

**Minutes of the Bream Bay College  
Board of Trustees  
Held on 28<sup>th</sup> October 2015**

Meeting 7.00pm

Present: BucW, VCiP, HarG, HeiD, SwoM, MacF, MarT, DaIA, WebB

Karakia: Everyone

Apologies: Jane McQueen, Denis Garner

Moved: Derek Heiwari

Seconded: Mike Swords

Visitors: Jo Mayne, HoD Dance/Drama

<b>Topic:</b>			
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Wayne Buckland and Peter van Cingel will arrive late to the meeting due to attending another meeting in Whangarei.</li> <li>• Alison welcomed Jo Mayne, HoD Dance/Drama to the meeting and Jo proceeded with her presentation.</li> <li>• Peter &amp; Wayne arrived at 7.20pm and Peter apologised to Jo Mayne for missing most of her presentation. The slides are available on the google drive for viewing.</li> <li>• Peter welcomed Tayla Marriner, the new Student Trustee and Fiona Macgregor, Staff Trustee, to the meeting.</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Confirmation of agenda:-</b>
<b>Discussion:</b>	<p>Selection process – Staff Trustee</p> <p>Decision making: Joining FARNET</p> <p style="padding-left: 40px;">a. Strategic Plan – feedback, progress, community consultation</p> <p style="padding-left: 40px;">b. Policy Review - Governance 4, 6, 8, Trustee Register, Creative Commons</p>

	<p>c. Learning Targets Analysis - Term 3 results</p> <p>d. Youth 2000 report discussion</p> <p>e. IES/Super Cluster discussion</p>		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	<b>Staff Trustee</b>		
Discussion:	Fiona Macgregor & Huia Coll met with Wayne to discuss the selection process of appointing a Staff Trustee to the Board until the next Triennial Elections in 2016. After discussion the method of tossing a coin was carried out and Fiona Macgregor became the successful applicant.		
Actions to be taken / motion			
Moved Seconded	Moved that we select Fiona Macgregor as the Staff Trustee until the Elections in 2016. P v Cingel D.Heiwari	Results	Agreed

Topic:	<b>School Houses</b>		
Discussion:	<p>Discussion took place around school houses and those which are appointed to Bream Bay College.</p> <ul style="list-style-type: none"> <li>• 6 school houses appointed to Bream Bay College in total</li> <li>• 2 currently in the process of being sold (68 Ruakaka Beach Road &amp; 2 Prion Place, One Tree Point)</li> <li>• The purpose of school houses is to help recruit teachers to rural areas</li> <li>• They provide a source of income</li> <li>• Currently they are of little use</li> </ul> <p>65 Ruakaka Beach Road is owned by the Board. The remainder of the houses are owned by the Ministry of Education.</p> <p>Current rules state that :- If you sell any of the houses 100% of the money from the sale has to meet the criteria of the 5YA. If you sell any of the houses and the money is tagged to a project you receive 50% of the sale price.</p> <p>The question to the board is:- We have 2 school houses already in the sale process and the funds will go towards the Whare. Do we wish to see any more of the schools houses sold – eg: 1, 2 or three. Discussion took place.</p>		

	<p>Feedback re sale of 2 more school houses:-</p> <p>FMacg: Good idea – any incentive to make our rooms more attractive is good. Hold the board owned house a while longer as a security blanket.</p> <p>Tayla: Agree with Fiona’s comments. Tayla asked if the money from the bottom 2 houses on the list will go towards Whare. No, that process has already started with the sale of 68 Ruakaka Beach Road &amp; 2 Prion Place, One Tree Point and the funds from this process will go into a generic 5YA fund.</p> <p>GH: Agree as above.</p> <p>MS: Agree as above.</p>		
<b>Actions to be taken / motion</b>	Wayne advised he will talk with the Head of Property at the NSSPA meeting on the 20 <sup>th</sup> November, 2015.	BucW	
<b>Moved</b>	<p>Moved that the Bream Bay College Board approves selling two (2) school houses, ID numbers 20057 &amp; 20058, with the proceeds going in the Bream Bay College 5YA Property Plan</p> <p>Moved: P v Cingel Seconded: D.Heiwari</p> <p>The board suggested that we wait until we do the pre work for our 5YA (July 2016) before we make plans of how to spend the money.</p>	<b>Results</b>	Agreed

<b>Topic:</b>	<b>Hosting FARNET</b>
<b>Discussion:</b>	<p>Wayne explained to the Board the background of Farnet which is “E learning” through video conferencing (VC).</p> <ul style="list-style-type: none"> <li>• 5 clusters in NZ who share resourcing through VC</li> <li>• Farnet has 23 schools involved</li> <li>• All contribute staffing – up to 30 students shared</li> <li>• This is an option for students who experience clashes within their subject choices</li> <li>• It is network run</li> <li>• Key person driving this is Carolyn Bennett who is located in Ruakaka. Carolyn holds the position of a DP in the school system.</li> </ul> <p>Wayne talked through the financial budget of running FARNET with BBC as administrator. The virtual E learning Principal brings more value to our school.</p> <p>Will this affect the Principal's time?</p> <ul style="list-style-type: none"> <li>• Wayne explained that Carolyn Bennett is the DP in charge of FARNET and will be based from the college.</li> <li>• She will join the SMT team and will bring in a different influence to discussions</li> <li>• Adds another layer to the process</li> </ul>

	<ul style="list-style-type: none"> <li>• Discussion re pass rates of a VC student took place. Pass rates are usually high but if a student were to drop out it would be in the first 4 weeks. 1 hour per week via VC other work is done online</li> <li>• VC certainly much better than Correspondence School</li> </ul> <p>Feedback from around the table was in favour of BBC taking over as the host school for FARNET.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved</b>	<p>Moved that the board is willing to be the host school for FARNET and the Principal will take it to the FARNET Executive meeting for discussion.</p> <p>Moved: P v Cingel Seconded: G. Heiwari</p>	<b>Results</b>	Agreed

<b>Topic:</b>	<b>Strategic Plan</b>
<b>Discussion:</b>	<p>Survey Monkey surveys were handed out to board members:-</p> <ul style="list-style-type: none"> <li>• Maori</li> <li>• Non Maori</li> <li>• Staff</li> </ul> <p>The board scanned their eyes down the commentary of all three surveys and where asked to see trends or themes/common threads coming through. How do we make changes from these comments? Be conscientiously aware of issues raised and how do we address them. Come up a number of things to implement in the annual plan and also craft a quality service survey with the same items.</p> <p>Goal 2: Technology Should not be a focus area this should be happening and used. Comment: Distraction an issue: New set of skills that everyone is using at the moment</p> <p>Goal 3: Property SENCO – what is this? This area is moving from the Pastoral team to Curriculum under Alison Dalglish</p> <p>MLE Not strong support People not understanding what MLE is</p> <p>Positive Learning Environment Strong results</p>

	<p>Well supported in all areas Interesting how little difference between all 3 areas</p> <p>Suggestions More things around discipline, classroom management, respect for others which come back to the first goal.</p> <p>Timetabling Have put in more time for next year by reinforcing with the students that they need to choose their options now. Don't have double classes in Yr 13 Second problem causing clashes is where a teacher is doing more than 3 senior classes.</p> <p>OTP Fireworks display – 6<sup>th</sup> November - consultation with community I pads and hard copies of data will be available for anyone interested</p> <p><b>Roster:</b> Peter: 5.30pm Fiona: 5.30pm Derek: 6.30pm Jane 7.30pm GH: 7.30 subject to confirmation Alison: TBA</p> <p>Health - National percentage changes 2001 to 2012 Green – positive Red – negative Changes amazing</p> <p>The generation out there is making positive changes.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved</b>		<b>Results</b>	

<b>Topic:</b>	<b>Policy review – 4,6,8, Student Trustee, Creative Commons</b>		
<b>Discussion:</b>	<p>Wayne described that he took the NZSTA Policy document which has the latest updates and put it alongside our policy document</p> <p>Discussion took place Wayne made changes live to the document. It was asked if the Trustee register be separated from the booklet due to changes. Table to be updated with election dates</p> <p>Creative Commons</p>		

	<ul style="list-style-type: none"> <li>NZSTA model</li> <li>Draft still to be taken to staff</li> <li>Wayne explained what Creative Commons is.</li> </ul>		
<b>Actions to be taken / motion</b>	Wayne to take draft copy of "Creative Commons" to the staff.	BucW	
<b>Moved:</b>	Moved that the policies 4,6,8 are accepted. Moved: P v Cingel Seconded: D.Heiwari	<b>Results</b>	Agreed

<b>Topic:</b>	<b>Target Analysis</b>
<b>Discussion:</b>	<p>Wayne talked to the results as distributed.</p> <p>Overall pass rates are still good apart from Yr 12</p> <ul style="list-style-type: none"> <li>What is our issue with year 12's</li> <li>Hard to pin point when they excelled at Year 11.</li> <li>Struggled to be focussed.</li> <li>Add to the fact we have gone totally digital which may have contributed</li> </ul> <p>No issues in Yr 7 No issues in Yr 8 Diploma pass rates good</p> <p>Year 9</p> <ul style="list-style-type: none"> <li>Maori has dipped but climbing back up</li> <li>Affecting our Maori stats overall</li> </ul> <p>Year 10</p> <ul style="list-style-type: none"> <li>Maori boys climbing back up again</li> <li>Diplomas pass rate – on track for 18</li> </ul> <p>Year 11</p> <ul style="list-style-type: none"> <li>Maori boys still showing</li> </ul> <p>Pass rates still higher than the National Average DP team have all of these students who are not achieving identified. Specific interventions are being put in.</p> <p>Year 12</p> <ul style="list-style-type: none"> <li>17 Year 13's taking Year 12 subjects</li> <li>Too much yellow showing in the graph</li> </ul> <p>Year 13</p> <ul style="list-style-type: none"> <li>28% not on track to achieving</li> </ul>

	<ul style="list-style-type: none"> <li>• If we get 72% pass-rate this is the best results we have had for a decade</li> <li>• Maori girls need addressing</li> </ul> <p>DPs, Deans, teachers are all aware of the students under achieving and are working hard with them. Moving to the 6c's and the work we are doing with Deep Learning will address this.</p> <p>National Standards</p> <p>Wayne explained that he has put all the mid-year stats together and all of the EOY stats together.</p> <p>Writing – similar to those results before but nowhere near our 80% that we set ourselves</p> <p>Reading – down in all – will be addressed at start of 2016 when we have our 'A team' back on board</p> <p>Maths – looking good</p> <p>Now that we are building up data we can start looking at trends. Discussion took place.</p> <p>Wayne advised that he has had PcSchool add 1 more column into the Deans report. The % pass rate and GPA pass rate have been highlighted in red if down. Also this has given the DPs / Deans the opportunity of congratulating those who have gone up.</p>		
<b>Actions to be taken / motion</b>			
		<b>Results</b>	

<b>Topic:</b>	<b>Whangarei Super Cluster - IES</b>
<b>Discussion:</b>	<p>Investing into Educational Success</p> <ul style="list-style-type: none"> <li>• An expression of interest was made</li> <li>• In more recent months the Secondary and Primary school Principals have got together and it was an initiative to pursue</li> <li>• Focus is pathways for students</li> <li>• Those groups of schools focus on an achievement challenge</li> <li>• Find ways of improving – picking ideas from schools</li> <li>• 1 Super Cluster instead of smaller ones</li> <li>• In our district there is 52 schools but not all will join</li> <li>• Have a key management group</li> <li>• Lead principals</li> <li>• COL (Community of Learning)</li> <li>• Each challenge must be tangible</li> <li>• Large amount of \$\$ doesn't come to the school in cash but in release time</li> </ul> <p>At this stage it is being floated but has been strongly backed by the Primary teachers association. It will take time to evolve.</p>

	Feedback: Principals getting together and discussing issues - by signing it is part of the process.		
<b>Actions to be taken / motion</b>			
<b>Moved:</b>	Moved that we sign & submit an "Expression of Interest" for IES.	<b>Results</b>	BucW/FmcG

<b>Topic:</b>	<b>Principal's Report</b>
<b>Discussion:</b>	<p>Senior Prizegiving Board members attending Senior Prizegiving"</p> <ul style="list-style-type: none"> <li>• Jane McQueen</li> <li>• Peter van Cingel</li> <li>• Derek Heiwari</li> <li>• Mike Swords</li> <li>• Graham Hargreaves</li> </ul> <p><b>BOT/PTA Xmas Party</b> 25<sup>th</sup> Nov or 2<sup>nd</sup> Dec Consensus around the table is either date.</p> <p><b>Property Maintenance report</b> - in Principal's attachments Wayne &amp; Matthew have been walking around identifying issues around the school.</p> <p>Wayne talked through the report. Term 4 identified jobs have been placed at the end of my report.</p> <p><b>Playground surface</b> Matthew is investigating different types of surfaces and costings.</p> <p><b>Maintenance report</b></p> <p>Wayne conveyed his apologies this was late being uploaded. It was sent back for updating.</p> <p>Wayne commented that it is good keeping Matthew on maintenance and having the cleaners doing the rubbish. He is making gains by having this in place. One area identified as an issue - the two containers beside the caretaker's house that are visible from the road are an eyesore. This will be painted green and placed on the maintenance plan.</p> <p>Possible readings – topics that may be worth reading and could make a good discussion for a further meetings.</p> <p>Overall:-</p> <ul style="list-style-type: none"> <li>• Lots of different information coming through</li> <li>• Take heart as trends going up</li> </ul>

	<ul style="list-style-type: none"> <li>The school is achieving above the National average and we can be pleased with our performance but there is still areas to improve on. Share with our community that we are above national average.</li> </ul> <p><b>Japan trip</b> Wayne advised the board that he thought we had clear procedures with disbursement of money with a notebook to record transactions in place for the Japan trip. The arrangement was that we sent xx amount of \$\$ over with the DP in charge of the trip and he was to record each transaction in a book but unfortunately the paper trail didn't match. Q: Why do we use cash? Japan is not electronic – needed cash to distribute to parents to buy bus tickets.</p>						
Actions to be taken / motion	Wayne to feedback to Matthew – a good report. <span style="float: right;">BucW</span>						
Moved Seconded	<table border="1" style="width: 100%;"> <tr> <td style="width: 40%;">Moved that the Principal's report be approved. Moved: W.Buckland Seconded: T.Marriner</td> <td style="width: 10%; text-align: center;">Results</td> <td style="width: 50%;">Agreed</td> </tr> <tr> <td></td> <td style="text-align: center;">Agreed</td> <td></td> </tr> </table>	Moved that the Principal's report be approved. Moved: W.Buckland Seconded: T.Marriner	Results	Agreed		Agreed	
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	Agreed						

Topic:	<b>Financial Report –September 2015</b> Direct Credits from ASB from 20394-20680, TNG-20684-20686, WBC: 20682 be approved.		
Discussion:			
Actions to be taken / motion	1. Moved that direct credits for July as follows be approved: Direct Credits: 20394-20680 TNG: 20684-20686 WBC: 20682		
Moved Seconded	Direct Credits for September 2015 Moved: P v Cingel Seconded: M.Swords		Agreed

Topic:	<b>Journal entries - September 2015</b> 207285,208870,208912 [Payroll Journal] be passed for payment.		
Discussion:	Queries:		
Actions to be taken / motion	Moved that Journal entries 207285,208870,208912 [Payroll Journal] be passed for payment.		
Moved Seconded	Moved: P v Cingel Seconded: M.Swords	Results	Agreed

Topic:	<b>Cheque No's –September 2015</b>		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque numbers 657776-657777 for September 2015 be approved.		

Moved Seconded	Moved: P v Cingel Seconded: M.Swords	Results	Agreed
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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 31/07/2015 to 30/08/2015 for \$837.67 be approved for payment.		
Moved Seconded	Moved: P v Cingel Seconded: M.Swords		Agreed

Topic:	<b>Visa card transaction</b>		
Discussion:	Moved that Visa Card Statement <b>8106 &amp; 2048 &amp; 1131 for July &amp; August 2015</b>		
Actions to be taken / motion	Moved that the Principal Visa Card <b>8106</b> for the period 02 August 2015 – 01 September 2015 for \$878.15 be approved for payment.  Moved that the Acting Principal's Visa Card <b>2048</b> for the period 02 August 2015 – 01 September 2015 for \$382.50 be approved for payment.  Moved that the A. Woods Visa Card <b>1131</b> for the period 02 August 2015 – 01 September 2015 for \$912.48 be approved for payment.		
Moved Seconded	1. Visa Card for September 2015 for Visa Card 8106, 1131 & 2048 be approved Moved: P van Cingel Seconded: W.Buckland	Agreed	

Topic:	<b>Insurance Report</b>		
Discussion:	Reply back from our insurers has been received. Discussion took place. It was requested that the Insurance report be placed into December folder for the next meeting and approval.  Property The question was raised re replacement of the gym if we have a catastrophic event. Wayne advised that we will just get a base building with no extras eg: no or climbing wall.  We are the tenant, MOE is the landlord.		
Actions to be taken / motion	Insurance report to be reposted for the next meeting for approval.	WebB	



<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>	<p>Registration of interest re Asset Management project 5YA/10YPP Wayne advised we have registered interest.</p> <p>Sales of houses: In decision list.</p> <p>Succession Planning. Peter van Cingel extended an invitation for any interested people to attend the general section of the board meeting in the newsletter.</p> <p>Electronic survey for Strategic Plan Wayne has completed this.</p> <p>Computers No answer to date.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	Triennial Plan		
<b>Discussion:</b>	<p>As distributed.</p> <ul style="list-style-type: none"> <li>• Analysis of Variance</li> <li>• Annual Plan draft 2016 Charter goals</li> <li>• Remove EOY Strategic Goals progress review</li> <li>• Annual Learning Targets Analysis – Tm4</li> <li>• BOT Chair / Principal Appraisal report back</li> <li>• 2016 Draft Budget approved – organise a Finance Sub Committee soon</li> <li>• Sickbay report/Risk Management/OSH Report</li> <li>• Set Elections for 2016</li> <li>• Nat Standards reporting complete</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>			
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

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

Meeting closed at: 10.23pm  
Next BOT meeting calendared for: February 2016

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