

**Minutes of the Bream Bay College
Board of Trustees
Held on 10th August 2016**

Meeting 7.03pm

Present: BucW, GorS, HeiD, MacF, McQJ, MarT, MilJ, Swom, WebB

Karakia: Everyone

Apologies: TayM

Moved: M.Swords

Seconded: D.Heiwari

Visitors: DalA, Heather Jacobson

Jane read a whakatauki.

Jane welcomed Heather Jacobson & Sandra Hayward to the meeting.

Topic:	Confirmation of agenda:-		
Discussion:	Decision making: Agenda:- 1. Decisions: a. Selection process or Election for Casual Vacancy (to In-Committee) 2. BOT Workplan / Policies: a) Governance 7		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Health presentation by Sandra Hayward - teacher in charge of Health		
Discussion:	<p>Sandra Hayward, teacher in charge of Health, gave a powerpoint presentation. Question: It was asked if we have had Leslie Holloway – “Mates for Dates” booked to talk with the students this year. Selina Gordon will share her contact details with Sandra.</p> <p>The biggest misunderstanding is that Health is not all configured around sex education.</p> <p>Please email Sandra if you have any questions/concerns.</p> <p>Discussion re student behaviour took place. Wayne commented that we run the mantra that it’s fine to hold hands but nothing else is acceptable.</p>		
Actions to be taken / motion	Selena to forward Leslie Holloway’s contact details to Sandra Hayward	GorS	
Moved Seconded		Results	

Topic:	Policies – Governance 7		
Discussion:	Pick up this topic at the next meeting (14 th September).		
Actions to be taken / motion			
Moved		Results	

Topic:	Problems with loading BOT info to google drive		
Discussion:	Wayne explained why Bev had trouble loading up the bot information in the google folder because when she changed over to the new laptop they didn’t take over the shared drives.		
Actions to be taken / motion			
Moved		Results	

Topic:	Strategic Goals, Annual Report Mid-year update		
Discussion:	Wayne apologised that the info re this topic was sitting in the “old” folder and wasn’t available to read.		
Actions to be taken / motion	It was agreed that we carry across to the September meeting.		
Moved		Results	

Topic:	Term 2 Analysis Results		
Discussion:	Wayne explained the results analysis information to the board. He went through the quality/quantity chart explaining the value of A,M,E & targets. He then followed on with the analysis of diploma pass rates.		

	<p>Break down of data Wayne showed the breakdown of Maori boy & Maori girls. How does this correlate to attendance? Wayne commented that our attendance is around 90% which he is not happy with and this is being addressed. Wayne advised next year we will be running separate Year 7 & 8 classes. The biggest downside to this is that class sizes wont remain below 28.</p> <p>Wayne talked through the Year level analysis Year 9&10 are struggling with the new key competencies so we are working through what to do about this without changing the expectations in place. Discussion re mid-year exams being discontinued took place. This 2-week period will be used more beneficially as teaching time in the classroom. Nat Standards – nothing consistent across the country.</p> <p>A lot of work around our Yr 9&10 cohort is happening to get their KC's up. The rest is looking reasonably good. In 4-5 years' time, with the higher skills, you will be definitely see lifted achievement.</p>		
Actions to be taken / motion			
Moved		Results	

Topic:	Communities of Learning		
Discussion:	<p>Wayne explained the concept community of schools and the Whangarei Super Cluster. He discussed the pros & cons of forming a community of schools and the Ministry's stance behind the concept.</p> <p>There is a problem that everyone is still hung up on the super cluster. The MOE will not accept a super cluster. Do you have to go with primary's or can you go with just secondary if the primary schools will not join? Wayne has been asking the MOE about this. This is really a board decision but it has really been left to Principals. Wayne has talked with Jane as to having a meeting with the Primary school board chairs and the Principals. Discussion took place. Simple decision: is the board happy to wait or does it want us to call a meeting with board chairs and principals of the primary schools?</p>		
Actions to be taken / motion	Jane to invite the board chairs & Principals to a meeting for a discussion around super clusters.	McqJ	
Moved		Results	

Topic:	Whare Concept		
Discussion:	<p>Wayne showed the architects drawings of the Whare to date. He explained that the eating area is to be transposed with the amenities area. Shadowclad - Wayne mentioned that the MOE are using shadowclad on their buildings so he sees no problem using this product on the Whare. The windows top & bottom are designed this way for airflow. Firth are on board providing a rib raft polystyrene floor with the polystyrene free and the concrete free. Concrete at cartage price only And Cobbles free</p> <p>The Carter Holt Harvey quote includes ply for the entire floor, walls and ceiling. Quote \$67K is for portals ply, shadowclad, floor</p> <p>Wayne had a meeting with architects, CHH & Firth. Plans going to permit stage and as soon as H+K have an engineered flooring plan Geoff will drop it to Firth. H&K will do the architectural and project work As soon as plans are with Council for quantity surveying Wayne will apply to the Lottery Commission for funding. Discussion took place. Wayne asked the board if they were happy with Shadowclad? The question was asked that could we look at more glass in the front entrance area. We have committed to deliver Are we keeping Patuharakeke informed? Once the plans approved can we consult with Patuharakeke?</p>		
Actions to be taken / motion	There is a consultation hui next week (16 th) with the community. The Whare will be included.		
Moved		Results	

Topic:	Principal's Report		
Discussion:	<p>Motions to be moved as per Principals report. Wayne apologised for not placing the two PD requests to travel overseas to attend conferences in his last report at the June meeting. (Overseas PD requires BOT approval as per our policies).</p> <p>Wayne talked to the results for kc's being down in year 9 and 10 and having to pick these back up to match year 7&8 lift.</p> <p>We are looking specifically at student retention in year 9.</p> <p>Weights gear from China on track. Packed and in transit.</p> <p>Attachments Demographics report for the College.</p>		

	Wayne advised he is meeting with the demographics people in Auckland on the 24 th . Demographics report to be discussed at the next meeting.		
	Wayne is in a discussion with the MOE re dropping our enrolment zone.		
Actions to be taken / motion	1. Moved that the Bream Bay College Board of Trustees ask the MOE to progress the College becoming part of a COL cluster Moved: J. McQueen Seconded: M.Swords	Agreed	
	2. Moved that permission be given for the Principal and 1 Support staff member to attend the PcSchool conference in Australia Moved: J. McQueen Seconded: M.Swords	Agreed	
	3. Moved the A Dagleish, Carolyn Alexander-Bennett & Huia Coll be approved to attend The Neuroscience PD day in Melbourne. Moved: J. McQueen Seconded: M.Swords	Agreed	
Moved Seconded	Moved that we accept the Principal's report. Moved: W. Buckland Seconded: J.McQueen	Results Agreed	

Topic:	Financial Report – June 2016 Direct Credits from ASB from 22320 - 22548, TNG—22554 - 22546, WBC:22570 be approved.		
Discussion:			
Actions to be taken / motion	1. Move the direct credits for June 2016 as follows: Direct Credits: 22320 - 22548 TNG: 22554 - 22546 WBC: 220570		
Moved Seconded	Moved that the Direct Credits for May 2016 be approved. Moved: D. Heiwari Seconded: J. Miller	Results Agreed	

Topic:	Journal entries -June 2016 222888-223594 [Payroll Journal] for May be passed for payment.
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Discussion:			
Actions to be taken / motion	Moved that Journals 222888-223594 [Payroll Journal] for May be passed for payment.		
Moved Seconded	Moved: D. Heiwari Seconded: J. Miller	Results Agreed	

Topic:	Cheque No's for June 2016		
Discussion:	Queries:		
Actions to be taken / motion	Nil		
Moved Seconded	Moved: Seconded:	Results	

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card for 30 April 2016 to 30 May 2016 be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 30/04/2016 to 30/05/2016 for \$470.33 be approved for payment.		
Moved Seconded	Moved Seconded:	Results Agreed	

Topic:	Air NZ Travel Card – May 2016		
Discussion:			
Actions to be taken / motion	Nil		
Moved Seconded	Moved: Seconded:	Results	

Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8016 &1131 for May/June 2016		
Actions to be taken / motion	Moved the Visa Card for the period 02 May 2016–01 June 2016 for:- 8106 for \$1788.40 1131 for \$1691.22		

Moved Seconded	Moved that the Visa Card 8106,1131 for 02 May 2016–01 June 2016 be approved for payment. Moved: D.Heiwari Seconded: J.Miller	Results Agreed	
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Topic:	Finance		
Discussion:	Wayne walked the board through the financial information and talked to the sections including noting the fraud risks section. Financial position report – circled. Profit & Loss Wayne explained the setup of the P&L report. He advised that BBC is looking at going over to a completely different format of PcSchool Finance later in the year. It is based on the Coles model. Discussion re Auditors concerns were discussed.		
Actions to be taken / motion			
Moved Seconded	Moved: Seconded:	Results	

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards correspondence 1. STA News No: 264 Outwards Correspondence 1. Letter to Pelorus Trust re-funding towards travelling expenses for the Girls 1 st XI Hockey tournament to Auckland.		
Actions to be taken / motion	Moved that the funding application to Pelorus is approved. Moved: M.Swords Seconded:D.Heiwari Moved that the inwards correspondence be accepted and outwards correspondence be approved.	Results	
Moved Seconded	Moved: M.Swords Seconded:D.Heiwari	Results Agreed	

Topic:	Minutes of the last meeting dated 22nd June 2016		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 22 nd June 2016 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: J.McQueen Seconded: M.Swords	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"> The inwards correspondence missing from the google drive for the June meeting has been added to the google drive. Jane & Wayne still to check P. Appraisal. Sitting in the google drive fyi Wayne passed on thanks to Matthew Spragg, the caretaker Derek contacted Mark Bayer re Health & Safety. Ongoing 		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Triennial Plan		
Discussion:	As distributed.		
Actions to be taken / motion	Add governance over to next meeting GATE report – Emma Scobie Jennings ERO indicators – sitting in folder fyi. Review will be next year. Apologies from Fiona & Selena for next meeting. At camp		
Moved Seconded		Results	

Topic:	Agenda setting for next meeting –		
Discussion:	Triennial Plan Add: Principal Appraisal - Governance 7 for the next meeting ERO indicators – when would the board like to have an in-depth discussion re ERO indicators – September 2016		
Actions to be taken / motion			
Moved Seconded			

Topic:	General Business		
Discussion:	School tour for new trustees: Ring Bev and she will liaise with you to go for a look around. Last Friday of term at 10.45am new board members are invited to attend to meet the morning tea with staff. NZSTA positions: No-one interested Election of Returning officer for Student Trustee election.		

Actions to be taken / motion	Moved that Beverley Webb be elected as Returning Officer for the Student Trustee Elections. Date for the election: 16 th September			
Moved Seconded	Moved: M.Swords Seconded: J. Miller		Agreed	

Meeting closed at: 9.44pm

Next BOT meeting calendared for: 14th September 2016

X

Jane McQueen
Board Chairperson

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Date