

**Minutes of the Bream Bay College
Board of Trustees
Held on 29 October 2013**

Meeting

opened at: 7pm

Present: BucW, DoaT, GarD, GilK, HarG, HeiD, McQJ, SwoM, VCiP, WebB, Will

Apologies: DalA, WooA

Moved: G.Hargreaves/M.Swords

Visitors: Kathy Brown, (HOD English), Rose Nathan- Deputy Principal

Karakia: Rose Nathan

Kathy Brown presented to the board the English Department Report. A handout was distributed of her presentation. Kathy presentation focussed on what the English department is aiming for/looking forward to do. Looking at Asstle and PATS testing for 2014

Wish list:

- More computers
- Stand alone rooms
- Having Mark closer to the HA block

7.40pm

Graham welcomed Tivaan Doak Smith on board as the new Student Trustee.

Topic:	Minutes of the last meeting dated 17th September 2013		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 17 th September 2013 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: J. McQueen Seconded: D. Garner	Results	Agreed

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

Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> • BucW: Wayne to circulate Restorative info to the Board. Rose Nathan has joined us tonight to talk about Restorative Practices at BBC. • Peter Van Cingel met with Wayne Buckland during the holidays to go over NCEA information. • WooA: Annmarie printed a list of photocopying in's & out's for the Board. Print credits/trading activity which balances out. • WooA: Annmarie to check staff assets/student assets cover. Circulated link from website • BucW: Place Special Education presentation on the triennial plan for a future meeting. 		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Confirmation of agenda items		
Discussion:	<ul style="list-style-type: none"> • Insurance update - financial • Review of Strategic Plan (BBC Charter/Strategic Plan, Uni of Auckland/Strategic Plan example • Strategic Aims 3&4 • Governance 4,6,8, Trustee Register • Restorative Justice • Uniform • Verbal feedback Lucy Williams re: going digital 		
Actions to be taken / motion			
Moved Seconded			

Topic:	Rose Nathan - Restorative Justice		
Discussion:	<p>Restorative Practices (Behaviour Management booklet distributed in the pack) Rose gave the board a brief overview of what is a Restorative school. All staff at BBC is trained in Restorative Practices including Support Staff. Wayne tabled a DVD that was produced in 2005 and explained its history. If the board is interested in viewing the DVD please book one out with Bev. (P.V.Cingel / M.Swords) Wayne talked to putting in place a triennial plan in 2014. Discussion took place.</p> <p>Behaviour Management booklet Page 37 - Structure</p> <ul style="list-style-type: none"> • Paragraph beginning 'cool schools' needs rewriting. <p>Question: what's happening with Yr 7&8 Mediator training and school council?</p> <ul style="list-style-type: none"> • Seniors go on camp for training 		

	<ul style="list-style-type: none"> Seniors train the Yr 9&10s Yr 7&8's – Kelly and Tivaan saw this as a stepping stone level. Observation The Bream Bay Way – this was an initiative from VG however the senior managers are looking into making this happen again. 		
Actions to be taken / motion	<ul style="list-style-type: none"> Paragraph beginning cool school's need rewriting. What's happening with Yr 7&8 Mediator training and school council? 	BucW	
Moved Seconded			

Topic:	Matters arising report from Finance Officer, Annmarie Woods
Discussion:	<p>Annmarie tabled a 'matters arising' report for the board.</p> <ul style="list-style-type: none"> The insurance company has confirmed that if a staff member's property was damaged while doing school business and they don't have a personal policy they could claim for damages. Who pays the schools excess if damage is occurred? Have it written in the contract. Unlimited pot?? Could be nothing/could be huge. Don't have insurance/don't have excess. <p>Digital devices</p> <ul style="list-style-type: none"> Possible future need. Mass lockup of devices at school – have no cover with insurance. <p>P&L account emailed</p> <ul style="list-style-type: none"> Wayne explained that he went through the detailed accounts/banked staffing and what's happening overall re liability with Annmarie. Wayne advised that Annmarie had not been reducing the bank staffing in the accounts. Annmarie hasn't transferred two staff over to banked staffing. We won't make as much as originally thought. Our variance has moved from a neg \$35,000 to a positive \$45,520 underspend. For answering questions the full P&L accounts are more beneficial. Annmarie will email a full report and place a summary in the pack. <p>Discussion took place.</p> <p>Peter Van Cingel advised that the report emailed today is different to the one in the pack. Peter asked the question why the new report is cutting off at mid-month where the one in the pack is earlier.</p> <p>Wayne explained that the new report was to show the bank staffing issue.</p> <p>Wayne apologised that the dates don't match in the new report but the updated accounts were sent out because the banked staffing information was incorrect. Wayne will ask Annmarie to re-push the button to print a report that has matching dates in future.</p> <p>Annmarie has annotated the budget.</p>

	<p>Library resources – Page 2 of P&L</p> <ul style="list-style-type: none"> looks like this happened way earlier in the year <p>Finance workshop PD expenses for Boards</p> <ul style="list-style-type: none"> The MOE provides training through NZSTA for free. Discussion around Conferences took place - they are very expensive. How involved does the school want to be involved in PD? How much should we put to the budget? <p>Minor Capital Works – should have a note back to this.</p> <p>Trips – match income to expense – at the end of the day do we run at zero cost.</p> <p>At the Finance Sub Committee meeting please raise questions for Annmarie – she will have answers.</p> <p>Are we anticipating running the CAFÉ at a loss? Do we right off expenses and start again fresh each year. - yes Effectively if the CAFÉ is running at a \$10-\$14K loss we make it up somewhere else. Discussion took place. Function of numbers Student help – have been there but outcome not satisfactory Is it affecting our overall budget? Our budgets are paired back so far that it doesn't affect curriculum.</p> <p>Don't normally budget our depreciation until the end of the year.</p>		
Actions to be taken / motion	<p>Expenses</p> <ul style="list-style-type: none"> Library resources 436% overspend Board members to get back to Graham regarding PD budget costs– should we increase the budget from \$100.00. Ask Annmarie - pages 1-4 in the detailed financial position have been put in twice in the report? 	Results	
Moved Seconded			

Topic:	<p>Financial Report Direct Credits from ASB for September from 14906-15192, TNG:15196-15198, WBC: 15195 to be approved.</p>		
Discussion:			
Actions to be taken / motion	<p>Moved that direct credits for September as follows be approved: 14906-15192, TNG:15196-15198, WBC: 15195</p>		

Moved Seconded	Moved: J.McQueen Seconded: P.Van Cingel		Agreed
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Topic:	Journal entries 160531-161226[Payroll Journals] be passed for payment.		
Discussion:	Queries:		
Actions to be taken / motion	Moved that Journals entries for 160531-161226 [Payroll Journals] be passed for payment.		
Moved Seconded	Moved: J.McQueen Seconded: P.Van Cingel	Results	Agreed

Topic:	Cheque No's - September 2013		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque numbers 6557711-657717 for September be approved.		
Moved Seconded	Moved: J.McQueen Seconded: P.Van Cingel	Results	Agreed

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 31/07/2013 – 30/8/2013 for \$180.93 be approved for payment.		
Moved Seconded	Moved: J.McQueen Seconded: P.Van Cingel	Results	Agreed

Topic:	Visa card transaction		
Discussion:	Moved that Visa Card Statement 8106 & 8104		
Actions to be taken / motion	Moved that the Principal Visa Card 8106 for the period 3 August 2013 - 1 September 2013 be approved for payment. Moved that the Principal Visa Card 8104 for the period 3 August 2013 - 1 September 2013 be approved for payment.		
Moved Seconded	Moved: G. Hargreaves The bank has asked that we don't cancel the trip visa card but just transfer the name. Wayne talked to increasing the limits on the cards to eliminate personal reimbursements that have occurred.	Results	Agreed

Topic:	Finance		
Discussion:	BOT Trading		

	Curriculum P&L Bank Reconciliations:- <ul style="list-style-type: none"> • Westpac Bank Rec • ASB Bank Rec • ASB Business Saver • ASB Term Investment • ASB TNG account • ASB TNG Business Saver 		
	All noted.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Review of Strategic Plan
Discussion:	<p>As per the last meeting Wayne has added in</p> <ul style="list-style-type: none"> • all objectives and aims from previous charters and strategic plans • Worked on aims & objectives at the back of the booklet • Annual plan added underneath • Wayne noted that he is 2/3rds into the process of doing the above then the Uni of Auckland sent out a school charter a sample charter • Has survey feedback come back into the strategic plan? Are we happy with what we have done or do we revisit and list new aims. • In terms of what is there, is overlap and we would enhance it as we work through it. • Consultation process in Term 1 or 2 in next year. • Suggestion: Propose 6-8 things and then Wayne shortlists • Wayne to figure 3 particular strategies based on feedback from previous meetings • IcT • Consistency – Schoolwide <p>Wayne commented he will struggle with the time issue from now until end of the year. The start of this term has been manic.</p> <p>In terms of outcomes Wayne is working on PAI targets and N4L currently which will take up most of his time and we are also restructuring both prizegivings. The minutes from this meeting won't come out until after prize giving.</p> <p>The goal is that we work towards having this finished by the 1 March. Would be happy with being only half way through the new document.</p> <p>Wayne can put work into this to have it ready before the ERO visit on the 26/27 Nov. Won't lose what is in the original vision – gives a flavour of what we doing.</p> <p>Wayne has flicked a copy of the Uni of Auckland Charter to ERO asking them their thoughts but they haven't responded.</p> <p>Although it contains a lot less it would comply with MOE and ERO and we would have 3</p>

	<p>strategic goals to work on. Tanya Petrove sent Wayne the link which would meet our needs and comply with everything.</p> <p>If the board thinks the Charter is reasonable Wayne can scaffold a Charter/Strategic Plan to match the Uni of Auckland one. This is why he has stopped working on the old version.</p> <p>Apart from meeting the legislative requirements it is also useful to have a more succinct version. Less is more/like the simplicity.</p> <p>Wayne would take Mission/Vision, Values, Principles, Maori dimensions and transfer over to the new document. Wouldn't change anything in the original vision as it has been approved.</p> <p>Use the new charter as a blank canvas but don't be too wedded to the original document.</p>		
Actions to be taken / motion	The Board is happy for Wayne to go forward with the Uni of Auckland version of the School Charter Strategic and Annual Plan. Wayne will create a mock version back for the next meeting.	BucW	
Moved Seconded		Results	

Topic:	Strategic Aims 3&4		
Discussion:	<p>Question the fact that we are doing a double review re goals</p> <p>Goal 4 .3 Cement an international market</p> <p>Wasn't the trip to Japan a marketing venture? No this was a sister school visit.</p> <p>Wayne signed two contracts for 2 Japanese students for 2014 Sent an offer to Germany for 1 student for 2014 Sent an offer to Argentina for a Spanish student for 2014</p> <p>Discussion previously was not to go over 5 or 6 as it creates niches. Budget wise 4-5 is better.</p> <p>Goal 4 2nd point Students in leadership opportunities Wayne commented: Didn't initiate Yr 12 training – hasn't gone ahead – was to be discussed at SMT but this didn't happen due to 1 being away.</p> <p>Year level stripes – see table below to be removed.</p>		

Actions to be taken / motion	Add to Strategic Plan - Measurable target for international students to be 4. Add a date to any up dates/changes in evaluation.		BucW/WebB
Moved Seconded		Results	Agreed

Topic:	Governance 4,6,8, Trustee Register		
Discussion:	Wayne couldn't find any significant changes Uses track and trace to identify any issues - mostly full stops/indentations/tabs Nothing reflects re: philosophy/practices that we are using. Trustee review Remove Kelly Gillingham and add Tivaan Doak Smith.		
Actions to be taken / motion	Update existing policy booklet to match.		BucW
Moved Seconded		Results	

Topic:	Results analysis		
Discussion:	Wayne went through the results on the projector, Discussion took place.		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Uniform		
Discussion:	Shaving of our senior boys When do you want the boys to shave? Discussion took place. Working with not to. Inconsistent rule. Feedback <ul style="list-style-type: none"> • Some parents like clean shaven • Survey students • Does a beard affect their learning/or is it an image thing – image tidy uniform • Feedback from DP/staff • Not a push to keep clean shaven • Whatever rules we have should be re-enforced. 		
Actions to be taken / motion	The board moved to take out the words clean shaven and leave in well groomed in the Uniform policy. Wayne to get feedback re pushing boundaries	BucW/WebB	

Moved Seconded	G.Hargreaves	Results	Agreed
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Topic:	Verbal feedback going digital – Lucy Williams
Discussion:	<p>Lucy reported she went to Westlake girls to attend a PD session on 'How do you use digital devices in the classrooms</p> <ul style="list-style-type: none"> • 2 fantastic speakers • How technology has advanced • Moving so fast • Have to go with changes • Pointed out that job market focussed on innovative and creative young people <p>2nd keynote</p> <ul style="list-style-type: none"> • Interesting to see what is happening in Australia • At the end of the day it's about teaching and learning and using it effectively. • A tool in the classroom so use it. <p>The main things</p> <ul style="list-style-type: none"> • How he gets his students engaged in research work – like a video game - get rewards every 3 seconds • If the answer doesn't come up right away they go off task <p>Useful advice of how he does it in the classroom</p> <ul style="list-style-type: none"> • Using Google apps/google drive • Keeping them engaged • Instant feedback • Working in real time <p>Feedback to HODs at LOL meetings</p> <ul style="list-style-type: none"> • Next year want to be BYOD • Bring back what other schools are doing • Loads of resources • Seeing what is going on other schools <p>Having students looking at sites – saves resources/photocopying Different how each department would use this technology</p> <p>Staff using technology Teachers playing in their own classrooms VC environment Collecting students work/writing over the top of it</p> <p>BBC ¾ digital already Roll over to 2014</p>

	<p>Talking with N4L Examples of both which are working well</p> <p>VC Technology day on the 24th October Building up the community knowledge</p> <p>How do we deal with the students that struggle at school Money School in Auckland gained 1 year's gain in 6 weeks For those students who are struggling will engage them somehow</p> <p>Need to talk with teachers re: computers in library Playtime</p> <p>Putting resource with the teacher when they need it and not in another computer room.</p> <p>10 tablets are in 1 classroom Management work looking after them has been extensive Playing at the moment</p>		
Actions to be taken / motion			
Moved			
Seconded			

Topic:	Policy/ies for approval this year		
	29 Oct - Governance 4-6,8,Trustee Register		
Discussion:			
Actions to be taken / motion			
Moved			
Seconded			

Topic:	<p>Inwards correspondence</p> <p>1. Operations Grant /Staffing Entitlement from the MOE</p> <p>Wayne talked to the:-</p> <ul style="list-style-type: none"> • Updated quarterly funding advice forms • Staffing Entitlement – MOE funding based on roll figures which will give you guaranteed minimum staffing figures. GMFS (guaranteed minimum funding) <p>Staffing:</p> <ul style="list-style-type: none"> • Due to the new gmfs statement Wayne is now free to go ahead and make 1 appointment permanent. 		
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	<ul style="list-style-type: none"> The only other staffing issue is Maternity leave position. <p>Wayne asked:</p> <ul style="list-style-type: none"> Do the board want me to live within the GMFS? Budget on covering salaries somewhere in between 50,000 and 80,000 Worst case scenario is taking \$80K out of our reserves Discussion took place Biggest impact on kids' education is by putting money into teachers. <p>STA News: 236 Circulate electronically to board members.</p>		
Discussion:	<p>Outwards Correspondence Letter to Pub Charities applying for funding an AED Heart Saver for the school, staff and community.</p> <p>Letter to Oxford Trust applying for funding for various sports equipment.</p> <p>Discussion re process took place. Wayne to ask the auditors re: process re applications</p>		
Actions to be taken / motion	<p>Staffing Do the board approve for 1.65% of staffing overuse for 2014? Yes.</p>		
Moved Seconded	<p>Moved the inwards correspondence be accepted and the outwards correspondence be approved. Moved: G. Hargreaves Seconded: M. Swords</p> <p>Moved that we budget for a maximum 1.65% of staffing overuse for 2014. Moved: W. Buckland Seconded: G. Hargreaves</p> <p>Moved the application for funding to Oxford Trust for various sports equipment be accepted. Moved: W.Buckland Seconded: P.Van Cingel</p>		<p>Agreed</p> <p>Agreed</p> <p>Agreed</p>
Topic:	Principal's Report		
Discussion:	Attachments to the Principal's Report:-		

	<p>SNUP A company contracted from the MOE called Torque IP came by to do a SNUP survey of the school.</p> <ul style="list-style-type: none"> • The current wireless is good for laptops but not for tablets. • Would be silly not to take them up on their offer. • Could end up with a \$40k bill which will be offset against our 5YA <p>Architects H&K Buildings upgrade – all ready to go over Xmas. SNUP would not interfere with these projects.</p> <p>Vocational Pathways</p> <p>Wayne opened the 'Vocational Pathways Construction Booklet' and talked to the table on page 19. This gives us the whole ability to tell our students what Vocational Pathways is about and what they can be working towards. Import into our system. Adding meaning to the NCEA system. Talking with NZQA expert, agreed that we need to have context rich NZQA assessments Homework – you can be assured that ERO will ask you about Vocational Pathways.</p>		
Actions to be taken / motion			
Moved Seconded			

Topic:	Agenda setting for next meeting		
Discussion:	<p>29th October 2013:</p> <ul style="list-style-type: none"> • Analysis of Variance • Annual Plan draft • 2014 Charter goals • EOY data analysis • BOT Chair/Principal Appraisal report back • 2014 draft budget approved meeting to be arranged • National Standards reporting – Wayne will have these prepared • ERO feedback 		
Actions to be taken / motion	<p>A copy of the two Principals Appraisal Survey Monkey sent to Norman Pratt</p> <ul style="list-style-type: none"> • Will make changes to the survey monkey rankings • Will send him emails of the bot • Will send him emails of all the staff • Will happen shortly after prizegiving 		
Moved Seconded			

Topic:	General Business		
Discussion:	Xmas function		

Actions to be taken / motion	Discussion re numbers and location took place. If a board member is interested in hosting let Bev know PTA suggested 22 nd or 29 th Nov.		
Moved Seconded			

Meeting closed at: 11.48pm

Next BOT meeting calendared for: 17th December, 2013

X

G. Hargreaves
Board Chairperson

X

Date