

**Minutes of the Bream Bay College
Board of Trustees
Held on April 5th 2017**

Meeting 7.00pm

Present: BucW, CraS, GorS, JacH, McQJ, MilJ, Swom (arrived at 8.15pm), MacF, PirR, HeiD, WebB

Karakia: Everyone

Absent: WhaR

Apologies:

Visitors: DalA, CunJ, CooG

Moved: J. Miller

Seconded: H. Jacobson

Topic:	Head of Department presentation by HoD English, John Cunningham		
Discussion:	<p>John thanked the board for the opportunity to present his report this evening. John explained he has been at BBC 6-1/2 years and started as HoD at the beginning of this year.</p> <p>John has updated the website with the English department curriculum and he also presented a HoD English report in the latest newsletter</p> <p>John talked us through his presentation.</p> <p>Discussion took place.</p> <p>Suggestions to assist the English department:</p> <ul style="list-style-type: none"> • Volunteers to assist with reading was discussed. Ramari mentioned Reading Angels that help out at Ruakaka Primary. • Year 13's to assist with buddy reading would help. <p>John commented that he is happy with current resources and had no special requests for the English department.</p>		
Actions to be taken / motion	The board thanked John for his presentation.		
Moved		Results	

Topic:	Curriculum Report 2016
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Discussion:	Curriculum Report (as distributed) Gwyneth presented the 2016 Curriculum Report around Deep Learning and the 6C's. Q&A session took place. Common thread coming through in each department of retention and working with Maori boys. Social Sciences and Maori reports unavailable due to new teachers being appointed.		
Actions to be taken / motion			
Moved		Results	

Topic:	Principal Appraisal Survey (NZCER Survey is underway)- no action required		
Discussion:	Wayne advised that he has sent the NZCER survey out to staff to complete. Wayne will complete his survey in the first week of the holidays. The Board chair asked if this survey was related to the Principal's Appraisal. Discussion re the Principal's appraisal took place. Wayne explained the process of his appraisal and advised that the BOT moved away from the previous style of appraisal based on the principal's attributes to a school wide leadership style process. It was noted that the Policy Framework booklet outlines the Principals Performance processes.		
Actions to be taken / motion			
Moved		Results	

Topic:	Confirmation of agenda:-		
Discussion:	BOT Workplan adjustment Decision making: 1. Decisions: <ul style="list-style-type: none"> • Moved that the amended year 13 dress code be accepted. (See Principal's attachments). Moved: S. Crawley Seconded: D.Heiwari Discussion: The only issue was the wearing of pre-torn jeans. Wayne's interpretation is that pre torn jeans would not comply. Consensus: Agreed • Moved that G Cooper is granted permission to attend the NPDL Conference in Toronto, week 1 term 2 . Moved J. Miller Seconded: S. Gordon How long is the conference? 3 days with a presentation of either 60 or 90 minutes by Gwyneth. 		

	<ul style="list-style-type: none"> Moved that E Scobie be given permission to attend the The World Council for Gifted and Talented Children's Biennial Conference in Australia. (This is being paid for by the combined initiative between Dargaville High School and ourselves) <p>Emma is no longer attending this Conference.</p> <p>Agenda:-</p> <p>Workplan adjustment</p> <p>2. BOT Workplan / Policies:</p> <ul style="list-style-type: none"> a) Policies: <ul style="list-style-type: none"> Governance Process & Procedures 1-3 b) Principal Appraisal Survey (NZCER Survey is underway) NAR c) Curriculum report 2016 d) Staff Appraisal Report 2016 e) 2017 Budget – Approved & Capital f) Property/Maintenance Painting report (see Principal's attachments) g) 5YA Plan & BOT Consultation h) Whare update i) Accounts to Auditor (WIP) j) ERO Visit: 22nd,23rd & 24th May k) 1 March Roll Return 		
Actions to be taken / motion			
Moved Seconded	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">Results Agreed</td> </tr> </table>		Results Agreed
	Results Agreed		

Topic:	<p>Policies</p> <ul style="list-style-type: none"> Governance Process & Procedures 1-3
Discussion:	<ul style="list-style-type: none"> Wayne highlighted major differences within the documents. He explained that these policies are about the committees that do work for the board. Wayne explained that NZSTA update their sample policies booklet frequently. We would usually follow the updates from NZSTA and adapt them to BBC Policy framework. <p>1. Remove item 7 from the BBC framework</p> <p>Review committee</p> <ul style="list-style-type: none"> Take the new one. <p>Student Discipline Committee</p> <p>All board members are part of discipline committee</p>

	<p>New wording - 3 attending.</p> <p>Delegated authority Go with the old BBC version.</p> <p>Finance sub committee Keep 12 Suggest we keep our BBC annual calendar.</p> <p>Delegations Disciplinary committee in new format is fine Finance sub comm in new format is fine DP structure: old BBC format is fine</p> <p>Property 'Purpose' to come to the next meeting.</p>		
Actions to be taken / motion	Wayne to write a new 'Purpose' statement for the Property Subcommittee and bring to the next meeting.	BucW	
Moved	Moved that the new policies as reviewed be accepted. Moved: S.Gordon Seconded: D.Heiwari	Results Agreed	

Topic:	Staff Appraisal Report 2016 (all staff have been appraised) - go to Principal's Report		
Discussion:	The Board does not get to see staff appraisals. Feedback from the Principal only.		
Actions to be taken / motion			
Moved		Results	

Topic:	2017 Budget – Approved & Capital		
Discussion:	Wayne advised that the Finance Sub Committee meeting was postponed due to the report showing figures based on GST inclusive amounts. Apologies to FSC for postponing the meeting.		
Actions to be taken / motion	Bev to organise new meeting: 1 st week of holidays.	WebB	
Moved		Results	

Topic:	Property & Maintenance Painting Report (see P. Attachments)		
Discussion:	Report unavailable. Wayne reported that the Caretaker, Matthew Spragg, is snowed under with preparations for the Tai Tokerau Festival.		

Actions to be taken / motion			
Moved		Results	
Topic:	5YA Plan & BOT Consultation		
Discussion:	Taken as part of Principal's Report		
Actions to be taken / motion			
Moved		Results	
Seconded			

Topic:	Whare update		
Discussion:	<ul style="list-style-type: none"> • Outline has been approved by the Council. • Waiting for drawings from Carter Holt. • The process has been frozen for 3 weeks. 		
Actions to be taken / motion			
Moved		Results	
Seconded			

Topic:	Accounts to Auditor (work in progress)		
Discussion:	The new accountant has been working on this over the weekend. Not available to come to the meeting as yet.		
Actions to be taken / motion			
Moved		Results	
Seconded			

Topic:	ERO visit: 22,23,& 24th May		
Discussion:	<p>2 documents attached.</p> <p>Document 1 – Board Assurance document If you are keen on compliance this outlines all the legal requirements that we need to meet. So, each time we have an ERO review we look at each of the areas listed to ensure we are complying. Because we run with NZSTA framework and, we update our policies based on the NZSTA model we should be compliant.</p> <p>Document 2 : Best use of an ERO review</p> <ul style="list-style-type: none"> • Website info from ERO itself • Clipped out sections that ERO would want to ask or see when they visit the school. <p>Discussion took place. Wayne advised:-</p> <ul style="list-style-type: none"> • ERO will want a meeting with the board • They will usually want a 3.30pm meeting but we can set the meeting time. • A letter will arrive stating the review committee panel. 		

	<ul style="list-style-type: none"> A meeting with Wayne & Jimmy will take place on Monday or Tuesday 1st or 2nd of May. 		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	1 March Roll Return		
Discussion:	<ul style="list-style-type: none"> Revised funding entitlement based on numbers 507 Figures showing are GST exclusive Wayne showed the revised figures 		
Actions to be taken / motion			
Moved Seconded		Results	
Topic:	Principal's Report		
Discussion:	<p>Teacher de-registration characteristics Wayne talked to the attachment and graph. Wayne explained that at the NSSPA meeting Graham Stoop discussed examples of cases where deregistration had taken place. 1% of teachers in the disciplinary system is costing teachers about half of the teacher registration fees. Wayne will do a presentation with staff and SLT outlining the cases of de-registration and the traits shown. Discussion took place.</p> <p>COL - Communities of Learning Wayne advised he has submitted our COL appointment working with:- BBC/One Tree Point Primary/Ruakaka Primary & Waipu Primary.</p> <p>If this gets approved meetings will be 6-8 months away.</p> <p>Sick Bay Report</p> <p>The incident of a fight was discussed.</p> <p>Wayne advised:-</p> <ul style="list-style-type: none"> The fight was not lifted to the Principal's level. It would have been dealt with at a lower level. 295 incidents listed <p>Some incidents were unavoidable but there are things that could have been minimised or avoided. Discussion took place.</p> <ul style="list-style-type: none"> F/Up - please extend the wording to read: follow up <p>Hazards register:</p>		

	Derek & Jimmy will talk with Mark Bayer.		
Actions to be taken / motion	H&S committee to investigate report. Derek to catch up with Mark re the hazard register. Jimmy would like to be present.	HeiD/BayM/MilJ/WebB	
Moved Seconded	Moved that we accept the Principal's report. Moved: M.Swords Seconded: D.Heiwari	Results Agreed	

Topic:	Financial Report –January & February 2017		
Discussion:			
Actions to be taken / motion	1. Moved the Direct credits for January 2017 as follows: Direct Credits: 23902, 23918 – 24140 TNG: 24008, 24086 - 24088 WBC: 657805 & 657806 Moved the Direct credits for February 2017 as follows: Direct Credits: 24022-24492 TNG: 24182-24489 WBC: 24720-24722		
Moved Seconded	Moved that the Direct Credits for January /February 2017 be approved. Moved: J.Miller Seconded: W.Buckland	Results Agreed	

Topic:	Missed Journal entry from December 2016 234672 [Payroll Journal] for December 2016 be passed for payment. Journal entries - January 2017 235513 & 235738 [Payroll Journal] for January be passed for payment. Journal entries –February 2017 237049-237327 [Payroll Journal] for February be passed for payment.		
Discussion:			
Actions to be taken / motion	Moved that missed Journal 234672 [Payroll Journal] for December 2016 be passed for payment. Moved that Journals 235513& 235738 [Payroll Journal] for January be passed for payment.		

	Moved that Journals 237049-237327 [Payroll Journal] for February be passed for payment.		
Moved Seconded	Moved: J.Miller Seconded: W.Buckland	Results Agreed	

Topic:	Cheque No's for January & February 2017		
Discussion:	January 2017 Nil February 2017 Nil Queries: Nil		
Actions to be taken / motion	Nil		
Moved Seconded	Moved: Seconded:	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card for 30 November 2016 to 30 December 2016 be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 31/12/2016 to 30/01/2017 for \$403.40 be approved for payment. Moved that the Star Card for the period 31/01/2017 to 27/02/2017 for \$875.00 be approved for payment.		
Moved Seconded	Moved: J. Miller Seconded: W. Buckland	Results Agreed	

Topic:	Air NZ Travel Card –January & February 2017		
Discussion:	January & February 2017 - Nil transaction		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8106, 2213, 2048 & 7419 for January & February 2017.		
Actions to be taken / motion	Moved the Visa Card for the period 02 December 2016 - 01 January 2017 for:- 8106 for \$1714.40 (W.R. Buckland) 2213 for \$1563.86 (K. Sandford) 2048 Nil (A. Dalgleish)		

 7419 Nil (M.Bayer) Moved the Visa Card for the period 02 January 2017 –01 February 2017 for:- 8106 for \$556.00 (W.R. Buckland) 2213 for \$258.00 (K. Sandford) 2048 Nil (A. Dalgleish) 7419 Nil (M.Bayer)		
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Moved Seconded	Moved that the Visa Card 8106,2213,2048 & 7419 for January & February 2017 be approved for payment. Moved: J.Miller Seconded: W. Buckland	Results Agreed	
Topic:	Finance		
Discussion:	No discussion held.		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards correspondence 1. Nil Outwards Correspondence: 1. Two letters to Pelorus Trust requesting funding towards:- -Travelling expenses for the Dance Department to travel to Auckland to watch a live performance of a mixed cultural dance group; and - Accommodation costs for the BBC Mixed Hockey team for tournament week. 2. Letter to Pub charity Charitable Trust requesting funding towards purchasing a defibrillator for BBC. 3. COL letter of expression to the Ministry of Education. 4. Thank you letter to Dan Healey for donating carpet tiles.		
	Moved that the Inwards correspondence be accepted and Outwards correspondence be approved.	Results	
Moved Seconded	Moved: M.Swords Seconded: S.Gordon	Results Agreed	

Topic:	Minutes of the last meeting date 22nd February 2017		
Discussion:			

Actions to be taken / motion	Moved that the minutes of the meeting dated 22 nd February 2017 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: H.Jacobson Seconded: S.Gordon	Results	Agreed

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

Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> • Maori Appointment Policy – to be brought back to next meeting. • Bev arranged 2 meetings – Property Sub Comm & Finance Sub Comm Meeting:- • Property Sub Committee – ‘purpose’ to next meeting • H&S report: Wayne did not see this. • Katrina to work in with Gavin re CAFÉ. • Matthew adding dates as requested but report not submitted. • Wayne to attach the ARGEST Property occupants report to his attachments. <p>Derek to have interest in the purpose of the Property committee. We are now at the stage re property that we are likely to have structured a plan for a school for 750. A lot of building info will be coming in for the board of how and what it looks like as school growth happens.</p>		
Actions to be taken / motion	Bev to have the ARGEST reports added to the Principal’s attachments.	WebB	
	Maori Appointment Policy – to be brought back to next meeting.	BucW	
Moved Seconded		Results	Agreed

Topic:	Triennial Plan		
Discussion:	Move item: Budget/Property & 5YA to the next meeting.		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Agenda setting for next meeting –		
Discussion:	•		
Actions to be taken / motion			
Moved Seconded		Results	Carried

Topic:	General Business
Discussion:	<p>The Property Sub Committee met last week. Interesting discussion took place.</p> <ul style="list-style-type: none"> • Growth for this area, if you take in the current rolls of the Primary schools, is going to be substantial. <p>Wayne advised he is currently working on 10YPP. This covers condition reports eg: drainage/roofs/painting/building/leaks/heating. These will identify any level 1 or 2 priority jobs that need doing.</p> <ul style="list-style-type: none"> • 5YPP money is generally used for most projects in layer 2. • Wayne talked to the funding for BBC: \$860,000 under the 5YPP plus the sale of houses of \$800,000. • Wayne commented that we only have a few category 2 projects so we can confidently focus on category 3 property projects. • Wayne talked to the Prefab area around the Horticulture block which we would like to remove and replace with a year 7/8 block. • Wayne talked to his calculations and forecast of growth that predict that we will have a roll of 750 students minimum in 5 year's time. • Wayne talked to the 3 Labs that are well passed their use by date. With roll growth we could build a new Science block near the Horticulture block. • Fitting 2 new classrooms each side of P7 & P8 forming a horse shoe shape would give us a 4 more classrooms block. <p>Discussion re the Library took place.</p> <ul style="list-style-type: none"> • Thinking of future direction for the Library and accessing library books for students it was discussed re taking books and placing them into Lundia shelving in a classroom and go on line and order their books. • Library could be turned into an Innovative Learning Environment. • The Science block could be changed to an English block. <p>Modernising the Technology block</p> <ul style="list-style-type: none"> • 2/3 new Technology spaces would get us to 750 or 8 to get us to 1000 <p>Wayne advised that he is working through the process of updating our demographic report and has requested that a report for OTP and Waipu Primary be included. Ruakaka already has one.</p> <p>Classroom stock discussion</p> <ul style="list-style-type: none"> • 30 classrooms with Gym & Library • 1 classroom under • With roll growth we are looking at 45 new classrooms for a roll of 750 • Discussion took place re the Science labs (compliance issue) and upgrading them as opposed to building a new Science bloc. • If we start building or renovating we can place 4 classes into the new Whare and the Ministry will pay us for using the building <p>The new Whare will allow us to manage roll growth in a way that is not too painful as long as we do not get more than 4 or 5 classrooms under code.</p>

	<p>With the Festival plans going on currently the Whare has gone on the back burner but once the Festival is over we will roll forward with the Whare.</p> <p>When we have a clearer idea of what is happening we will take the building plans to the community/staff/board.</p> <p>Q: Is the intent that this should be the whole board or the property subcommittee? Consensus: Have the subcommittee put forward proposals to the board.</p> <p>Roll growth classrooms is a 2 year process which we need to be on top of with all our ducks in a row to ensure the process does not get delayed to avoid being very tight for space in 2 year's time.</p> <p>Option choices discussion What different options are available for the students and do they ever change. We ask the students what they are interested in and have our Leaders of Learning look at these. As our numbers increase we can offer more options.</p> <p>Evacuation discussion It was noted that the evacuation that took place was confusing. We have had another full evacuation since then and it went very smoothly. Is a map in every room showing where the evacuation area. – Done as part of the building compliance checking.</p>		
<p>Actions to be taken / motion</p>	<p>Get demographics report through by next meeting. Wayne to work on a property growth plan of the school with a roll of 750 students and 1000 students. He will calculate the size of the rooms and design the footprint of what the school will be like in 5 years. He would bring this back to the board for discussion.</p>	<p>BucW</p>	
<p>Moved Seconded</p>			

Meeting closed at: 9.36pm
Next BOT meeting calendared for: 17th May 2017

X	X
J. Miller	Date
Board Chairperson	