

**Minutes of the Bream Bay College
Board of Trustees
Held on 17th February 2016**

Meeting 7.00pm

Present: BucW, VCiP, HarG, SwoM, MacF, McQJ, WebB

Karakia: Everyone

Apologies: HeiD

Away: MarT

Moved: P van Cingel
Seconded: G.Hargreaves

Visitors: DalA

Topic:	Confirmation of agenda:-		
Discussion:	<p>Decision making:</p> <ul style="list-style-type: none"> • Creative Commons Policy <p>Agenda:-</p> <ol style="list-style-type: none"> a. Approve Charter, Annual Plan for 2015 & 2016 b. Previous year EOY data analysis c. Principal appraiser – to in-committee section d. Appoint Finance Sub Comm & Discipline Sub Comm & delegations e. H&S Act discussion f. Creative Commons Policy – moved to decision making section 		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Creative Commons Policy
Discussion:	It was fed back that this Policy has been reviewed by 2 staff members.

	The change was from 2 to 2.a		
Actions to be taken / motion			
Moved Secoded	Moved that this draft becomes policy. Moved: P van Cingel Secoded: J.McQueen	Results	Agreed

Topic:	Annual Plan for 2015 & 2016		
Discussion:	<p>Wayne talked to the targets starting with 2016 as shown. Discussion took place re analysis and the targets achieved. Wayne referred to the Vocational Pathways analysis report and how this creates a vocational profile for students.</p> <p>Learning Targets - 2016 Targets at same as 2015</p> <p>SARS Learning targets for 2015 are missing.</p> <p>Other targets Discussion took place</p> <p>PcSchool Spider – Attendance portal Wayne showed the board around the new spider portal for attendance. It was noted that this would be a helpful tool for whanau teachers to show parents attendance stats on PST day.</p> <p>Wayne met with the MOE Property advisor and asked him to investigate giving us some demolition \$\$ to build a custom learning environment for Yr 7&8.</p> <p>Halls of Recognition Wayne commented that we are committed to inducting xx amount of students into our hall of fame but we are yet to determine “who will drive it” in 2016? The question was asked if there were any other schools in NZ who do this? WBHS and Rotorua Girls High - single sexed schools seem to have the criteria.</p>		
Actions to be taken / motion	<ul style="list-style-type: none"> Wayne to place headings on the tables in the analysis Wayne to fill in SARS learning targets for 2015 School to complete stripes analysis 	BucW	
Moved		Results	

Topic:	Previous year EOY data analysis
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Discussion:	<p>Wayne showed the results for Senior school – Yr 11 to 13 inclusive and Junior school 7-10 Quality & Quantity results.</p> <p>Wayne commented that overall the Ministry feel we have good results.</p> <ul style="list-style-type: none"> • Yr12– low results • 2015 Maori boys - lots of yellow (below our target) • Maori girls – very good other than Yr 12 who are down • Wayne talked to adjusting tactics with the seniors so they are timelier in what they are doing. • Attendance in Yr 13 – targeting this from day 1. <p>Discussion re Participation based & Roll based stats took place.</p>		
Actions to be taken / motion			
Moved		Results	

Topic:	Beginning of year motions: Appointment of the Finance Sub Committee, Discipline Sub Committee and delegations		
Discussion:	<p>It was moved unanimously that the status quo remains for the Finance & Discipline sub-committees as follows:-</p> <p>Finance Sub Committee:- Peter van Cingel, Graham Hargreaves, Wayne Buckland</p> <p>Discipline Sub Committee: Mike Swords, (Chair) & two other nominated BOT members. The committee to be made up of: Jane McQueen /P van Cingel /Derek Heiwari /Graham Hargreaves. Delegations remain the same.</p>		
Actions to be taken / motion			
Moved	Moved:W.Buckland Seconded:P van Cingel	Results	Agreed

Topic:	H&S Act discussion		
Discussion:	<ul style="list-style-type: none"> • Wayne advised that there is an excerpt in his Principal's report relating to H&S. • Ministry have indicated advice to schools • SPANZ will also have very specific legal opinions at the SPANZ Conference in April which Wayne will attend re risk to Principals. • <u>Trial</u> template of the Draft Vehicle Emergency Card was distributed to all trustees. Wayne advised that these have been laminated in yellow and placed in each vehicle that is going out with and EOTC trip. 		

	<ul style="list-style-type: none"> On the reverse side of the form there will room to flesh out more in-depth steps to various procedures. <p>Next step: Mark Bayer will be meeting with Wayne in Week 3 to flesh out the cards. Wayne advised there will be people who have specific areas of expertise who will be offering their skills within the group. Discussion took place.</p>		
Actions to be taken / motion	Any suggestions please email Wayne.		
Moved		Results	

Topic:	Principal's Report		
Discussion:	<p>2016 Triennial Election</p> <p>An Election countdown has been calculated using the NZSTA pre-programmed tool and placed in the google drive under Principal's attachments. The Returning Officer was granted permission to use the NZSTA promotional resources from the website. Jane asked how many new enrolments do we have for 2016 and numbers of leavers with the reason for leaving. Discussion took place on the prepared analysis done to answer Jane's question Do we have information for leavers during the year?</p> <p>Wayne will do a write up for BBNews re scholarships coming into the college.</p>		
Actions to be taken / motion	Wayne to prepare a breakdown analysis of stats of leavers during the year for the next meeting.	BucW	
	Wayne to prepare a write up re scholarships for the BBNews	BucW	
Moved Seconded	Moved that we accept the Principal's Report Moved: W. Buckland Seconded: J.McQueen		Agreed

Topic:	Financial Report – December 2015 Direct Credits from ASB from 21064-21360, TNG-21364-21382, WBC: 21362 be approved.		
Discussion:			
Actions to be taken / motion	1. Move direct credits for December as follows: Direct Credits: 21064-21360 TNG: 21364-21382 WBC: 21362		
Moved Seconded	Moved that the Direct Credits for December 2015 be approved Moved: P van Cingel Seconded: G.Hargreaves		Agreed

Topic:	Journal entries - December 2015 213863 & 213879 [Payroll Journal] be passed for payment. 213881-213930 - Correction Journals Reversals		
Discussion:			
Actions to be taken / motion	Moved that Journals [Payroll Journal] 213863 & 213879 for December be passed for payment.		
	Moved that corrected Journals 213881-213930 are reversed.		
Moved Seconded	Moved: P van Cingel Seconded: G. Hargreaves:	Results	Agreed

Topic:	Cheque No's 657784-657786 for December 2015		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque numbers 657784-657786 for December 2015 be approved.		
Moved Seconded	Moved: P van Cingel Seconded: G. Hargreaves	Results	Agreed

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card for November be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 31/10/2015 to 29/11/2015 for \$470.05 be approved for payment.		
Moved Seconded	Moved: P van Cingel Seconded: G.Hargreaves		Agreed

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

Topic:	Visa Card transaction		
Discussion:	Move the Visa Card Statement 8106 & 1131 for December 2015		
Actions to be taken / motion	Moved that the Principal's Visa Card 8106 for the period 02 November 2015 – 01 December 2015 for \$412.59 be approved for payment.		

	Moved that the A. Woods Visa Card 1131 for the period 02 November 2015 – 01 December 2015 for \$562.98 be approved for payment.		
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Moved Seconded	Moved that the Visa Card for November 2015 for Visa Card 8106 & 1131 be approved for payment. Moved: P van Cingel Seconded: G.Hargreaves	Agreed	
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Topic:	Finance		
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Discussion:	Wayne talked to the financial accounts Lighting project currently sitting outside the books (possible capital project). Will be brought back into the accounts now and expensed. \$15K Unbudgeted ORRs expense amount not calculated for so Wayne has proposed that we hold the upgrade of the phone system and make this dependent on getting charity funding . Discussion re EFTPOS in the Café took place.		
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Actions to be taken / motion	A PDF version 2016 capital budget to be loaded up into the March folder.	BucW	
Moved:			

Topic:	Insurance Report		
Discussion:	As tabled.		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards correspondence Outwards Correspondence 1. Pub Charity & Pelorus Trust Sports applications.		
Actions to be taken / motion			

Topic:	Minutes of the last meeting dated 16th December 2015		
Discussion:			

Actions to be taken / motion	Moved that the minutes of the meeting dated 16 th December 2015 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: F.Macgregor Seconded: J.McQueen	Results	Agreed

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

Topic:	Matters Arising		
Discussion:	The Chairperson's article written for the BBNews Magazines delivered to the Real Estate Agents		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Triennial Plan		
Discussion:	As distributed.		
Actions to be taken / motion	Remove Starpath from Triennial Plan as this project is completed.	BucW	
Moved Seconded		Results	

Topic:	Agenda setting for next meeting –		
Discussion:	Triennial Plan <ul style="list-style-type: none"> • Policy Booklet – review updates to be approved/Governance 1-3,5/Operational 5, Reporting to the BOT • Principal's Curriculum report • Staff appraisal report for 2015 • 2016 budget Approved & Capital • H&S new legislation • Sick Bay Report • Risk/Osh Assessment Report • Accounts to Auditor • BOT Meeting Review – End of term 		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	General Business		
Discussion:			
Actions to be taken / motion			
Moved Seconded			

Meeting closed at: 9.17pm
Next BOT meeting calendared for: 30 March 2015

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Fkdlswhvc

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Gdwh