

**Minutes of the Bream Bay College
Board of Trustees
Held on 1st April 2020**

4.05pm

Selina welcomed everyone to the zoom board meeting.

Present: BucW, BirA, CarA, CunJ, DoaT, EdwK, GorS, JachH, WebB

Karakia:

Absent:

Apologies: BoaJ, HarP, PirN

Moved: S.Gordon

Seconded:

Visitors: DalA

BOT 'to do' list

Workplan adjustment –

Motions:-

Confirm:

Conflict of Interest: Nil

Workplan adjustment

Topic:	The following agenda items have been held over to next meeting:- <ul style="list-style-type: none">g) Governance Process and Procedures 1- 3h) Bullying Reviewi) Principal's Curriculum report 2019j) Property, Painting, Maintenance reportk) Tomorrows school's discussionl) Accounts to Auditorm) ERO discussion
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Discussion:			
Actions to be taken / motion			
Moved Seconded		Results	

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

Topic:	BOT Workplan/Policies		
	<p>a) 2020 Budget to be approved b) Capital budget to be approved c) Staff appraisal confirmation for 2019 – All staff have been appraised d) 1st March Roll Return – completed 579 students e) Strategic Plan approval? - do we approve this given the current situation? f) Principal appraisal – in committee</p> <p>Held over</p> <p>g) Governance Process and Procedures 1- 3 h) Bullying Review i) Principal’s Curriculum report 2019 j) Property, Painting, Maintenance report k) Tomorrows school’s discussion l) Accounts to Auditor m) ERO Discussion</p>		
Discussion:			
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	2020 budget to be approved		
Discussion	Wayne showed the P&L accounts on screen. <ul style="list-style-type: none"> Budget figures as per the Finance Sub Committee meeting 		

	<ul style="list-style-type: none"> • Surplus: \$90,633.76 • Incomes correct • Teacher aides back in • These are actual incomes as of 2 days ago <p>Comments:</p> <p>HJ: With the fact that we have paid for extra technology items, due to COVID 19, we may need to put some money back in for trips for those who don't have money for trips. Could cost us a bit of money due to potentially a lot of people out of work.</p> <p>SG: Not likely to come out of Level 2 with COVID - 19 around the world. Locked borders. A lot of our activities will be curtailed. Still enough \$\$ to cover both if they come back on. SG: No trips for the next 2 terms.</p> <p>One thing not discussed. \$20K sitting in minor capital - \$90K sitting in surplus in predicted cash surplus. Wayne requested we add another \$10K to minor capital for extra tech purchases eg: headphones. Discussion took place.</p> <p>Trips: Wayne talked to trips issue and advised that the budgeted contingency amount of \$23K for trips won't be used and we will also have a large number of other trips that will not go so charging the chrome books to the donations scheme money code shouldn't be a problem.</p>		
Actions to be taken / motion	Move the budget for 2020, with amendment that the minor capital is increased to \$30K, is approved.		
Moved Seconded	Moved: W.Buckland Seconded: S.Gordon	Agreed	

Topic:	Capital budget to be approved		
Discussion	Capital requests as per the schedule shown Lots of things on the go. \$10K contingency Actual \$83,191 The question was asked is the horticulture block going to stay in its present location? In the short term yes. (5 years).		

Actions to be taken / motion	Moved that capital budget be approved and accepted.		
Moved Seconded	M: S.Gordon	Agreed	

Topic:	Staff Appraisal confirmation 2019		
Discussion:	Had confirmation back from Alison & Gwyneth that all staff have been appraised. Anything of concern? New system in terms of PLD are in line with what the government has said and working well.		
Actions to be taken / motion			
Moved Seconded			

Topic:	1st March return		
Discussion:	Wayne couldn't scan in the copy for the meeting as it is on file at school. 578 students as of the 1 st March 2020. Put 578 into the formula for calculating budgets. You can see the roll numbers in top of Principal's Report		
Actions to be taken / motion			
Moved Seconded			

Topic:	Strategic Plan approval		
Discussion:	<p>5 strategic plan analysis results from the surveys are in folder. Level of support extremely high. Comments few but tended to be around the lack of knowledge of what 'Deep Learning' is. The need to raise the awareness of 'Deep Learning' is apparent. Quite favourable. Survey was made from Strategic Plan document.</p> <p>In goal 4 Wayne changed it to what is in yellow. Feedback favourable.</p> <p>There were some tweaks to the questions in the survey as what was written in the draft strategic plan did not sound quite right. These are shown in red in the draft for you to see.</p> <p>WB: Given the issue and the high number of participants in the survey and the positive feedback would the board support moving and accepting the strategic plan? It will get reviewed in 2021 under the triennial plan cycle. Feedback from the board:- HJ: Have been talking about it frequently so it seems reasonable.</p>		

	<p>AC: Set up a facebook page to try and get as much info out there for feedback but it was the same group of people responding. Hasn't gone out far enough. AB: Last time we discussed this it was Strategic goal 4 that needed work. Happy. TDS: Happy to go ahead. JC: Thought staff consultation was good, positive. KE: Taking into account everything that everyone has said and using the social media platform, I'm happy with it. AD: I agree with it. Been involved before trying to get people to venues. BW: Happy that social media was introduced – happy to go ahead.</p>		
Actions to be taken / motion	Moved that we accept the Strategic Plan as amended.		
Moved Seconded	M: W.Buckland S: T.Doak Smith	Agreed	

Topic:	Policy booklet review		
Discussion:	To be moved to an up & coming Policy Review meeting.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Property		
Discussion:	<p>Shade: Wayne brought up photos & maps of areas that require shade. Suggesting shade from dental clinic to past the café area. Demolish gardens and start afresh. There has been negative feedback to cutting down trees. Is there enough money to go ahead with walkway and other internal areas? Wayne advised it will be a design and build to this amount. Griffiths & Assoc will put it out to tender. Are the drinking fountains going to be done. The drinking fountains have already been done. The only one not going ahead is the cooled water option. It was asked if the covered walkway to the Café courtyard be moved to serve another area of the school. Moving the walkway is not possible as all service run through it. Whare footpath: This goes across the field edge by the Student Welfare building to the Whare. Discussion took place.</p> <p>Wayne went through the survey discussing 5YA 1 & 2 items.</p> <p>Carpet in some areas of the HA block: 5YA Electrical upgrades: 5YA to replace switchboards in gym, tech block and one in the library block (no RCDs), Heat pumps for all classrooms not being demolished.</p>		

	Re the capital works programme; I have circulated the reply back from the MOE. I had them put in writing all the changes and once we have the master plan updated it can go to the design review panel. MOAI doing some more work and then it goes to cabinet for approval and then it can be put out to tender. Wayne will continue to have zoom meetings with MOAI, Brent & Brett to keep this going.		
Actions to be taken / motion	<ol style="list-style-type: none"> 1. Moved that the board is happy to go ahead with Shade Systems and Griffiths & Assoc put it up for tender. 2. Moved that Selina Gordon be given permission to sign on behalf of the board for the amendments and other minor additions to the 5YA. 		
Moved Seconded	<ol style="list-style-type: none"> 1. M: S.Gordon 2. M: W.Buckland S: K.Edwards 	Agreed	

Topic:	Mexico trip		
Discussion:	<p>Aaron Bird raised the topic as a parent who has 1 child intending on going on the trip. AB: Not sure how many are going on the trip? Firstly, I'm happy that they are not going as a parent. Disappointing, need some communication to go out to parents. A lot of these kids have raised \$\$ themselves and will be heart broken. Gutted for them because my daughter has worked and worked to save the money to go. Other students have done similar things. Not sure that our students will cope with the decision.</p> <p>WB: As far as I can see the airlines will not pay out anything but may offer a credit but it is unlikely that they will be flying to these locations anymore. Travel insurance should have covered the refund. Travel insurers are saying they won't and if we were to take them to court it would be overseas. Certainly, don't want to pay any further money to them.</p> <p>Discussion took place.</p> <p>The board is happy that Wayne works with Katrina, Viv, & Aaron concerning this. Can you advise the board when communicating to parents? Any comments from the community should come back to Wayne or Selina. Wayne said he will cc the bot into any communications. Wayne to prioritise this for tomorrow.</p> <p>Wayne noted that some Rarotongan trip money has been refunded to parents and the extra fundraised money has been credited to the students school accounts.</p>		
Actions to be taken / motion	Wayne to work with Katrina, Viv, & Aaron concerning this.		

Moved Seconded			
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Topic:	Japan FISH form:		
Discussion:	This wasn't put up at the meeting last year. FYI.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Held over to the next meeting: g) Governance Process and Procedures 1- 3 h) Bullying Review i) Principal's Curriculum report 2019 j) Property, Painting, Maintenance report k) Tomorrows school's discussion l) Accounts to Auditor m) ERO Discussion		
Discussion:			
Actions to be taken / motion			
Moved Seconded			

Topic:	Principals Report Attachments: a) Assembly presentations: Feb 18, 25, Mar 3, 10, 17, Covid 19 Newsletters: February 24, Mar 16 PTA: Mar 18 b) LOL Min: Mar x 2		
Discussion:	Inter house competition figures: Were they recounted 3 or 4 times. No. Incredibly tight. Discussion re changes online learning SG: Effort that everyone put in to work remotely was fantastic. What you have written into your report – amazing effort. I had children that were engaged straight away. Foresight and planning have enabled all out students for learning. Lots of positive feedback from community – kids got straight into it. Well done Wayne. Emails to parents – good communication re COVID and technology. Confirm that talking with teachers in town we are far ahead, thinking google classroom is it. Term dates: Next term is 12 weeks.		

	<p>Wayne advised that he did ask permission from the MOE if the school could teach right through. 60/70% of staff said they wanted to go home and get started later. The MOE said no to not bringing the holidays forward.</p> <p>Teachers did an amazing job on that Thurs/Friday with new technology.</p> <p>JC: First couple of days went smoothly, haven't done anything like this before. Classes challenging but online classes were humorous and fun it was good social time also.</p> <p>TDS: Catching up with their mates was awesome for the kids.</p> <p>SG: That's what they do - go to school to catch up with their mates and eat their lunch.</p> <p>WB: There is a plan for composite learning when we come back out of level 4.</p> <p>AC: if a student doesn't turn up to school or is late can we monitor their attendance on zoom. Our teachers are marking students present when in zoom meeting and I have changed the college's timetable to just periods P1.2.3.4. The support staff will be available to assist with communication around attendance issues.</p> <p>SG: Teaching staff sending out virtual room timetables to parents and students as well.</p> <p>AD: Gina and I have been putting our zoom links onto timetables.</p> <p>SG:RE: timetables:- can you feedback to teachers to do this as well.</p> <p>Wayne talked to the changes on pcschool and the radio buttons.</p> <p>Discussion took place.</p> <p>Recording zoom teaching for students</p> <p>Just getting trained in this.</p> <p>Attendance:</p> <p>Green status: 518 in week 7 – 90%</p> <p>All our focus on attendance is tracking back up then COVID has taken us out.</p> <p>Attendance in zoom has been very good.</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		
Actions to be taken / motion	<p>1. Moved the Direct credits for February 2020 as follows:-</p> <p>February 2020</p> <p>Direct Credits: ASB 33084-33485</p> <p>TNG: 33132 & 33362</p> <p>Westpac Electronic: Nil</p> <p>Westpac Cheque: Nil</p>		
Moved Seconded	Moved: S Gordon Seconded:	Results Agreed	

Topic	February 2020
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	<ul style="list-style-type: none"> • Payroll Journal 301871 Week Ending 11/2/2020 \$30,088.09 • Payroll Journal 301935 Week Ending 25/2/2020 \$36,205.60 		
Discussion:			
Actions to be taken / motion	Moved that Journals for February 2020 be passed for payment.		
Moved Seconded	Moved: S.Gordon	Results Agreed	

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

Topic:	Fuel Card – Star Card		
Discussion:	February 2020		
Actions to be taken / motion	Moved that the BP Fuelcard for \$507.84 for February 2020 be approved for payment Moved that the Z Fuelcard for \$839.84 for February 2020 be approved for payment (higher due to Leadership camp fuel for boats BBCTEAC card).		
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 Feb/March 2019		
Actions to be taken / motion	Moved the Visa Card for February/March 2020 for:- 8106 for \$ 2,143.55 (W.R. Buckland) 6298 for \$ 2,118.61 (K. Sandford) 2048 for \$ 233.80 (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)		
Moved Seconded	Moved that the Visa Card 8106, 6298, 2048, 7419 & 1737, 2851 & 2877 for February/March 2020 be approved for payment. Moved:S Gordon Seconded: W.Buckland	Results Agreed	

Topic:	Finance		
Discussion:	<p>Draft financials loaded today HJ: Surplus now where previously we had a deficit. Well done to Katrina and Jess to get this finished. WB: Only came in this afternoon thanks to Heather for having a quick look.</p> <p>Suggest at June meeting to go through all associated files to do with Finance</p> <p>P&L detail will never again be in this form. ASB payments/authorisations/balance sheet Have a look through the folder so you are associated with all the files. The board is happy that Wayne spend money on the tablets.</p>		
Actions to be taken / motion	Goes to auditor Term dates needs to be amended.		
Moved Seconded	Moved: Seconded:		Agreed

Topic:	Inwards /Outwards Correspondence		
Discussion:	<p>Inwards Correspondence:</p> <p>Outwards Correspondence</p> <p>1. Letter to Kyle Eggleton thanking him for his services.</p> <p>Inwards Correspondence:</p> <p>Circular Correspondence:</p>		
Actions to be taken / motion	Moved that the inwards correspondence be accepted and the outwards be approved.		Results
Moved Seconded	Moved: S.Gordon	Results Agreed	

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

Topic:	Minutes of the last meeting dated 19 th February 2020		
Discussion:			
Actions to be taken / motion	Moved that the minutes 19 th February 2020 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: S.Gordon	Results Agreed	

Topic:	Amendments to minutes		
Discussion:			
Actions to be taken / motion	Typo: check spelling of Survey Monkey.	WebB	
Moved Seconded			

Topic:	Matters Arising		
Discussion:	Wayne to talk to Katrina re 2019 ACC levy. <i>Don't have an exact breakdown for this meeting.</i> November/December/January visas to be posted at the next meeting. Completed. Change of signatories: <i>to be confirmed.</i> Strategic Plan: Wayne explained that due to several circumstances he did have time to change the board in the foyer (this was discussed) and didn't get time to do the sticky note exercise. Apologies for that.		
Actions to be taken / motion			
Moved Seconded		Results Agreed	
Topic:	Agenda setting for next meeting		
Discussion:	Governance policies Targets Principals appraisal PE health report Boiler report Annual report		

	ERO: not sure		
Actions to be taken / motion			
Moved Seconded			Carried

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

Topic:	General Business		
Discussion:	<p>Wondering if it's worth having another zoom meeting in a couple of weeks to shorten the length of the next meeting.</p> <p>Discussion took place.</p> <p>AB: It is worthwhile to start the May meeting earlier.</p> <p>SG: Will make a decision in 3 week's time.</p> <p>Discussion took place.</p> <p>SG: Let's see if we are in lockdown in a month's time and then see if we need to get together.</p> <p>WB: Policies: Wayne said he could get all the policies up at once. He was going to have this done for the meeting, but he was dealing with hack issues of the school phones.</p> <p>How do you feel if we ran a zoom meeting at our normal meetings that brings up all the info on your screen? Get through the meeting quicker.</p>		
Actions to be taken / motion		Agreed	
Moved Seconded			

Meeting closed at: 5.49pm
Next BOT meeting calendared for 13th May 2020

X

S. Gordon
Board Chair

13th May 2020