

**Minutes of the Bream Bay College
Board of Trustees
Held on 16th December 2015**

Meeting 7.00pm

Present: BucW, VCiP, HarG, HeiD, Swom, MacF, MarT, WebB, McQJ, BayM

Karakia: Everyone

Apologies:

Moved:

Seconded:

Visitors: BayM, DaIA

Topic:	Confirmation of agenda:-		
Discussion:	<p>Decision making: Approve Strategic Goals</p> <p>Agenda:-</p> <ul style="list-style-type: none"> a. EOY Strategic Goals – see 2c b. Annual Targets Analysis - Term 4 c. Annual Plan 2015, YTD d. Annual Plan 2016 e. 2016 Draft Budget to be approved f. Term 4 Assessment Analysis & National Standards g. Set date for Elections 2016 h. H&S Act discussion 		
Actions to be taken / motion			
Moved		Results	
Seconded			

Topic:	Strategic Goals
Discussion:	Peter opened the discussion explaining that we started the year off developing the goals, then we moved to creating draft goals, the SMT wordsmithed the draft goals then we took

	<p>it to the community. There was only a limited turn out for the evening community consultation in the auditorium. We tried advertising to the community through the website, to no success, the board canvassed at the One Tree Point Fireworks evening with limited success, and finally Wayne sent out a survey which had good response.</p> <p>Peter opened the floor for comments re goals.</p> <p>Jane asked for consistency re the order of the goals.</p> <p>Discussion took place. A few comments from people that their children will not return to the College due to the disruption in the classroom. Question: What changes are planned for 2016? To be discussed later in the meeting.</p> <p>If the community has taken the trouble to comment can we feedback to them. Peter to comment in his "From the Board Chair article" in the Bream Bay News.</p>		
Actions to be taken / motion	<p>Moved that the goals as tabled are ratified to set the future direction of the school for the coming years Peter to write an article for the Bream Bay News in January 2016</p>	PvC	
Moved Seconded	<p>Moved: Peter van Cingel Seconded: Mike Swords</p>	Results	Agreed

Topic:	Annual Targets
Discussion:	<p>Wayne placed the Annual Targets on the projector and talked through them.</p> <p>He talked to the SARS (Students at Risk) students and commented that we will make a change in the way we deal with them next year.</p> <p>Maori boys stats – drop is due to increase in SARS students especially around year 9 Maori boys. DP's will need to investigate and determine reasons for the drop.</p> <p>The targets were increased for 2015 for NCEA levels 1, 2, 3 from 70, 70, 60 to 80, 80, 70 which created a lot more yellow highlights on the stats even though our pass rates are very good.</p> <p>Question: Students who have left previously in Yr 12/13 – is that data removed from the stats. Answer: Stats listed are based on population at the end of the year.</p> <p>National Standards</p>

	<ul style="list-style-type: none"> • Writing –up • English – quality/quantity similar. • Reading – similar – new year 7 cohort down. <p>Are those students with higher National Standard results going to do better in the middle school.</p> <p>Fiona Macgregor commented that using the 'PACT tool', which will be used in the junior classes in 2016, will allow us to show if a difference has been made.</p> <p>Discussion took place.</p> <p>End of year NCEA results to be added</p> <p>Wayne advised that the first meeting in February will have the end of year figures entered.</p> <p>External results arrive around 16 January 2016 and will be verified by the end of January.</p>		
Actions to be taken / motion			
Moved		Results	

Topic:	Annual Plan, YTD 2015		
Discussion:	<p>Wayne talked to an email he sent out.</p> <p>A discussion took place re an updated targets report box as suggested by the STARPATH team in place of the other targets format.</p> <p>A short discussion took place regarding the work that has been done with Starpath for over 5 years- this is what they have come up with.</p> <p>Discussion took place.</p> <p>Peter talked to the summary but questioned our annual plan targets for next year.</p> <p>This is in draft form currently.</p>		
Actions to be taken / motion	<p>The board agreed to replace the targets with the new formatted targets box.</p> <p>The board thanked the SMT team who wrote up their portfolio areas in a very concise manner.</p>		
Moved		Results	

Topic:	Annual plan 2016		
Discussion:	<p>Wayne talked to the change in format that removed final data from the heading section of the annual plan as it was already written up in the evaluation section.</p> <p>He talked through how the SMT had broken down the strategic goals into each of their different components.</p> <p>Jane queried how class books worked. Alison talked to the Yr9 class books and how they work.</p>		

Wayne talked to how we would use the 6C's to identify students with behavioural issues' learning competency deficiencies and then put in place a deep learning type intervention to remedy this.

From the Quality Service Survey how are we going to address the comments raised within the Year 7 cohort?

Discussion took place.

What will the end of year 6C look like?

Pride in the community.

Mark talked to an example of taking Yr 8's out to a clean-up day and have the students walking the beach and cleaning up the environment when we have the year 5 taster / year 6 induction day.

Wayne talked to a theme or phrase that we could adopt "Best kept secret" as we are not a school that goes about blowing its own trumpet.

The school agreed to run another targets table under the learning targets table called 'other targets'.

- Track historical data
- Create smart targets
- Populate this for the first meeting in 2016
- Include non-academic targets

The question was raised for discussion re moving to a different form of stripe for the stripes systems.

Maintenance strategic goal

Wayne will align back into the list of caretaker jobs the things that were identified in the walkaround with the SMT team.

MLE goal

Furniture – all good

MLE buildings is the 5YA project and the Whare project.

Promoting school goal

Wayne talked to the alumni Halls of Recognition which he saw on his sabbatical at Ringwood school in Melbourne. Discussion took place.

Community evenings – scale it to our need and investigate the criteria of what this would look like.

This has been classed as a jewel in the crown.

Attract ex-students to become more involved in the school.

	Jane talked to the advertising of the school within the Real Estate community. Have provided materials to each Real estate office for customers to read about our school. Facts to be placed in their newsletter.		
Actions to be taken / motion	Have a series of school Magazines at the Real Estate office.	WebB	
Moved		Results	

Topic:	2016 draft budget		
Discussion:	<p>Wayne talked to the capital budget. He advised that this needs to be pared back by 30K otherwise we will be using some of our reserves. The question was asked "are you bringing back a finalised capital plan in February or do we approve tonight?" Do you need any more data? No.</p> <p>Wayne talked through the Capital requests list:</p> <ul style="list-style-type: none"> • Music • Art • PE • Computers • Phone system- exploring a VOIP system - \$16K • Weights machines for fields – haven't spent any of the \$10K ear marked for this year – have funding applications out there • Smart TV's • MLE • Storage • Library – bean bags • Hard tech –requesting brand new benches (MLE furniture) but will pare this back by half. <p>\$147K but paring back benches in hard materials say \$7K \$13K offset coming from the MOE So \$127k and increasing VOIP from \$10K to \$16K, haven't spent any of the \$10K ear marked for the outdoor gym equipment this year.</p>		
Actions to be taken / motion			
Moved:	<p>Move that we approve the draft capital plan including changes as discussed. P van Cingel M. Swords Moved that approve the 2016 draft budget Moved:P van Cingel Seconded: G. Hargreaves</p>		<p>Agreed</p> <p>Agreed</p>

Topic:	Elections 2016		
Discussion:			

Actions to be taken / motion	Moved that we run with the Election dates as proposed by the MOE - Friday 3 June 2016		
Moved Seconded	Moved: P van Cingel Seconded: D. Heiwari		Agreed

Topic:	Health & Safety Act		
Discussion:	<p>As of April 2016 the new Act comes into play. Derek Heiwari and Peter van Cingel attended a workshop this year and were informed that if you have robust H&S processes in place then the new act should not require any big changes.</p> <p>The board is responsible as a whole but the Principal is both personally liable and criminally liable. This change is resulting in Principals becoming more conservative.</p> <p>We as a board are accountable for ensuring that the school has the appropriate H&S processes in place and so must be proactive in asking questions.</p> <p>Wayne talked to the tiered system of the process and how it works. Key concerns are around liability. Principals are talking about putting their assets into trusts. Intent of the Act is that everyone goes home safely every day. This requires a change in the safety culture of many work places. No longer a tick box activity - the key driver is to change the culture. When audited they will be looking that change has been implemented.</p> <p>Mark commented that he values Outdoor Education and what it brings. It comes back to Risk Management. The board steps up and asks more questions with processes. Discussion took place.</p>		
Actions to be taken / motion	Check out H&S links.		
Moved:		Results	

Topic:	Principals Report		
Discussion:	<p>Wayne talked to the Junior SAR analysis. A different way of looking where our students are, whether they moved up or down. Wayne showed the new Deans report which uses colours to highlight which students have gone up yellow and which have gone down red. He commented that interventions have worked at the middle to top but not at the bottom.</p> <p>Property Report Matthew has been asked to be specific with areas and what he has achieved in his report. Wayne talked to maintenance and projects jobs on his list. The jobs identified by the SMT walk-around will come back into the goals.</p>		

	<p>Quality Service Survey</p> <ul style="list-style-type: none"> • 80 people completed the survey • Wayne talked through the importance/performance ratings in the different areas <p>A discussion took place regarding fees and donations and the flowcharts.</p> <p>Health & Safety Report</p> <p>Next year we look at more detail in the reporting & clarity around accidents within the school and define trends.</p>		
Actions to be taken / motion	Moved that we accept the Principal's Report.		
Moved Secoded	Moved: W. Buckland Secoded: P van Cingel		Agreed

Topic:	<p>Financial Report –October 2015 Direct Credits from ASB from 20658-20876, TNG-20894-20896, WBC: 20892 be approved.</p> <p>Financial Report – November 2015 Direct Credits from ASB from 20860-21138, TNG-21110-21114, WBC: 21140 be approved.</p>		
Discussion:			
Actions to be taken / motion	<p>1. Move direct credits for October as follows: Direct Credits: 20658-20876 TNG: 20894-20896 WBC: 20892</p> <p>2. Move direct credits for November as follows: Direct Credits: 20860-21138 TNG: 21110-21114 WBC:21140</p>		
Moved Secoded	Moved that the Direct Credits for October & November 2015 be approved Moved: P van Cingel Secoded: M.Swords		Agreed

Topic:	<p>Journal entries - October 2015 209603 and 210619 [Payroll Journal] be passed for payment.</p> <p>Journal entries - November 2015 211330 & 213015 [Payroll Journal] be passed for payment.</p>		
Discussion:	<p>Queries: Check International students fees received in advance Mark Bayer credit card has been returned to the Finance Officer.</p>		

Actions to be taken / motion	Moved that Journals [Payroll Journal] 209603-210619 for October be passed for payment. Moved that Journals [Payroll Journal] 211330 & 213015 for November be passed for payment.		
Moved Seconded	Moved: P van Cingel Seconded: M.Swords	Results	Agreed

Topic:	Cheque No's –October & November 2015		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque numbers 657778 for October 2015 be approved. Moved that cheque number 657779 & 657782-657783 for November 2015 be approved. Moved that cheque numbers 657780-657781 were cancelled due to a printing error.		
Moved Seconded	Moved: P van Cingel Seconded: M.Swords	Results	Agreed

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card for October & November be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 31/08/2015 to 29/09/2015 for \$1044.51 be approved for payment. Moved that the Star Card for the period 31/07/2015 to 30/08/2015 for \$718.18 be approved for payment.		
Moved Seconded	Moved: P van Cingel Seconded: M.Swords		Agreed

Topic:	Air NZ Travel Card		
Discussion:	Moved that the Air NZ Travel Card for October & November be approved for payment.		
Actions to be taken / motion	Moved that the Travel Card for A. Woods for October for \$308.00 be approved for payment. Moved that the Travel Card for w. Buckland for November for \$3852.20 be approved for payment.		
Moved Seconded	Moved: P van Cingel Seconded: M.Swords		Agreed

Topic:	Visa card transaction		
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Discussion:	Moved that Visa Card Statement 8106 & 2048 & 1131 for October & November 2015		
Actions to be taken / motion	<p>Moved that the Principal Visa Card 8106 for the period 02 October 2015 – 01 November 2015 for \$717.66 be approved for payment.</p> <p>Moved that the A. Woods Visa Card 1131 for the period 02 October 2015 – 01 November 2015 for \$3099.00 be approved for payment.</p> <p>Moved that the M. Bayer, Deputy Principal, Visa Card 7419 for the period 02 September 2015 – 01 October 2015 for \$12,960.88CR be approved for payment.</p> <p>Moved that the Principal Visa Card 8106 for the period 02 August 2015 – 01 September 2015 for \$717.66 be approved for payment.</p> <p>Moved that the A. Woods Visa Card 1131 for the period 02 August 2015 – 01 September 2015 for \$3099.00 be approved for payment.</p> <p>Moved that the M. Bayer, Deputy Principal, Visa Card 1131 for the period 02 August 2015 – 01 September 2015 for \$be approved for payment.</p>		
Moved Seconded	<p>1. Visa Card for October & November 2015 for Visa Card 8106, 1131 &</p> <p>Moved: P van Cingel Seconded: W. Buckland</p>	Agreed	

Topic:	Insurance Report		
Discussion:			
Actions to be taken / motion	Insurance report to be reposted for the next meeting for approval.	WebB	
Moved Seconded		Results	

Topic:	Inwards /Outwards Correspondence		
Discussion:	<p>Inwards correspondence Nil.</p> <p>Outwards Correspondence</p>		

	1. Pub Charity & Pelorus Trust Sports applications. 2. Letter to House of disposals.		
Actions to be taken / motion			
Moved Seconded	Moved that we accept the Inwards correspondence be accepted and Outwards be approved. Moved: W.Buckland Seconded: P van Cingel		Agreed
	Moved that the Pelorus funding application be approved. Moved: W.Buckland Seconded: P van Cingel		Agreed

Topic:	Minutes of the last meeting dated 28th October 2015		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 28 th October 2015 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: D. Heiwari Seconded: M.Swords	Results	Agreed

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

Topic:	Matters Arising		
Discussion:			
Actions to be taken / motion	Insurance Report To be uploaded into the February folder	WooA	
	Creative Commons policy – 2 changes received. To come back at next meeting.	BucW	
	Feed back to Matthew - good report	BucW	

	<p>5YA combined schools project – no other schools keen on coming on board.</p> <p>The Head of Property who was a speaker at the NSSPA meeting went to Spain and stood us up. Dropped from the agenda. Wayne did report that by shaking the tree at a higher level it has resulted in work being done at schools in the North. Wayne will try and get the Head of Property back next year to talk at the NSSPA meeting.</p>	BucW	
Moved Seconded		Results	

Topic:	Triennial Plan		
Discussion:	As distributed.		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Agenda setting for next meeting –		
Discussion:	<p>Triennial Plan</p> <p>ERO indicators – discussion with the board as it stands now or after the Election. When? Target May prior to the new board. Is everyone happy with 8 meetings - Yes Roll over and create 2018. Add in Election process every 3rd year Bring down H&S, maintenance plans</p> <ul style="list-style-type: none"> • Approve Charter / annual plan - 2015 • Previous year EOY data analysis • Appraisal • Set Finance Sub Committee meeting • Insurance report 2015/6 • H&S Act implementation • Confirm Discipline Committee 		
Actions to be taken / motion			
Moved Seconded			

Topic:	General Business		
Discussion:			

Actions to be taken / motion			
Moved Seconded			

Meeting closed at: 10.15pm

Next BOT meeting calendared for: February 2016⁵

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Gdwh