

<p><b>Minutes of the Bream Bay College Board of Trustees Held on 6<sup>th</sup> May 2015</b></p>
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Meeting 7.15pm

Present: BucW, GarD, DraB, McQJ, VCiP, WebB, WiLL, HarG DalA,

Karakia:

Apologies: HeiD, SwoM,

Moved: PvanCingel

Seconded:

Visitors: Gwyneth Cooper

Moved: P van Cingel

Peter welcomed everyone to the meeting.

HOD Maori presentation: postponed until next meeting – 24<sup>th</sup> June 2015.

Confirmation of agenda

The agenda setup has been changed from the last meeting with the minutes of the last meeting now being item 5.

Annual report – the audited set has not arrived

<b>Topic:</b>	<b>Policies for approval</b>		
<b>Discussion:</b>	<p>Policy document agenda up for review and approval.</p> <p>Wayne talked to the new agenda format. Discussion took place.</p> <p>In-committee agenda added</p> <p>Operational policies 1-13 up for review and approval. Updated live in google folder</p>		
<b>Actions to be taken / motion</b>	<p>Policies 1 to 13 were discussed and tweaked as needed.</p> <p>Addition of a section 14 "Creative Commons" was discussed. Wayne has contacted Elaine Hines NZSTA and she advised that she is having her legal team look at</p>		

	drafting a policy that all schools could use. Wayne added that the board is committed to having a created commons policy that gives teachers back joint ownership of the work.		
<b>Actions</b>	Peter and Alison will go through policies 1 to 13 and reword them so that they no longer contain the double negative, e.g. "the principal shall not fail to" and present these back to the next meeting		
<b>Moved Seconded</b>	Moved that the Operational policies 1-14 be approved. Moved: LWilliams Seconded: J.McQueen		Agreed

<b>Topic:</b>	<b>NCEA Results</b>		
<b>Discussion:</b>	Peter talked to his analysis of the NCEA Results of Bream Bay College Excellent results - remarkable improvement. Improving performance in both absolute pass rates, as well as relative to other schools. We have good stories – we need to articulate these to the wider community.		
<b>Actions to be taken / motion</b>	Peter asked for a big thanks be conveyed to the staff from the Board	BucW	
<b>Moved Seconded</b>		Results	

<b>Topic:</b>	<b>Annual Learning Targets Analysis Tm 1</b>		
<b>Discussion:</b>	Wayne talked us through the Term 1 analysis results. Wayne explained the change to the format of the tables. <ul style="list-style-type: none"> <li>• Yr 7&amp;8 results good</li> <li>• Yr 9 Maori boys dropped significantly from last year</li> <li>• Deans &amp; DPs investigating Students At Risk (SARS)</li> <li>• Yr 11 within target range – better than previous year 11 results</li> <li>• Yr12 at top end performing better than last year's year 12 results</li> <li>• Drop off in the middle</li> <li>• Possibilities being investigated <ul style="list-style-type: none"> <li>○ Larger class sizes?</li> <li>○ some dynamic issues?</li> <li>○ Lack of urgency in the middle?</li> <li>○ 15 year 13's doing a repeat year</li> <li>○ 9 week term 1 – very short – crammed a lot into Term 1</li> </ul> </li> <li>• Staff are aware of problems in year 9, 10 &amp; 12 and are working on them.</li> </ul>		

	<ul style="list-style-type: none"> <li>Yr13 results looking better than last year</li> </ul> <p>DPs, HODs, and teachers are using the term 1 results to identify relevant students and provide intervention.</p> <p>Wayne talked to how creating Deeper Learning will give us more gains in the long term however we may see a temporary drop in results until we are into Year 2/3 of this strategy.</p>		
Actions to be taken / motion	Correct 1.5 to -1.5 on Junior School – Maori 7-10 tables Missing highlights on top line of Year 11	BucW BucW	
Moved Seconded		Results	

Topic:	<b>Plan for publishing Strategic Aims, sharing with the community and seeking feedback</b>
Discussion:	<p>The SMT team have taken the draft and worked with them. The board commented:</p> <ul style="list-style-type: none"> <li>Intent is the same - ok with that</li> <li>Both seem very similar – intent the same</li> <li>Ditto</li> <li>Students Change to: “The school fosters a culture centred on respect.....”</li> <li>Liaison Change sentence around</li> </ul> <p>Discussion: How do we engage the community? Possible way of taking this to the community – split into groups get groups to write positive/constructive things to make this happen.</p> <p>6 stations – 5 (one for each Strategic aim and one for new suggestions) with a BOT member/DP/Dean at each station helping to run</p> <p>Leaders responsible for each of their stations – need good level of alignment In terms of timing there are absolutely no issues with Alison and the Board running the evening as SMT is well aligned Wayne to commit to getting a structure set up with Alison &amp; Peter. Peter to provide an introduction, with a little background information, and then Alison to explain the process for the evening.</p> <p>We will investigate if the comments can be typed directly into Google docs</p> <p>BBC vs Marae - would prefer 1 night centred at BBC and then take it back separate to the whanau hui at the Takahiwai Marae .</p>

	Thanks to the wordsmiths.		
Actions to be taken / motion	Wayne Peter & Alison to talk on Thursday re timeframes/structures	BucW	
		Results	

Topic:	<b>Curriculum report presented by Gwyneth Cooper</b>		
Discussion:	<p>Alison opened the discussion talking to the Curriculum report. Alison &amp; Gwyneth have reduced the 45-50 pages down to 12 pages.</p> <p>Wayne noted that NZQA are:- Working on real time assessments. Moving into a deeper learning culture and producing something authentic. We are still a 24 credit school with only some courses at 20 credits. Discussion re plagiarism and what this means has taken place with the seniors. HOD meetings with the principal have been full and frank discussions – very exciting.</p> <p><b>Question:</b> Shelving in the art room? <b>Answer:</b> Will look at as part of minor capital works. - BucW</p> <p>Lack of BYOD in some areas? Juniors haven't hooked into BYOD as much. Staff are pushing it. Showing how to use apps at Assembly.</p> <p>Are families' economics holding back some students? Only a few. The question of data usage at home was raised.</p> <p>Thank you for your report.</p>		
Actions to be taken / motion	Gwyneth is attending the next 2 BOT meetings as she is taking over the DP role (Alison's role).		
Moved Seconded		Results	

Topic:	<b>Principal's Report</b>		
Discussion:	<p>Taken as read.</p> <ul style="list-style-type: none"> <li>➤ Approve the motion that the Principal's travel to Australia while on his sabbatical leave be approved, noting that this was sought with a shorter leadtime than spelled out in Board policy (1 term).</li> </ul> <p>Wayne asked for questions re his report:</p> <ul style="list-style-type: none"> <li>➤ Medical report – looking at why we had so many in there</li> </ul>		

	<ul style="list-style-type: none"> <li>➤ International students</li> <li>➤ Staff appraisal</li> <li>➤ Property – 1<sup>st</sup> report from the Caretaker. Spraying / ear muffs were raised.</li> </ul> <p>Roll Comings and goings</p> <p>Tractor – dropped a bearing. The Council mowed us today and will do 2 mows in total. Disposal assets – victor ride on mower Our Kingcat ride on mower – only needed an oil change, no mechanical fault</p> <p>Discussion re changes to class timings (bell times) took place. Good changes. IES: Primary Clusters – there are no clusters in Northland at all. The Primary schools's are not interested in participating. Another announcement coming out of NZEI soon.</p>		
Moved Seconded	Moved that the Principal's travel to Australia, while on his sabbatical leave, be approved. Moved:PvCingel Seconded: L.Williams		Agreed
	Moved that the Principal's report be approved. Moved: W.Buckland Seconded: D.Garner		Agreed

<b>Topic:</b>	<b>Finance</b>		
<b>Discussion:</b>	Wayne talked to Annmarie tidying up her section with headings.  Fraud risk: nil  Motions: Approve a motion that Graham Hargreaves be removed as a bank account signatory from the Westpac and ASB and Peter van Cingel & Alison Dalgleish be added as bank account signatories. Approve a motion to allow Alison Dalgleish, as Acting Principal, to have a Visa Card account to the value of \$5,000 limit when the Principal is away on sabbatical.		
<b>Actions to be taken / motion</b>	It was asked that the Finance Officer check with the bank to confirm that the signatories have been removed.	WooA	
Moved Seconded	Moved that we remove Graham Hargreaves as bank account signatory and add Peter van Cingel & Alison Dalgleish as bank account signatories.		

	Moved that Alison Dalgleish, as Acting Principal, be an ASB Fastnet administrator, Westpac online banking administrator and authoriser. And that Alison Dalgleish be approved a school Visa Card with a limit of \$5,000 during her time as Acting Principal  Moved: W.Buckland Seconded: P.van Cingel		Agreed
<b>Topic:</b>	<b>Financial Report –March 2015</b> Direct Credits from ASB from 19008-19362, TNG-18986-18890, WBC: 19364 be approved.		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that direct credits for March as follows be approved: Direct Credits: 19008-19362 TNG: 18986-18890 WBC: 19364		
<b>Moved Seconded</b>	Moved: P.van Cingel Seconded: G.Hargreaves		Agreed

<b>Topic:</b>	<b>Journal entries - March 2015</b> 195496, 198361 & 198417 [Payroll Journal] be passed for payment.		
<b>Discussion:</b>	Queries:		
<b>Actions to be taken / motion</b>	Moved that Journal entry 195496, 198361 & 198417 [Payroll Journal] be passed for payment.		
<b>Moved Seconded</b>	Moved: P.van Cingel Seconded: G.Hargreaves	<b>Results</b>	Agreed

<b>Topic:</b>	<b>Cheque No's – March 2015</b>		
<b>Discussion:</b>	Queries:		
<b>Actions to be taken / motion</b>	Moved that cheque numbers 657772 for March 2015 be approved.		
<b>Moved Seconded</b>	Moved: P.van Cingel Seconded: G.Hargreaves	<b>Results</b>	Agreed

<b>Topic:</b>	<b>Fuel Card – Star Card</b>		
<b>Discussion:</b>	Moved that the Caltex Star Card be approved for payment.		
<b>Actions to be taken / motion</b>	Moved that the Star Card for the period 30/01/2015 to 27/02/2015 for \$220.94 be approved for payment.		
<b>Moved Seconded</b>	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 February 2015 – 01 March 2015 for \$671.48 be approved for payment.		
	Moved that the Principal Visa Card <b>8104</b> for the period 02 February 2015 – 01 March 2015 for \$5550.83 be approved for payment.		
<b>Moved Seconded</b>	Moved: P van Cingel Seconded: G.Hargreaves		Agreed

<b>Topic:</b>	Balance sheet		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• End of year journals are now reversed</li> <li>• Working capital is now a fair indication of discretionary funds after immediate obligations have been accounted for</li> <li>• Cyclical maintenance – short term liability – MOE still requiring us to hold over \$35k amount (equivalent to annual painting costs)</li> <li>• Long term cyclical maintenance – book figure only</li> <li>• The reductions in cyclical maintenance and other provisions has freed up money held in the short term liability</li> </ul>		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Inwards /Outwards Correspondence</b>		
	Inwards correspondence		
<b>Discussion:</b>	<ol style="list-style-type: none"> <li>1. Confirmed staffing entitlement from the MOE.</li> <li>2. Operational Grant Instalment Notice from the MOE.</li> <li>3. Email from Darroch re: disposal of the surplus MOE property – 68 Ruakaka Beach Road, Ruakaka</li> </ol> <p><b>Outwards Correspondence</b></p> <ol style="list-style-type: none"> <li>1. Pub Charity &amp; Pelorus Trust Sports applications.</li> </ol> <p>Discussion re NZSTA News Chair training good feedback on NZSTA Conference taking place in July. Anyone keen to go- it is over 3 days. Discussion before the meeting is whether we can fund it from the school's funds. Cost \$615 for Conference plus accommodation.</p>		

	Wayne noted the email from Darroch re our two school houses for sale; following due process, and now preparing for independent valuations.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	<p>Moved that we accept the Inwards correspondence be accepted and Outwards be approved.</p> <p>Moved that the Pub Charity's &amp; the Pelorus funding applications be approved. Moved: W.Buckland Seconded: G.Hargreaves</p> <p>Moved that we fund one BOT member to attend the NZSTA Conference W.Buckland J.McQueen</p> <p>Arrange a date for BOT to get together for Term 2. Wayne, Peter &amp; Alison to discuss at their meeting.</p>	BucW/CinP/DaIA	<p>Agreed</p> <p>Agreed</p>

<b>Topic:</b>	<b>Minutes of the last meeting dated 25<sup>th</sup> March 2015</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that the minutes of the meeting dated 25th March 2015 be confirmed as a true and correct record.	<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	Moved: L.Williams Seconded: W.Buckland	<b>Results</b>	Agreed

<b>Topic:</b>	<b>Amendments to minutes</b>		
<b>Discussion:</b>	Bev to change the signatory at the bottom of the page (from G. Hargreaves to P. van Cingel).		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Matters Arising</b>		
<b>Discussion:</b>	•		



Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Triennial Plan		
Discussion:	Add: - <ul style="list-style-type: none"> <li>• Hod Maori report to the next meeting</li> <li>• Community strategic plan discussion</li> <li>• National Standards – parent reporting</li> </ul>		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	<b>Student Trustee – appointing a Returning Officer</b>		
Discussion:			
Actions to be taken / motion			
Moved Seconded	Moved that we appoint Beverley Webb as the school's Returning Officer for the student trustee election.  Moved: W.Buckland Seconded: D.Garner	Results	Agreed

Wayne talked to succession planning.

Topic:	<b>Agenda setting for next meeting –</b>		
Discussion:	<ul style="list-style-type: none"> <li>• Review mid Year Strategic Goals</li> <li>• Policies 1-3</li> <li>• Auditor's issues addressed</li> <li>• Report National Standards to parents</li> <li>• Roll Return 1 July</li> <li>• Hod Maori report</li> <li>• Community strategic plan discussion</li> </ul>		
Actions to be taken / motion			
Moved Seconded			

Topic:	<b>General Business</b>		
Discussion:	<ul style="list-style-type: none"> <li>•</li> </ul>		
Actions to be taken / motion			

Moved Seconded			
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Meeting closed at: 10.50pm  
Next BOT meeting calendared for: 24<sup>th</sup> June 2015

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