

**Minutes of the Bream Bay College
Board of Trustees
Held on 14th September 2016**

Meeting 7.00pm

Present: BucW, HeiD, Jach, McQJ, MarT, MilJ, SwoM, WebB

Karakia: Tayla Marriner

Apologies: GorS, MacF (Camp)

Moved: J.McQueen

Seconded: Mike Swords

Visitors:

Topic:	Confirmation of agenda:-		
Discussion:	<p>BOT Workplan adjustment</p> <p>6 minute slot for community presentation</p> <p>Decision making:</p> <p>Agenda:-</p> <p>1. Decisions:</p> <p>2. BOT Workplan / Policies:</p> <p style="margin-left: 20px;">a) ERO Indicators</p> <p style="margin-left: 20px;">b) Strategic goals-Mid year update</p>		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	GATE Report by Emma Scobie Jennings - teacher in charge of GATE		
Discussion:	Emma Scobie Jennings, teacher in charge of GATE, gave a power point presentation. Is there anything moving forward that you would like from the board? <ul style="list-style-type: none"> • A permanent space if possible. 		
Actions to be taken / motion	A permanent space for Emma to be investigated.	WebB	
Moved Seconded		Results	

Topic:	6 minute Presentation by the Community		
Discussion:	A 6-minute presentation by Ramari Pirihi took place with members of the local community present. A list of their concerns were tabled & distributed to the Board. A response will be formulated and made available by the next BOT meeting.		
Actions to be taken / motion			
Moved		Results	

Topic:	ERO Indicators		
Discussion:	<p>Handouts were distributed to the board. These were brought forward from 2 meetings ago for discussion. Wayne talked to the different section of the handouts.</p> <p>New changes: MOE proposed to drop all Maori concepts. Wayne commented that the NSSPA Principals are vehemently opposing this.</p> <p>Wayne talked to the evaluation processes and reasoning slides.</p> <p>The Board left the general meeting at 7.57pm to enter in-committee. Moved: J.McQueen Re-entered the general meeting at 9.10pm Moved: J.MQueen</p> <p>Domain-1: Stewardship</p> <p>Discussion took place around the evaluation indicators and effective practice booklet.</p>		
Actions to be taken / motion	Any questions to be brought back to the next meeting. Wayne commented that he has requested that the ERO review is timed for Term 2, due to having the Tai Tokerau Festival in term 1. Wayne has returned stats for their information.		
Moved		Results	

Topic:	Strategic Goals, Annual Report Mid-year update		
Discussion:	<p>Question: Date 1st March – should this have been updated? Answer: Yes.</p> <p>Wayne to add – no data available under evaluation.</p> <p>Devices DP's to count the number of devices in classes.</p> <p>Students with needs – waiting for Pcschool to update so this can be calculated.</p> <p>Will have data by the end of the year and then on a consistent basis.</p> <p>Discussion re citizenship took place.</p> <p>Whare Question: Do we go ahead with project without community by in? Discussion took place. Answer: Important to follow this through and show that we moving forward.</p>		
Actions to be taken / motion	Date on the front of the annual plan to be updated. Wayne to add dates of when targets achieved Authentic presentations Bracket something under this. Look at again when?? Whare: We are committed to move forward.	BucW BucW BucW	
Moved		Results	

Topic:	Principal's Report		
Discussion:	<p>Motions to be moved as per Principals report.</p> <p>Wayne reported</p> <p>Roll: 451 – holding its own.</p> <p>Enrolment Visits:</p> <ul style="list-style-type: none"> • Half of the students were enrolled by last week and we have made follow up calls Megan calculated approx 95 enrolments • This is the first time we have done this process • No negative feedback at all • Placed the students in their correct houses so they identified with their DP's • Have classes open for viewing 		

Panimals

We have bought a trailer for the pans to be transported.
Junior Music evening - great evening but numbers disappointing.

Variety Concert

Wayne explained that at the PTA meeting he was challenged about the National Party being involved. He ensured them that it was completely for musical reasons and not political.

Whare

Wayne updated the board on some structural changes.

Outdoor weights

Equipment has arrived in the country.

Wayne advised that the Finance Officer, Annmarie Woods, has taken up a position at Pompallier College.

We have covered the vacancy internally.

Will rearrange the office to hire a Class B person and restructure.

Shadowing & training is underway.

We are happy that getting the Finance Officer to a level of skills that she is highly sort after is satisfying.

Scholarships

The Matheson's have been in to discuss the Harvey Abercrombie Scholarship with Wayne.

Wayne to meet with the Smith's to discuss scholarships.

JP work interesting and busy.

Attachments

Demographics report for the College.

Issue with numbers

No geo coding entered in school data base correctly.

Bream Bay Transport Network

Had a meeting today with the Network.

Formal report at the next meeting.

Health & Safety

Challenge to them to come up with Health and Safety measurable targets.

Discussion took place.

Actions to be taken / motion	The board would like to see measurable targets on the Health & Safety report. Eg Tsunami evacuations - ?? a year. Lock down evacuations - ?? a year Record how many they have actually achieved. Student's emotional health & safety measures? Systems are in place and the guidance counsellor has this information.	BucW/BayM	
Moved Seconded	Moved that we accept the Principal's report. Moved: W. Buckland Seconded: M.Swords	Results Agreed	

Topic:	Financial Report – July 2016 Direct Credits from ASB from 22552 - 22792, TNG—22730 - 22818, WBC:22794 be approved.		
Discussion:			
Actions to be taken / motion	1. Moved the direct credits for June 2016 as follows: Direct Credits: 22552 - 22792 TNG: 22730 - 22818 WBC: 22794		
Moved Seconded	Moved that the Direct Credits for May 2016 be approved. Moved: W.Buckland Seconded: J.Miller	Results Agreed	

Topic:	Journal entries -June 2016 225799 & 226044 [Payroll Journal] for July be passed for payment.		
Discussion:			
Actions to be taken / motion	Moved that Journals 225799 & 226044 [Payroll Journal] for July be passed for payment.		
Moved Seconded	Moved: W.Buckland Seconded: J.Miller	Results Agreed	

Topic:	Cheque No's for June 2016		
Discussion:	Queries:		
Actions to be taken / motion	Nil		
Moved Seconded	Moved: W.Buckland Seconded: J.Miller	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card for 31 May 2016 to 29 June 2016 be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 31/05/2016 to 29/06/2016 for \$577.92 be approved for payment.		
Moved Seconded	Moved: W.Buckland Seconded: J.Miller	Results Agreed	

Topic:	Air NZ Travel Card –June 2016		
Discussion:			
Actions to be taken / motion	Moved that the Air New Zealand Travel Card for the month of June 2016 for \$1890.90 be approved for payment.		
Moved Seconded	Moved: W.Buckland Seconded: J.Miller	Results Agreed	

Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8016 &1131 for June/July 2016		
Actions to be taken / motion	Moved the Visa Card for the period 02 May 2016–01 June 2016 for:- 8106 for \$2395.74 1131 for \$354.42		

Moved Seconded	Moved that the Visa Card 8106,1131 for 02 June 2016–01 July 2016 be approved for payment. Moved: D.Heiwari Seconded: J.Miller	Results Agreed	
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Topic:	Finance		
Discussion:	Wayne walked the board through the financial information and talked to the sections including noting the fraud risks section. Balance sheet – go through in more detail at another meeting Financial position report – circled.		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards correspondence 1. STA News No: 265 Outwards Correspondence		

	1. Letter to Pub Charity Charitable Trust re-funding towards new uniforms for the school Basketball & Volleyball teams.		
Actions to be taken / motion	Moved that the funding application to Pub Charity Charitable Trust is approved. Moved: W.Buckland Seconded: M.Swords Moved that the inwards correspondence be accepted and outwards correspondence be approved.	Results	
Moved Seconded	Moved: M.Swords Seconded: D.Heiwari	Results Agreed	

Topic:	Minutes of the last meeting dated 10th August 2016		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 10 th August 2016 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: H.Jacobson Seconded: D.Heiwari	Results Agreed	

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

Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> Mates & Dates – booked Consultation meeting – done Board Chairs invited for a discussion around super clusters. COL's. Tanya Petrove is looking to call meeting on behalf of us. 		
Actions to be taken / motion	Sophie Elliotts Mum presenting at WGBH for your information.		
Moved Seconded		Results	

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

Topic:	Agenda setting for next meeting –		
Discussion:	Triennial Plan		

	Review of strategic Plan Governance 4,6,7 & 8 Out by end of week 1 of the holidays Social studies presentation – Phil Cullen Insurances update Student Trustee Election this Friday- results at the next meeting Follow up from consultation hui at last BOT meeting <ul style="list-style-type: none"> • Co-option of Maori trustees • Visit Senior te reo classes • Independent review of appointments process 		
Actions to be taken / motion			
Moved			
Seconded			

Topic:	General Business		
Discussion:	Student Trustee Election – Election Friday 16 th September, 2016.		
Actions to be taken / motion			
Moved	Moved:		Agreed
Seconded	Seconded:		

Meeting closed at: 10.30pm
Next BOT meeting calendared for:

X

Jane McQueen
Board Chairperson

X

Date