th December.</p> <p>Moving a feast of things.</p> <p>A few board items haven't been completed due to workload.</p> <p>Questions re ringing home are mainly around buses.</p> <p>No standing in the aisles, sitting beside each other.</p> <p>All ok.</p> <p>Teachers not required to be on site – delivering lessons at home / it's been a massive shift going from level 4 to 3 and moving into coming back to school into level 2.</p> <p>Lot of change of how we operate.</p> <p>Hygiene practices will keep going. Least transmission of diseases. Gone through a massive mind shift of how to deliver classes. Break out rooms, videos getting students to interact differently. Hearing that teachers are getting a little frustrated but they won't go back - we are going with the "new normal".</p> <p>Given you the staff meeting minutes to give you a feel of changes that are happening on a twice weekly basis.</p> <p>Buses: doesn't sound ideal with 50 kids on there but operating within regulations.</p> <p>Wont allow anyone like sport teams, outside workers, other schools on site. Staying with what we have with teachers, students, staff only on site for the first 2 weeks.</p> <p>PE: wont be any sharing or contact in first 2 weeks and progress into volleyball, cleaning up after each session and moving into touch.</p> <p>Not sure that we will open the hockey turf due to cleaning of the area - will be a challenge.</p> <p>Playgrounds – official health regulations say we can use playgrounds. Allow the time to get the community with us.</p> <p>Questions:</p> <p>Got a snapshot of all things that are in there.</p> <p>Will have discussion around expenses and set up costs later but do you have any questions re process.</p> <p>Buses:</p> <p>HJ: Will there be someone with a clipboard on the buses.</p>		
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	<p>Looking at setting up electronic bus lists and have bus monitors to mark roll morning and night. Otherwise it will be a manual roll for 2 weeks, WiP. NP: Who is responsible for eligible's? Will have registers for our buses. Requiring a list of who actually travels on those buses. Random thing is that we have a list of all the students travelling from the primary schools. Just adding more onto the daily running of the schools. Can the primary schools give us the lists.</p> <p>AB: Do Ritchies have a tag on tag off system for their buses. Not as yet.</p> <p>HJ: Are most parents sending their kids back and are most sending them on the bus?</p> <p>Wayne brought up a master list of the phone calling spreadsheet of numbers of students returning to school next week.</p> <p>We are all set if students come back or not. Suspect we may get 500 out of 580. Not all using the buses.</p> <p>Thank you to Deans/DPs/Teachers/Support Staff for making the phone calls. Our strategic goal with contacting the community is well and truly met.</p> <p>Confident in that everything is in place for keeping our kids safe.</p> <p>Expenses Could be that we will be reimbursed for our Covid19 expenses. Projectors/TV's Wayne discussed with the board the upgrading of TVs/projectors in the classrooms. Do we need them? Yes. Would have put them on the capital list. A number of teachers would like a number of different things. Indicative across the staff. Discussion took place.</p> <p>In terms of budgeting and spending:-</p> <p>Tablets - Offset from donations Chromebooks – being reimbursed from MOE Now have the bonus of the MOE putting their hands up to reimburse.</p>		
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	<p>Internationally projectors are in short supply and the likelihood of getting our hands on any of these won't happen later down the track. Wayne commented that he would like to recommend that he has the ability to try and get a small amount of projectors on the basis we get reimbursed a good chunk of money back from the MOE. Agree that we should be a little cautious, but we have the reserves.</p> <p>110 Chromebooks gone out to students Students coming back to school with 'out of date' devices or haven't got one. Do we purchase another 10 Chromebooks? Draw a line in the sand – parent's responsibility. Discussion took place. TDS: no JC: no NP: Police: Spray and clean devices for sharing. AB: Similar at the Refinery. Bring own keyboard and mouse and plug in. Exceptional circumstances. Issues prior to COVID 19 ok, otherwise stand on your own 2 feet. Based on the consensus ask parents in a newsletter to consider hanging onto to that and pass it back for a need that is greater. Chromebooks are a thing of a future. WB: Can manage that.</p> <p>In longer term of thinking focussing on donations scheme money around trips or do we put a Chromebook in front of students. Discussion took place.</p>		
Actions to be taken / motion	Move that we approve the purchase of 10 projectors of the more expensive variety to set the classrooms up moving forward.		
Moved Seconded	Moved: S.Gordon	Agreed	

Topic:	Learning Targets
Discussion:	<p>Apologies that the learning targets weren't up for you in time. Didn't get all the data on until Monday of this week. Term 1 assessment data wasn't all entered.</p> <ul style="list-style-type: none"> • Definite anomalies in Maori boys • Drop in results in our current year 10s

	<ul style="list-style-type: none"> Picking year 9 bilingual will be low Year 7&8 not too bad <p>HoDs haven't had a chance to look at this as yet but have asked DP's to run the report and talk to the parents. What are the causes of this? Cant give you anything other than a serious concern in numbers. Look at quality vs quantity AD: Took the opportunity to talk to a parent about this today – will have a discussion tonight with their child. JC: Found year 9 to be excellent, enjoying it. Year 10s more of a struggle. Reluctant to appear on camera. A bit hard to get them to ask questions. Lots of talented students in Year 10. Could be insecurity issues. Peer pressure from fellow students. As soon as we can get back to normal the better. Should be no trouble in picking this up.</p>		
Actions to be taken / motion	Lols to meet and discuss with HoDs? Need to be on the ball and it could be that it is COVID 19. Revisit this down the track and bring some feedback from the LoL's.	LOLs/HoDs	
Moved Seconded			

Topic:	Accounts to Auditor/ Annual Report		
Discussion:			
Actions to be taken / motion			
Moved Seconded			

Topic:	H&S report & Maintenance report – Matthew Spragg COVID 19 & jobs		
Discussion:	School looking good Drains/ projects underway Done a great job Gym has gone to a new colour of aqua blue. Will look nice and fresh.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Policy booklet review		
Discussion:	Governance Process and Procedures 1- 3: Move to Policies Meeting in Term 3: Date to be set.		
Actions to be taken / motion	Board in agreeance. Date to be set.		

Moved Seconded			
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Topic:	Tomorrows school's discussion		
Discussion:	ERO Discussion ????		
Actions to be taken / motion			
Moved Seconded			

Topic:	Boiler Report – waiting on Tubmans.		
Discussion:			
Actions to be taken / motion			
Moved Seconded			

Topic:	Principals Report Attachments: <ul style="list-style-type: none"> a) Assembly presentations: Nil Newsletters: Mar 17 – 28, April 1,3,14,15,16,24, May 4 Staff Meeting Powerpoint April 9 Staff Meeting Minutes: April 9,23,30, May 4,7 PTA: Meeting 6th May was postponed b) LOL Min: May 5th (Zoom meeting) 		
Discussion:	Cost of N4L trialling "Switch on Safety" was that Wayne was on tv. Have done another interview since. Not sure when that will be on air. Been in the papers that we are 1 of 5 schools that haven't done a stand down. Mexico trip: waiting on hearing back from the insurers. We will probably get 50c back in the dollar but if we get 60c we would be surprised. Attendance: Has been very good. Lots of projects on the go. Helping local businesses in the area.		
Actions to be taken / motion	Moved that the Principal's report be accepted.		
Moved Seconded	Moved: W.Buckland Seconded: N.Pirihi	Results Agreed	

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

	March 2020 Direct Credits: ASB 33412 - 33732 TNG: 33406 Westpac Electronic: 33735, 33736, 33737 Westpac Cheque: Nil April 2020 Direct Credits: ASB 33745-33936 TNG: 33833 & 33837 Westpac Electronic: Nil Westpac Cheque: Nil			
Moved Seconded	Moved: S Gordon Seconded:	Results Agreed		

Topic	March 2020 <ul style="list-style-type: none"> • Payroll Journal 302469 Week Ending 10/3/2020 \$38,333.82 • Payroll Journal 302514 Week Ending 24/3/2020 \$39,580.14 April 2020 <ul style="list-style-type: none"> • Payroll Journal 303076 Week Ending 7/4/20 \$33,096.37 • Payroll Journal 303146 Week Ending 21/4/20 \$22,890.02 			
Discussion:				
Actions to be taken / motion	Moved that Journals for March & April 2020 be passed for payment.			
Moved Seconded	Moved: S.Gordon	Results Agreed		

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

Topic:	Fuel Card – Star Card			
Discussion:	March 2020 April 2020			
Actions to be taken / motion	March 2020 Moved that the BP Fuelcard for \$ 147.71 for March 2020 be approved for payment Moved that the Z Fuelcard for \$ 277.82 for March 2020 be approved for payment.			

	April Nil		
Moved Seconded	Moved: S. Gordon Seconded:	Results Agreed	

Topic:	Air NZ Travel Card		
Discussion:	February: 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 March/April 2020																																												
Actions to be taken / motion	<p>Moved the Visa Card for March 2020 for:-</p> <table> <tr><td>.... 8106 for \$</td><td>1,532.20</td><td>(W.R. Buckland)</td></tr> <tr><td>.... 6298 for \$</td><td>3,651.09</td><td>(K. Sandford)</td></tr> <tr><td>.... 2048 for \$</td><td>0.00</td><td>(A. Dalglish)</td></tr> <tr><td>.... 7419 for \$</td><td>0.00</td><td>(M.Bayer)</td></tr> <tr><td>.... 1737 for \$</td><td>0.00</td><td>(R.Nathan)</td></tr> <tr><td>.... 2851 for \$</td><td>0.00</td><td>(S.Bradshaw)</td></tr> <tr><td>.... 2877 for \$</td><td>25.00</td><td>(S.Brown)</td></tr> </table> <p>Moved the Visa Card for April 2020 for:-</p> <table> <tr><td>.... 8106 for \$</td><td>7,766.52</td><td>(W.R. Buckland) (includes \$6,502 of Heathcote appliances for Staff Tablets)</td></tr> <tr><td>.... 6298 for \$</td><td>3,992.19</td><td>(K. Sandford) (includes \$2,705 for outdoor blinds at front entrance)</td></tr> <tr><td>.... 2048 for \$</td><td>0.00</td><td>(A. Dalglish)</td></tr> <tr><td>.... 7419 for \$</td><td>0.00</td><td>(M.Bayer)</td></tr> <tr><td>.... 1737 for \$</td><td>0.00</td><td>(R.Nathan)</td></tr> <tr><td>.... 2851 for \$</td><td>0.00</td><td>(S.Bradshaw)</td></tr> <tr><td>.... 2877 for \$</td><td>0.00</td><td>(S.Brown)</td></tr> </table> 8106 for \$	1,532.20	(W.R. Buckland) 6298 for \$	3,651.09	(K. Sandford) 2048 for \$	0.00	(A. Dalglish) 7419 for \$	0.00	(M.Bayer) 1737 for \$	0.00	(R.Nathan) 2851 for \$	0.00	(S.Bradshaw) 2877 for \$	25.00	(S.Brown) 8106 for \$	7,766.52	(W.R. Buckland) (includes \$6,502 of Heathcote appliances for Staff Tablets) 6298 for \$	3,992.19	(K. Sandford) (includes \$2,705 for outdoor blinds at front entrance) 2048 for \$	0.00	(A. Dalglish) 7419 for \$	0.00	(M.Bayer) 1737 for \$	0.00	(R.Nathan) 2851 for \$	0.00	(S.Bradshaw) 2877 for \$	0.00	(S.Brown)		
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Moved Seconded	<p>Moved that the Visa Card 8106, 6298, 2048, 7419 & 1737, 2851 & 2877 for March/April 2020 be approved for payment.</p> <p>To be held over for approval until the next meeting.</p>	Results Agreed																																											

	Moved: Seconded:		
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Topic:	Finance		
Discussion:	Buses: remains neutral. Wayne explained the top up for relievers. 1072: Donation Scheme \$79,500. Issue there. Received \$86,650 P&L in April shows \$43,425		
Actions to be taken / motion	Wayne to check with Katrina.	BucW	
Moved Seconded	Moved: Seconded:		Agreed

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards Correspondence: Outwards Correspondence Circular Correspondence: STA bulletin		
Actions to be taken / motion	Moved that the inwards correspondence be accepted and the outwards be approved.	Results	
Moved Seconded	Moved: N.Pirihi Seconded: H.Jacobson	Results Agreed	

Topic:	Minutes of the last meeting dated 1 st April 2020		
Discussion:			
Actions to be taken / motion	Moved that the minutes 1 st April 2020 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: K.Edwards Seconded: T.D.Smith	Results Agreed	

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

Actions to be taken / motion			
Moved Seconded		Results Agreed	
Topic:	Agenda setting for next meeting		
Discussion:	Policies: Governance - one meeting to cover all policies. Special Needs report Curriculum report Principal Appraisal/new plan Auditor issues Annual report		
Actions to be taken / motion			
Moved Seconded			Carried

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

Topic:	General Business		
	Get Core Education to get their videographers to video the journey that BBC has taken and have it documented. Wayne asked if the BOT would like to contribute with a flipgrid video.		
Actions to be taken / motion		Agreed	
Moved Seconded			

Meeting closed at: 9.31pm
Next BOT meeting calendared for 2020

X

S. Gordon
Board Chair

2020