

**Minutes of the Bream Bay College
Board of Trustees
Held on 29th November 2017**

Meeting 7pm

Present: BucW, CraS, CunJ, DalA, GorS, Jach, Swom, FowK, HeiD, HeiT, McQJ, J.Miller, WebB

Karakia: Everyone

Absent:

Apologies: PirR

Visitors: Linda Clack

Moved:

Jimmy welcomed Linda Clack to the meeting who is presenting a Social Sciences powerpoint presentation this evening.

Welcome to Tahlia

Topic:	Linda Clack, HoD Social Sciences presentation		
Discussion:	Jimmy welcomed, Linda Clack, HoD Social Sciences, to speak to the board re the Social Sciences Department. Linda presented a power point presentation. Wayne announced that unfortunately Linda wont be with us in 2018 and there has been a lot of change in the department which will enhance it to grow. Linda commented that she is very sorry to leave but after investigating many options relocating is the only option. Love the school even the more challenging students.		
Actions to be taken / motion	Working on developing the department with colleagues.		
Moved Seconded			

Topic:	Confirmation of agenda:-
Discussion:	<p>BOT Workplan adjustment Decision making:</p> <p>Conflict of Interest: Agenda:</p> <ul style="list-style-type: none"> • Decisions: • Moved that the RAMS forms for the Coromandel trip be approved.

Moved: D.Heiwari
Seconded: H.Jacobson
Agreed

- Moved that the RAMS forms for the Wellington trip be approved.

Moved: D.Heiwari
Seconded: H.Jacobson
Agreed

Going forward it needs to be noted that the students need to attend the earthquake briefing.

- Moved that Bream Bay College endorses the appointment of Marilyn Dunn as the Lead Principal of the Bream Bay Kaihui Ako.

Moved: Jimmy Miller
Agreed

Overnight trip

Wayne tabled a proposal to the Board for an overnight trip to Auckland for the Panimals to perform at the Aotearoa Steelband Festival on the 23rd-25th February 2018.

Scott waited to take the proposal through to the LOL meeting due to taking 1 day off school to run it passed the teachers.

Discussion took place.

- Is it possible to run the Rams forms digitally to the board.
- Have been overseas as a group recently.
- Would the board be happy for the rams were to be put out on the email.
- Please reply to all via the email.

Moved on proviso that the rams are circulated and approved via the email.

Moved: M.Swords
Seconded:J.McQueen
Agreed

- Moved that the Bream Bay College Board of Trustees approves the increase of the schools credit card and facility from \$25,200 to \$30,000 allowing provision for the school to increase card limits for cardholders M.Bayer, R. Nathan and A.Dalglish when required for school trips.

Moved: D.Heiwari
Seconded:H.Jacobson
Agreed

	<p>Workplan adjustment</p> <ul style="list-style-type: none"> • BOT Workplan / Policies: • Annual Plan • Annual Learning Targets – Term 3 • Draft budget • 2018 Insurances Report • 5YA Projects • School Culture general discussion
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Topic:	Policies		
Discussion:			
Actions to be taken / motion			
Moved		Results Agreed	

Topic:	COL (Community of Learning)		
Discussion:			
Actions to be taken / motion			
Moved		Results Agreed	

Topic:	Annual Plan - draft		
Discussion:	<p>Wayne explained that the top section has the latest stats for Terms 1,2&3. Stats for Maori boys have tailed off for Term 4.</p> <p>Attendance: Next year we look at groupings of students and then we can see how many students we are trying to more above 90 rather than the average.</p> <p>BayM: Met his target subsequent to the Stripes awards assembly.</p>		
Actions to be taken / motion	Read through and feedback if there has been any areas missed so we can include it in the write up for next year		
Moved			

Topic:	Annual Learning Targets		
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<p>Discussion:</p>	<p>Result analysis</p> <ul style="list-style-type: none"> • On track. • 100+ Club on fire. • Maori boys have tailed off subsequent to the report. Complex problem. Trying lots of different things but it's the combination of different things that need to come into play. • 6C's – challenge is to get the C of Character, managing self, tenacity working harder. • Definitely a variance between girls and boys. <p>Is there something we can do to target this up?</p> <ul style="list-style-type: none"> • Working on this. It's about balance; like getting our boys into our academic subjects instead of other things. <p>JC: Girls working better and also agree that character is one of the C's that does need work.</p> <p>Changing the culture of the ways that the boys think.</p> <p>Looking at the Yr 7&8's that are functioning at Year level 2. A real concern. John commented that Alison did a very thorough job with credit catchup but the analysis is less than 50% attendance.</p> <p>Alison gave a verbal report on the analysis of the credit catchup results.</p> <p>At level 1 out of 7 – 4 got level 1 and three were within 3. 2 will get them with externals.</p> <p>Level 2 – 8 and two were sitting at 23. 1 is an outlier. 3 will get there with externals.</p> <p>Wayne concluded:</p> <p>Issue this year is next year's year 12 results.</p> <p>12 have left to jobs, apprenticeships.</p> <p>Level 2 - We will be sitting very near to National average.</p> <p>Level 1 will be probably the highest we have ever seen.</p> <p>Level 3 will also be high.</p>		
<p>Actions to be taken / motion</p>	<p>We will be doing the same practice next year.</p>		
<p>Moved</p>		<p>Results</p>	

<p>Topic:</p>	<p>Draft budget</p>		
<p>Discussion:</p>	<p>Wayne explained we now have the ability to do things in budgeting that we have never be able to do before.</p> <p>Apologies for not getting the budget out prior but have been working with PcSchool over the last two days to get this report ironed out.</p> <p>Wayne talked through the budget as shown.</p> <p>He is still to sit down with Katrina checking through all the figures.</p> <p>He will check all the actuals and see if any of those figures should be up or down and present it to the finance sub committee meeting.</p> <p>Wayne talked to the report and how it works.</p> <p>This report has:</p> <ul style="list-style-type: none"> • Updated income • Existing budgets expenditure put across <p>HJ: Useful to have a spreadsheet as opposed to a pdf. Discussion took place.</p>		

	<p>Jane asked about the CAFÉ expenses. Finance sub committee meeting to be scheduled in the next few weeks to approve the draft budget. After prizegiving: 13th December @ 4.30pm When will the semi draft budget be available? After the 13th.</p>		
Actions to be taken / motion	<p>Café expenses query. Heather & Jimmy to meet with Wayne and then it will be emailed out.</p>	<p>Jach,MilJ,BucW, SanK</p>	
Moved		Results	

Topic:	2018 Insurances Report		
Discussion:	<p>Wayne placed all the information into a folder. Renewed all insurances but haven't taken up cyber attack.</p> <p>Whare New build is insured Gym: own 9% Indemnity for the board and school.</p>		
Actions to be taken / motion			
Moved		Results	

Topic:	5YA Projects		
Discussion:	<p>Budget sheet not signed off as yet. Feasibility study still not complete. Wayne talked to the breakdown of costs within the report. New classrooms – hope the MOE will come into this. Discussion around the feasibility study took place and the delay.</p>		
Actions to be taken / motion	<p>Wayne making enquiries re feasibility study Wayne talking with the Ministry re new classrooms.</p>		
Moved		Results	

Topic:	School Culture (general discussion)		
Discussion:	<p>This has come about from the Principal's appraisal. A small percentage of the school are reacting. High & complex needs have consumed most of our accelerated learning time. Rest of the school are paying due to these students not coming on board. Where do we sit on a board on this? The feeling is that the board has an appetite that we should have brought some of these students to the board earlier. Should we be taking on these students without support in place? Balancing act. It is impacting currently. Discussion took place.</p>		

	<p>Wayne talked to the structure of new staff coming in and the internal promotions and the induction process for 2018.</p> <p>There will be an impact on the school environment but with the support of teachers and management it will work out.</p> <p>The reporting back from the meetings from talk around the community is that the board can be stern.</p> <p>Leave it in the Principal's hands.</p> <p>Wayne will market this topic for assemblies.</p> <p>Reinforce with parents.</p> <p>Less tolerance.</p> <p>Progress through – hopefully only 1 or 2 next year</p> <p>Go home – safety plan</p> <p>A safe place for students and teachers is paramount.</p>		
Actions to be taken / motion			
Moved		Results	

Topic:	<p>Principal's Report</p> <p>Attachments:</p> <ul style="list-style-type: none"> a. Health & Safety Report /Medical comments b. LoL Minutes: 25/9/17 c. PTA Minutes: d. Maintenance Report e. Assembly presentations: Sept 26, Oct 17, Oct 24b, Oct 30, Nov 14 f. Newsletters: Sept 22, Oct 6, Oct 27, Nov 17
Discussion:	<p>Enrolments: currently sitting on 540 – another enrolment yesterday.</p> <p>Enrolment figures</p> <p>108 out of 120 Year 6's coming from the local primary schools.</p> <p>Wayne talked to the numbers being close to the boundaries which has made the timetable very tight.</p> <p>Year 12 clashes. Had to split PE into two places to avoid 40 clashes and by doing this it has brought it down to 12.</p> <p>Electives:</p> <p>Consensus is that with less than 50% of the student body not taking up the Elective choices do we run the programme for further years.</p> <p>Heather raised there may be an issue with online elective forms.</p> <p>There are things we can do for activities at school which takes far less effort.</p> <p>With the amount of work that happens at this time of the year and the numbers actually going on electives makes for discussion of whether Electives will run.</p> <p>Have to make a significant change to make it as attractive.</p> <p>How would we construct this?</p>

	Negatives for Wellington trip <ul style="list-style-type: none"> • Costs at this time of year for families • Earthquake risks 		
Actions to be taken / motion			
Moved Seconded		Results Agreed	

Topic:	Financial Report		
Discussion:	Direct Credits – August, September & October 2017		
Actions to be taken / motion	<p>1. Moved the Direct credits for August, September & October 2017 as follows:-</p> <p>August 2017 Direct Credits: ASB 25752-26084 TNG: 26187, 26189 WBE: 26271</p> <p>September 2017 Direct Credits: 25997 - 26306 TNG: 26308, 26309, 26312 WBE: 26273</p> <p>October 2017 Direct Credits: 26317 -26521 TNG: 26493, 26527, 26529, 26531 WBE: 26522</p> <p>Moved that the Direct Credits for August, September & October 2017 be approved.</p>		
Moved Seconded	Moved: J. Miller Seconded:	Results Agreed	
Topic:	<p>Journal entries August 2017 Payroll Journals 248554 Week Ending 1/8/17 \$31133.25 Payroll Journals 248583 Week Ending 15/8/17 \$25664.74 Payroll Journals 248611 Week Ending 29/8/17 \$39265.36</p> <p>Journal entries September 2017 Payroll Journal 249867 Week Ending 12/9/17 \$41194.81 Payroll Journal 249890 Week Ending 26/9/17 \$31158.32</p> <p>Journal entries October 2017 Payroll Journal 252894 Week Ending 10/10/17 \$24612.82</p>		

	Payroll Journal 252966 Week Ending 24/10/17 \$23303.09		
Discussion:			
Actions to be taken / motion	Moved that Journals for August, September & October be passed for payment		
Moved Seconded	Moved: J. Miller Seconded:	Results Agreed	

Topic:	Cheque No's for August 2017		
Discussion:	August 2017 Nil September 2017 Nil October 2017 141126 Queries: Nil		
Actions to be taken / motion			
Moved Seconded	Moved: J. Miller Seconded:	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card for August / September / October 2017 be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for August 2017 for \$450.69 be approved for payment. Moved that the Star Card for September 2017 for \$469.39 be approved for payment. Moved that the Star Card for October 2017 for \$181.51 be approved for payment.		
Moved Seconded	Moved: J. Miller Seconded:	Results Agreed	

Topic:	Air NZ Travel Card –August 2017		
Discussion:	August: Nil September: Nil October: Nil		
Actions to be taken / motion			
Moved Seconded	Moved: Seconded:	Results Agreed	

Topic:	Visa Card transaction		
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Discussion:	Approve Visa Card Statement's for card numbers 8106, 2213, 2048, 7419 & 1727 for August, September & October 2017.		
Actions to be taken / motion	<p>Moved the Visa Card for August 2017 for:-</p> <p>.... 8106 for \$ 434.00 (W.R. Buckland)</p> <p>.... 2213 for \$3,387.77 (K. Sandford)</p> <p>.... 2048 for \$ Nil (A. Dalglish)</p> <p>.... 7419 for \$ Nil (M.Bayer)</p> <p>.... 1727 for \$ Nil (R.Nathan)</p> <p>Moved the Visa Card for September 2017 for:-</p> <p>.... 8106 for \$ 778.81 (W.R. Buckland)</p> <p>.... 2213 for \$3,291.87 (K. Sandford)</p> <p>.... 2048 for \$ Nil (A. Dalglish)</p> <p>.... 7419 for \$ 19.76 (M.Bayer)</p> <p>.... 1727 for \$ Nil (R.Nathan)</p> <p>Moved the Visa Card for October 2017 for:-</p> <p>.... 8106 for \$1,726.00 (W.R. Buckland)</p> <p>.... 2213 for \$2,224.37 (K. Sandford)</p> <p>.... 2048 for \$ 01 cr (A. Dalglish)</p> <p>.... 7419 for \$2,218.18 (M.Bayer)</p> <p>.... 1727 for \$ 200.61 (R.Nathan)</p>		
Moved Seconded	Moved that the Visa Card 8106, 2213, 2048, 7419 & 1737 for August, September & October 2017 be approved for payment. Moved: W.Buckland Seconded: D.Heiwari	Results	Agreed

Topic:	Finance		
Discussion:	<p>Donations: working well</p> <p>Balance sheet: variance - \$3m lower than the budget.</p> <p>Foreign students fees</p> <p>Question re fees being paid in.</p>		
Actions to be taken / motion	Heather to come across to join the meeting with Katrina & Wayne.		
Moved Seconded			

Topic:	Inwards / Outwards Correspondence		
Discussion:	Outwards Correspondence:		
	1. Nil		

	Circular Correspondence: STA: 276 (electronic)		
	1. Nil		
Actions to be taken / motion	Moved that the Inwards correspondence be accepted and Outwards correspondence be approved.	Results	Agreed
Moved Seconded	Moved: Seconded:	Results	Agreed

Topic:	Finance:		
Discussion:			
Actions to be taken / motion			
Moved Seconded		Results	Agreed

Topic:	Minutes of the last meeting date 27th September 2017		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 27 th September 2017 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: S.Gordon Seconded: J.McQueen	Results	Agreed

Topic:	Amendments to minutes		
Discussion:	Count for devices still to come at the next meeting.		
Actions to be taken / motion	Still ongoing.		
Moved Seconded		Results	

Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> Wayne confirmed that he has placed ICT on the Triennial Plan for review The fire demonstration took place for the Hospitality student. Thanks to Mike & Derek. Fire & lockdown drill. We ended up with a fire drill and then another fire drill and then we were in NCEA. Lockdown is planned for next year. 		
Actions to be taken / motion			
Moved Seconded		Results	Agreed

Topic:	Agenda setting for next meeting –		
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Discussion:	<ul style="list-style-type: none"> • 2018 Annual plan • 2018 Analysis of Variance • Policy Booklet review / dates to be approved • Annual Learning Targets Analysis - Previous year & EOY • Set Finance Sub Comm Meeting • H&S Report • 5YA projects • Appoint chair • Confirm: Discipline Sub Committee, Finance Sub Committee, Delegations, Charter goals sign off 		
Actions to be taken / motion	<p>Thanks to Heather for noticing the dates on the 2018 triennial plan.</p> <p>Wayne talked to the timing of the 2nd BOT meeting next year.</p> <p>Wayne is attending the SPANZ conference in Queenstown and would like to tag on a Convention in Sydney straight after – this falls in the week of the 2nd board meeting of the year.</p> <p>Discussion took place of moving the board meeting.</p>		
Moved Seconded			Carried

Topic:	General Business		
Discussion:	PTA/BOT get together.		
Actions to be taken / motion	<p>Start of the new year Week 4, Wednesday 21st Feb. Bev to advise the PTA Chair & Secretary of the date.</p>	WebB	
Moved Seconded			

Meeting closed at: 9.10pm
Next BOT meeting calendared for: 14th February 2018

X

J. Miller
Board Chairperson

X

Date

/ / 2017