

**Minutes of the Bream Bay College  
Board of Trustees  
Held on 12 August 2015**

Meeting 7.05pm

Present: GarD, DraB, McQJ, VCiP, WebB, DalA, HeiD, HarG

Karakia: Everyone

Apologies: SwoM

Absent: BucW (sabbatical)

Moved: P van Cingel

Seconded: M.Swords

Visitors: Fiona Macgregor / Gwyneth Cooper

Peter welcomed everyone to the meeting.

- Confirmation of agenda: As distributed.

<b>Topic:</b>	<b>Yr 7&amp;8 HOD report</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	<p>Fiona presented the Yr 7&amp;8 Department report to the Board.</p> <ul style="list-style-type: none"> <li>• Fiona would like to obtain additional reading material (novels). Ebooks could be considered</li> <li>• Next term holding a reading fair following with students making a model based on the novel– have awards/criteria for awards/parents invited</li> <li>• Approx. 10 students have tablet devices in MacF (this is counting useful devices such as ipads- phones really too small)</li> <li>• devices with a keyboard preferred</li> <li>• 9 computers in the classroom</li> <li>• Chrome books also helpful in the classroom – around \$400 – kids can access through</li> </ul>		

	<p>google</p> <p>Staff changes in Yr 7&amp;8</p> <ul style="list-style-type: none"> <li>• New staff currently / permanent staff returning in 2016</li> <li>• DaIM coming into line - beginning Teachers have stepped up well.</li> <li>• Bilingual – starting to function with new LTR teacher.</li> </ul> <p>Thanks was extended to Fiona for presenting the report. Good presentation – positive touches. Visits to the primary schools went well – positive. Kids asked questions and our systems were known to the kids.</p>		
Moved Seconded		Results	

Topic:	<b>Decisions</b>		
Discussion:	a) Approve 2014 Chart of Accounts b) Community consultation – outside support		
Actions to be taken / motion			
Moved Seconded	Moved that we approve the 2014 Chart of Accounts as tabled. Moved: P van Cingel Seconded D.Garner	Results	Agreed

Topic:	b) Community consultation – outside support		
Discussion:	<p>A table was set up on PST day with board members and staff members on duty in the admin block.</p> <p>Jane fed back her community feedback</p> <ul style="list-style-type: none"> <li>• Junior teachers felt that senior teachers have had input but not them</li> <li>• Primary schools teaching Te Reo but it is not followed through at the College</li> </ul> <p>As a board do we want to go down this road? Discussion took place The question was asked if Bilingual is offered to students what is incorporated into the system?</p> <ul style="list-style-type: none"> <li>• Option choices in Yr 9&amp;10</li> <li>• NCEA at Senior level</li> </ul> <p>Gwyneth fed back that there is a resistance to korero from the students in senior Maori. Gwyneth &amp; Betty are talking about “How do you learn enough basic grammar to make the learning useful”, rather than just learning individual words. Board discussion followed on the amount of Te Reo available to students at the school, and whether the Board would like to pursue more, or less Te Reo at the college. Some</p>		

	<p>discussion points raised;</p> <ul style="list-style-type: none"> <li>- Opportunities to further Te Reo is available currently for those that want it</li> <li>- We need to raise the profile of the bi-lingual class (not a depository for 'naughty kids')</li> <li>- We need to balance right/opportunity to learn Te Reo with right/opportunity to learn a language with 'commercial' opportunities for students e.g. Mandarin, Japanese</li> </ul> <p>In summary, the Board felt that we should continue to focus on developing our existing initiatives, and there was no need for a significant change in strategy on Te Reo.</p> <p>Feedback: Whanau time  How do we form better whanau relationships?  We have a whanau process in place – is it valued?  Are whanau brothers/sisters working effectively?</p> <ul style="list-style-type: none"> <li>• Academic Coaching</li> <li>• Inter house challenges</li> <li>• Whanau feeds – be more organised to get money sorted</li> </ul> <p>Sets of games have been purchased to be distributed within the whanau system  Some seniors are not interested in pursuing this – the responsibility is with students as well.  GC: Yr 10 – feel some are interested in running whanau activities. Mark &amp; Gwyneth meeting with the student's that are interested in making these games happen. They want to hang out together once a week.</p> <p>The intent of the community feedback session was to obtain feedback on our draft strategic goals. There was no feedback that suggested that our draft goals are misaligned with community.</p> <p>Further community feedback sessions;  OTP – fireworks – 6<sup>th</sup> Nov  Ruakaka Gala: late T4</p> <p>Annual Plan goals needed before these two events.  To date we have heard nothing to sway us from our current thinking.  We will start drafting the annual plan based on the current draft goals, and tweak these if the goals are changed as a result of further community feedback.</p>		
<b>Actions to be taken / motion</b>	Board happy with goals, get SMT to go ahead and write them.	SMT	
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Mid-Year Strategic Goals progress review</b>
<b>Discussion:</b>	Where are we to date?

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	<p>All DP's have updated the Mid-Year progress review for the areas they are responsible for As per tabled document.</p> <p>Learning targets Alison informed that she didn't have the data available. Gwyneth advised that she could find the analysis if required.</p> <p>International students Derek met with Mark last Thursday but they have deferred this to next month.</p> <p>Tubman do an annual check of the new boiler yearly Upset painting plan – 2 weeks behind due to jobs that have happened</p> <p>Feedback re process of how the annual plan is working</p> <ul style="list-style-type: none"> <li>• Don't like way this is set out – difficult to follow. Like something more measurable to targets.</li> <li>• How many targets do we want the board to track?</li> <li>• Is painting an annual target to focus on?</li> <li>• Room for fluidity – would be interested in areas that need work or have a problem</li> <li>• Mike Swords has tabled a property report which is in readings</li> <li>• For next goals have very few targets-struggled with targets</li> <li>• the Annual Plan targets should flow from the Strategic goals. These should flow into tasks and targets for all staff</li> <li>• Work in progress for next year</li> </ul>		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	<p><b>Annual Learning Targets Analysis – Term 2</b></p>		
Discussion:	<p>Pick highlights / What are we doing about it? Yr 7,8,9,10 –did exceptionally well in Term 2 Yr 11,12,13 didn't do so well Seniors had mid-year exams Did they study or did they not study? Senior students advised at assembly that they have 10 weeks left to knuckle down before final exams Discussion took place</p>		
Actions to be taken / motion			
Moved Seconded		Results	

<b>Topic:</b>	<b>Policies for approval</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>			
<b>Actions</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Principal's Report</b>		
<b>Discussion:</b>	<p>Alison talked to her report</p> <p>Property: Alison reported that Mike Swords walked around the school with her &amp; the caretaker – Property report in "Readings".</p> <p>LED Lighting Project – signed off and completed.</p> <p><b>b)Uniform Update</b> Proposed sweatshirt- V neck/Crew neck</p> <ul style="list-style-type: none"> <li>Alison explained that the PTA have fed back that they are happy with the proposed style of jacket that was modelled.</li> <li>An email was sent out on the school newsletter tree and to students asking for their feedback. Photos of the sweatshirt were attached.</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	<p>Moved that the board supports the option of the red sweatshirt v neck/crew neck Moved: P van Cingel Seconded: D.Heiwari</p> <p>Moved that the Principal's report be approved. Moved: A. Dalglish Seconded: P van Cingel</p>	<b>Results</b>	Agreed

<b>Topic:</b>	<b>Medical Report / H&amp;S Risk Assessment</b>		
<b>Discussion:</b>	<p>Risk assessment walk around is to take place later in the term. If Mike is doing a walk around as part of property he can do the H&amp;S check.</p>		
<b>Actions to be taken /</b>	Bells – Ensure that all staff and students are		

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<b>motion</b>	aware of significance of different bell patterns e.g. 'lockdown'? Do we have action plans in place for each? Alison to liaise with Mark Bayer.		
<b>Moved Seconded</b>		<b>DaIA/BayM</b> <b>Results</b>	

<b>Topic:</b>	<b>Readings</b>		
<b>Discussion:</b>	A lot of staff mentioned IT performance issues e.g. computer pods not working/slow etc Need our IT system to work Would like the Principal to investigate and feedback on pod structure and other modules  NZQA Above national average NCEA Lvl 3 below par  Property report Keep up the good work – very impressive. Lots of good work by the PTA		
<b>Actions to be taken / motion</b>	Feedback a thank you to the PTA / Matthew & Robert for their hard work. Principal to feedback to board on IT concerns raised by staff	<b>DaIA</b> <b>BucW</b>	
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Finance</b>		
<b>Discussion:</b>	May Month end accounts		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved that the May Month end accounts be approved.  Moved: P van Cingel Seconded: D. Garner		<b>Agreed</b>
<b>Topic:</b>	<b>Financial Report – May 2015</b>		
<b>Discussion:</b>	<b>Cafeteria</b> A question was raised re financial income vs expenditure Discussion took place.		

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	Query with Annmarie – the van recovery seems very high compared to expenses. Are we 'over charging' our students, or are some expenses mis-coded?		
	Direct Credits from ASB from 19416-19654, TNG-19656-19658, WBC: 19660 be approved.		
Actions to be taken / motion	Query with Annmarie – vans costings	WooA	
	Moved that direct credits for May as follows be approved: Direct Credits: 19416-19654 TNG: 19656-19658 WBC: 19660		
Moved Seconded	Moved: Peter van Cingel Seconded: D.Garner		Agreed

Topic:	<b>Journal entries - May 2015</b> 200069-201318 [Payroll Journal] be passed for payment.		
Discussion:	Queries:		
Actions to be taken / motion	Moved that Journal entries 200069-201318 [Payroll Journal] be passed for payment.		
Moved Seconded	Moved: Peter van Cingel Seconded: D.Garner	Results	Agreed

Topic:	<b>Cheque No's –May 2015</b>		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque numbers 657774 for May 2015 be approved.		
Moved Seconded	Moved: Peter van Cingel Seconded: D.Garner	Results	Agreed

Topic:	<b>Fuel Card – Star Card</b>		
Discussion:	Moved that the Caltex Star Card be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 30/03/2015 to 29/04/2015 for \$658.15 be approved for payment.		
Moved Seconded	Moved: Peter van Cingel Seconded: D.Garner		Agreed

Topic:	<b>Air NZ Travelcard – W.R. Buckland</b>		
Discussion:	Moved that the Travelcard be approved for payment.		
Actions to be taken / motion	Moved that the Travelcard for the period 30/03/2015 to 29/04/2015 for \$1376.88be approved for payment.		
Moved Seconded	Moved: P van Cingel Seconded: G.Hargreaves		Agreed

<b>Topic:</b>	<b>Visa card transaction</b>		
<b>Discussion:</b>	Moved that Visa Card Statement <b>8106 &amp; 8104</b>		
<b>Actions to be taken / motion</b>	Moved that the Principal Visa Card <b>8106</b> for the period 02 April 2015 – 01 May 2015 for \$581.98 be approved for payment.		
	Moved that the Principal Visa Card <b>8104</b> for the period 02 April 2015 – 01 May 2015 for 844.71 be approved for payment.		
<b>Moved Seconded</b>	Moved: P van Cingel Seconded: G.Hargreaves		Agreed

<b>Topic:</b>	<b>Inwards /Outwards Correspondence</b>		
	<p>Inwards correspondence</p> <ol style="list-style-type: none"> <li>1. Letter from Paper 4 Trees re EOI – successful</li> <li>2. Application re Teacher – Led Innovation Fund research project - successful</li> <li>3. MOE Operations Grant</li> <li>4. MOE confirmed Staffing Entitlement</li> <li>5. Boiler Replacement Project Financial Summary – Architects H&amp;K</li> <li>6. Letter from the MOE acknowledging receipt of Annual Report</li> </ol> <p>Fees for Auditor: BDO to supply quotation in August. No action required, unless deemed unreasonable, then need to liaise with the Ministry.</p> <p>Moved that we delegate responsibility to the board chair and Principal to respond to the Annual Accounts Audit proposal as they see fit. D.Garner G.Hargreaves</p>		
<b>Discussion:</b>	<b>Outwards Correspondence</b>		
	<ol style="list-style-type: none"> <li>1. Letter to Pub Charity, Charitable Trust for bus costs for the Yr 7&amp;8 Kaiwaka Sports Exchange.</li> </ol>		
<b>Actions to be taken / motion</b>			



Moved Seconded	Moved that we accept the Inwards correspondence be accepted and Outwards be approved.		
	Moved: P van Cingel Seconded: D.Garner		Agreed
	Fees for the Auditor Moved that the board delegates responsibility to the Board Chair and the Principal to respond to the proposal as they see fit.		
	Moved: P van Cingel Seconded: D.Garner		Agreed
	Moved that the Pub Charity funding application be approved.  Moved: P van Cingel Seconded: D.Garner		Agreed

<b>Topic:</b>	<b>Minutes of the last meeting dated 24<sup>th</sup> June 2015</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that the minutes of the meeting dated 24 <sup>th</sup> June 2015 be confirmed as a true and correct record.	<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	Moved: D.Garner Seconded: D.Heiwari	<b>Results</b>	Agreed

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

<b>Topic:</b>	<b>Matters Arising</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Policies – cosmetic work to be done. Create a separate folder on the drive for important documents that need to be referenced easily (e.g. Policies, Charter)</li> <li>• Parent contributions for school activities was discussed at LoL meeting</li> <li>• H&amp;S report completed</li> </ul>		

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<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Triennial Plan</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>•</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Agenda setting for next meeting –</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• 1 more meeting for Brook Draper as Student Trustee</li> <li>• Painting &amp; maintenance</li> <li>• Succession planning</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Evaluation</b>		
<b>Discussion:</b>	<p>Feedback:</p> <ul style="list-style-type: none"> <li>• Happy with new format, making all the big decision at the front of the meeting. Room for improvement – going well – recognising what is governance / management</li> <li>• Good meeting – quick to the point</li> <li>• Let’s keep the meeting the same - moving along</li> <li>• Good meeting – flowing well – spent a little time on some items. Enjoyed cards</li> <li>• Enjoyed PD – learnt so much</li> <li>• Good having Alison here – time good</li> <li>• Thoroughly enjoyed board support and the opportunity for PD at this level. Attending PD with Wayne is enjoyable at the same time. Enjoy the cards – shows collegiality. Amazing journey. Amazing PA support.</li> <li>• Meeting stayed on task. Enjoyed professionalism of Acting Principal. Busy 12 weeks.</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

Meeting closed at:

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Next BOT meeting calendared for: 16 September 2015

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