

**Minutes of the Bream Bay College
Board of Trustees
Held on 25th June 2013**

Meeting
opened at: 7pm

Present: BucW, GarD, GilK, HarG, HeiD, McQJ, SwoM, VCiP, WebB, Will, WooA

Apologies:

Moved:

Visitors: Alison Dalglish

Karakia: D.Heiwari

Graham welcomed everyone to the meeting.

Election of Officers

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| Topic: | Election of Chairperson (confirmation of Deputy Chairperson, Discipline Sub Committee and Finance Sub Committee) |
| Discussion: | |
| Actions to be taken / motion | <p>Election of Chairperson</p> <p>Graham handed the meeting over to the Board Secretary for election of the Board Chair.</p> <p>Beverley Webb called for nominations for the position of Board Chairperson.</p> <p>Peter Van Cingel nominated himself for the position of Board Chair of the Bream Bay College Board.</p> <p>Jane McQueen nominated Graham Hargreaves for the position of Board Chair of the Bream Bay College Board.</p> <p>Graham and Peter presented a brief overview of themselves for the role of Board Chairperson.</p> <p>Graham and Peter left the room while the Board discussed the nominations.</p> <p>The Board Secretary asked for a show of hands for each of the candidates for the role of Board Chairperson for the Bream Bay College Board of Trustees.</p> |

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| | <p>Graham Hargreaves was declared as BOT Chair.</p> <p>The meeting was handed over to the newly elected Board Chairperson for the election/confirmation of other officers.</p> <p>Election of Vice Chairperson:-</p> <p>Graham Hargreaves called for nominations for the position of Vice Board Chairperson.</p> <p>Derek Heiwari nominated Peter Van Cingel as Vice Board Chair of the Bream Bay College Board of Trustees. Seconded: M.Swords</p> <p>There being no further nominations Peter Van Cingel was duly elected.</p> <p>Discipline Sub Committee:-</p> <p>Question re other sub-committees: If the need arises that a sub-committee needs to be formed that it be discussed and appointed as per our policy booklet.</p> <p>Nominations</p> <ul style="list-style-type: none"> • Mike Swords • Jane McQueen • Graham Hargreaves • Derek Heiwari • Denis & Peter available on call <p>Mike Swords, Derek Heiwari & Graham Hargreaves were confirmed as the three main members of Discipline Sub Committee with any other board member being a member should one of the three not be available.</p> <p>Derek Heiwari nominated Mike Swords as Chairperson of the Discipline Sub Committee. Seconded: G. Hargreaves</p> <p>There being no other nominations Mike Swords as declared duly elected.</p> <p>Finance Sub Committee:-</p> <p>Confirmed</p> <ul style="list-style-type: none"> • Graham Hargreaves • Peter Van Cingel • Denis Garner |
| <p>Moved Seconded</p> | <p>All elections/confirmations were moved unanimously.</p> |

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| <p>Topic:</p> | <p>Minutes of the last meeting dated 21 May 2013</p> |
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| Discussion: | | | |
| Actions to be taken / motion | Moved that the minutes of the meeting dated 21 May 2013 be confirmed as a true and correct record. | Person(s) Responsible | |
| Moved Seconded | Moved: D.Heiwari Seconded:W.Buckland | Results | Agreed |

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

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| Topic: | Matters Arising | | |
| Discussion: | <ul style="list-style-type: none"> • Paperwork for the gym hot water equipment. Located all paperwork – sitting with MOE. We have confirmed that it is in their books for payment. • Dietician for café. Kelly explained that a representative had attended one Health Team meeting and has given ideas. Next step is to sit down with CAFÉ Manager and get the Yr10 students involved with the hope of implementing more healthy options. • Annual report – listed as an agenda item (to be tabled). Signed –to be discussed as agenda item. • Induction of the new board took place. Bev emailed out dates. • The newly elected staff trustee will be undergoing induction after the elections for the board chair have taken place. • MOE reimbursement – sick leave. Discussion re structure of how sick leave is awarded took place. • Girls toilets- back with the Architects H&K. | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | Results | |

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| Topic: | Confirmation of agenda items | | |
| Discussion: | <ul style="list-style-type: none"> • "How Boards Work" booklet distributed. It was noted that #1 – 'Training' be discussed. • Annual Plan / Strategic Aims 3&4 • Governance 7,9 & 10 • Annual Report (to be tabled) • Auditor issues to be addressed (if any) • Special Needs Report (in Principal's report) • National Standards parent reporting (in Principal's report) • Approval for Principal to attend PcSchool Conference • Approval for A. Dalgleish or other staff member to attend PcSchool Conference as part of Professional Development | | |

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| Actions to be taken / motion | Wayne talked to the process of the meeting that the area of Finance falls first on the agenda after passing the minutes of the previous meeting. Annmarie is here to answer and elaborate on any queries the Trustees may have. Queries can be emailed to Annmarie before the actual meeting so she can have an answer on the night. If she can't answer on the night of the meeting she will bring it back to the next meeting. Any questions submitted will be tabled at the meeting. | | |
| Moved Seconded | | | |

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| Topic: | Financial Report Direct Credits from ASB: 13940-14248, TNG: March – 14136-14138, WBC: 14224 to be approved. | | |
| Discussion: | Discussion on how to read the direct credit printout. <ul style="list-style-type: none"> • Sequential batch numbers • E is Electronic • Pres is for Presented • J is for Journal (payroll journals) • C is for Cheques (Presented or unrepresented at time of printing) Page 23 Annmarie reported: Two payments show on their own but not in sequential order – one payment is from the TNG account and one from the Westpac account – debit for monthly fee. Annmarie explained that we do our main banking with ASB and use Westpac for depositing all cash and then electronically transfer to the ASB. Are schools exempt from fees <ul style="list-style-type: none"> • ASB exempt • Westpac – not exempt Queries: <ul style="list-style-type: none"> • \$440 fortnight - International homestay student payment. Revenue comes in the overseas income • BP Oil/Heating – diesel for heating • Page 19-H&K - Electrical Engineer for UPS/Generator • \$5,846.05 percentage of payment for UPS • Payment of \$22,000 went out today for electrical work. This will show in accounts for the next meeting • Staff flu jabs/homeopath drops – charged to teacher relief • Gold leaf lettering – Dudley & Dennis – Honours board • Bream Bay News – newsletter | | |
| Actions to be taken / motion | Moved that direct credits as follows be approved: ASB: 13940-14248 TNG: 14136-14138 WBC: 14224 | | |

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| Moved Seconded | Moved: M.Swords Seconded: G.Hargreaves | | Agreed |
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| Topic: | Journal entries 153572-154130 [Payroll Journals] be passed for payment. | | |
| Discussion: | Wayne talked to the doubling of the amount in the journals Tweaking with bank staffing Charge \$50,000 to our account Changed the way the accounts are set up Queries: | | |
| Actions to be taken / motion | Moved that Journals entries 153572-154130 [Payroll Journals] be passed for payment. | | |
| Moved Seconded | Moved: M. Swords Seconded: G. Hargreaves | Results | Agreed |

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| Topic: | Cheque No's 657688 – 657698 for approval | | |
| Discussion: | Queries: | | |
| Actions to be taken / motion | Moved that cheque numbers 657688 - 657698 be approved. | | |
| Moved Seconded | Moved: G. Hargreaves Seconded: M. Swords | Results | Agreed |

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| Topic: | Fuel Card – Star Card | | |
| Discussion: | Moved that the Caltex Star Card be approved for payment. | | |
| Actions to be taken / motion | <p>Moved that the Star Card for the period 30/04/2013 – 30/5/2013 for \$142.91 be approved for payment.</p> <ul style="list-style-type: none"> • The Principal has a fuel card for his own personal use. He reimburses the school with a paper trail as evidence. • What is the purpose? • The school cannot be seen as a bank. • When payments come through Wayne makes sure it is paid so there is no offset of interest. • School's pays GST. • The chairperson sights this and signs it off. • Graham signs off the visa card account with evidence of payment dockets as a paper trail. • The Principal's Visa card is used for Principal's expenses. • The Finance Officer Visa card is for general school matters. • Wayne explained that 'visa' is the highest possible risk for fraud and the auditors examine this with a fine tooth comb. That is why they are circulated to | | |

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| | <p>the board.</p> <ul style="list-style-type: none"> Effectively payments are moved by the Board Chair. Annmarie explained that if there is an overseas trip a credit card is designated for that trip and when it is completed the card is destroyed. | | |
| Moved Seconded | Moved: G. Hargreaves Seconded: M. Swords | | Agreed |

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| Topic: | Visa card transaction | | |
| Discussion: | Moved that Visa Card Statement 8106 for the period | | |
| Actions to be taken / motion | Moved that the Principal Visa Card 8106 for the period 2 May 2013 – 1 June 2013 be approved for payment. Moved that the Principal Visa Card 8104 for the period 2 May 2013 – 1 June 2013 be approved for payment. | | |
| Moved Seconded | Moved: G. Hargreaves Seconded: M. Swords | | Agreed |

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| Topic: | Finance | | |
| Discussion: | <p>BOT Trading</p> <p>Café still running at a loss. Van – coming back from a deficit situation and will continue to claw that back. How do we derive income for the van?</p> <ul style="list-style-type: none"> Keep a mileage book spread sheet. Charged out at 60c k or 55c for over 100k. <p>School house rental</p> <ul style="list-style-type: none"> Rent being paid consistently. <p>Student Council:</p> <ul style="list-style-type: none"> Generally the Student Council spend their money at the end of the year. Money generated from Mufti days/socials. If money is generated, students have an input of how it is to be spent. KG: Currently setting guidelines to benefit the school. The structure is: Junior and a Senior Student Council. Allocated/earn approx \$4,000 per/year. <p>Curriculum</p> <p>P&L The sections that follow: Building up narrative of variance - Finance Sub Committee would see this in a more elaborate printout. Running most budgets on a quarterly split. Every 3 months – can do a 10 month split for departments. Lots of discussion of matching expenditure at the right time.</p> | | |

Annmarie was asked - based on printouts how do you feel how we are doing?

- Not concerned, a lot of it is timing
- No red flags
- Have back up from the Principal
- The Auditors feel our accounts read as consistently repetitive.

Resolution to reduce budget by \$50K?

- Talked to staff re trimming back curriculum budgets.
- Will talk more to this in Principal's report
- \$10,000 banked staffing to claw back
- \$13,000 claiming for staff medical reimbursements
- Work on recruiting more international students
- Close down budgets

Assets:

This area is a target for fixing:

Looking tidy so would like to sit with the FSC to discuss this.

Asset stock take should bring it back into line.

Balance sheet

Bank accounts – amounts all collate in the following pages. Former trustee Chris Donald would check that these matched with the bank statement.

The ledger bank reconciliation listing is what shows on the balance sheet.

Investments

Annmarie reported:-

- Not shy if we have to break it any investments.
- Do we plan terms of when to invest? Yes.
- Adjust to what is a good deal and work around when operational funding comes in.
- Keep as much as possible on the best rates and space out accordingly.

Page 15

- Noted extra income on front page.
- Grant applications have been broken down into a table for you to see.
- Listed signatories
- Fastnet administrators
- Gives overview of financial stuff that you wouldn't always see

Megan Carran has the job of funding coordinator.

Annmarie will send out to the FSC a report of financials. A date to be made for the FSC meeting.

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| | <p>Bank Reconciliations:-</p> <ul style="list-style-type: none"> • Westpac Bank Rec • ASB Bank Rec • ASB Business Saver • ASB Term Investment • ASB TNG account • ASB TNG Business Saver <p>All noted.</p> | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | |

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| Topic: | "How Boards Work" booklet | | |
| Discussion: | Circulated to all board members | | |
| Actions to be taken / motion | <p>Wayne talked to specific areas of the booklet.</p> <p>Introduction Boards of trustees provide culturally responsive strategic leadership and... achievement.</p> <p>In the opening paragraph you will see this statement is coming through in everything coming out of the MOE, Hekia Parata. "Boards of trustees provide culturally responsive strategic leadership and direction to schools. They are accountable for the performance of their schools and kura, and the key focus of their role is the improvement of student progress and achievement."</p> <p>By 2020 Maori will be more than 50% of the school age population in NZ.</p> <p>Page 5 Wayne talked to the 'key questions for your board.'</p> <p>The question was raised how many student leaver's leave at the end of the year with NCEA Lvl 2? Discussion took place.</p> <p>Page 9 Designing the future Follows what we have in our policy structure.</p> | | |

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| | <p>Targets being pushed for Maori, Pasifika and students with Special Needs not currently achieving.</p> <p>Communicating How do we effectively communicate? How does the board effectively communicate? In our triennial plan - Consulting the community / Charter consultation As a group the board needs to discuss how this is to be handled.</p> <p>Page 10</p> <p>Trustee roles - 2nd paragraph</p> <p>Votes all equal but you are a trustee not a representative. Comes through in all documentation from MOE and NZSTA.</p> <p>Wayne noted that you don't require reports from the Staff or Student Trustee.</p> <p>Lucy feedback from the PPTA meeting that you don't require a report from the student or staff trustee.</p> <p>Series of workshops run by the NZSTA will be available in approx the next month to 6 weeks.</p> <ul style="list-style-type: none"> • Bev to forward out any information relating to specific courses available to the trustees. • It was suggested that we go as a group. <p>'Inclusive' practices by 2014 Wayne informed the board that Cindy Fox visited today to discuss 'inclusive' practices.</p> <p>Have advisors in the school:- RTLB feeding back key target areas for each of the department's in the school.</p> <p>Evaluation of meetings Can't see where we do this as it's not in the triennial plan sheet. Discussion took place</p> <p>Outcome: Do a casual evaluation at end of each meeting and then once a term do a survey monkey.</p> | | |
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| | Graham apologised for not introducing Lucy Williams, the Staff Trustee, at the beginning of the evening. Lucy replied with a brief overview of herself. Teaches Biology/Science/3 rd year. A number of staff encouraged her to take on the role of Staff Trustee and she is excited to be here. Welcome on board Lucy. | | |
| Moved Seconded | | | |

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| Topic: | Annual Plan – Strategic Aims 3&4 |
| Discussion: | <p>In triennial plan have sections of updating different goals</p> <p>21st May Aims 1&2 25th June: Aims 3&4 LEG: Learning Engagement Group have changed their name to: L.O.L (learning of leaders)</p> <p>What do you see the L.O.L group achieving</p> <ul style="list-style-type: none"> • Inclusion • Differentiation • GATE • 12 steps to registration <p>Stripes Wayne talked to the analysis of stripes to date. Academic targets being met reasonably well. Tipping point seems to be getting above 80/47.5 and then they just go up. Looking for well-rounded children. Overall, coming along very well. Work it in with the Parent /Student /Teacher meetings with the Whanau teachers. Some information is not getting to Mr Bayer for entering onto the PcSchool system. Fill out a form in whanau then send back to Mr Bayer is one possibility. Wayne commented he could run a 1 page co-curricular report for each child.</p> <p>Starpath</p> <ul style="list-style-type: none"> • 3 year project longitudinal study • Initially to track students once they left school and how they achieved • Given us a lot of info from the Universities on how to do our academic coaching • Took all the info and did draft 1 to make our form our own • Refined it • Make it user friendly • Asked Starpath what else they wanted • Refined it again • Now at PST meetings you will get in depth information from the Whanau teacher • Goal setting |

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| | <ul style="list-style-type: none"> • Where do we go from here • 3rd one: making choices for following year <p>Initially Tracking Maori / Pasifica students Extended out to decile 2,3,&4 schools All part of reflective processes</p> <p>Attachment to P reports for feedback on Starpath</p> | | |
| Actions to be taken / motion | Can we have a date on the cover page of when updated Correction: Lvl 3= 70% | | |
| Moved Seconded | | Results | |

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| Topic: | Policy/ies for approval this year | | |
| | 12 Feb – Policy Review Dates - completed 9 April – Governance 1-3 & 5, Operational 5-Principal reporting to the board 25 June - Governance 7, 9 &10 29 Oct - Governance 4-6,8,Trustee Register | | |
| Discussion: | | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | |

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| Topic: | Governance 7,9 & 10 | | |
| Discussion: | Section 7 - Principal's Performance Appraisal Policy Rewritten to match legislation and then match to the NZSTA format so we can see we are doing everything as set out. Para 4 Discussion took place re the wording in paragraph 4: The word "Appraiser" to replace "Board Chairperson or delegates" Para 5 Discussion took place re the wording in paragraph 5 The words "Performance Agreement" in two separate lines should read "Appraisal Report." A fairly long discussion took place re: The draft of the Principal's Appraisal report being submitted to the Principal before going to the Chairperson. Robust process – it was suggested that the report to be seen by the Chair first. GH: Wayne has given me the draft final report DH: See what is in Principal's Collective Agreement. There would be no reason for a | | |

change.

KG: Don't know enough re: process to comment.

JMcQ: Don't feel there is a need for a change.

LW: If you have a consultant coming in as a professional Consultant I don't see the need for a change.

AD: Don't see the need to change.

DG: From due diligence I see where Peter is coming from. If we are employing a Consultant with an overview from the board chair we wouldn't be using the Appraiser for very long if the Consultant was not professional or the board chair would soon not be the chair.

Only fair to have the Principal review the report to make sure that all has been interpreted correctly or to have an opportunity to correct mistakes.

What does the Principal think?

Leave as it is.

WB comment: I have never changed any draft report. The content is the appraiser's opinion based on what they have observed. But I have the right to make corrections or add a comment if I disagree.

Previously I have circulated the full report – unedited. This year Graham Hargreaves wrote a summary of the report for the board.

Wayne had told Graham that he was quite happy to release the full report.

But as this was not standard practice Graham wrote a summary. Reason – if someone else comes in as Principal and doesn't want to release it we could have problems.

General Consensus: To stay as is.

8. The Relationship between the Chairperson and the Principal Policy

- Up for review in November.

9.

Meeting Process Policy

- Don't have noticeboard
- have an extra pack at the meeting
- if we have google drive could make info more available.

Bullet point #1 to read:

Sufficient copies of the agenda of the open (public) session will be:

- Posted on the Website
- Copies available on request

10.

- Sub item 9: Duty to be included
- Sub item 10: Meetings to be plural

Agenda:

Sub item #4:

All matters requiring a decision of the board are to be agended as separate meeting items in the BOT Work Plan policies or Principal's BOT discussions or Finance front page.

Sub item #6:

The agenda is to be collated with the agenda items placed in the agenda order and marked with the agenda number or letter.

Keep agenda items as:

Front section: items numbered 1. 2. 3. 4.

And

Principal's attachments on correspondence schedule to be moved to the Principal's report and marked a. b. c. d.....

A typical Agenda

Add 'Evaluation' to Agenda setting section and make this evaluation and agenda setting for following meetings:

Discussion took place re Evaluation

- Evaluation on survey monkey – 1 per term
- Have informal review at the end of each general section

BOT induction

Wayne note: On reflection we worked through and focussed on policies and procedures thoroughly but didn't do philosophical areas of Restorative Practices.

Did we cover everything??

Had initial meeting but could have 3 meetings. Don't mind coming out of meeting dates set on the triennial plan to work on induction more. We need to cover Behavioural /Site visit / meet more SMT Management.

Board review of Governance

Board Induction:

Item 2

Change manual to read folder – will tweak with google drive

Add section 8

8. Induction is provided on the school flavours

Change heading 'Trustee Review' to 'Policy Review'

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| | Chairperson Review Line 1 to read: The board chair's position will be reviewed annually in the second to last meeting of the year. | | |
| Actions to be taken / motion | ERO report to be emailed | WebB | |
| Moved Seconded | Moved: D. Heiwari Seconded: M. Swords | | Agreed |

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| Topic: | Annual Report (to be tabled) | | |
| Discussion: | Not available for this meeting. Will email when avail asap. | | |
| Actions to be taken / motion | | | |
| Moved Seconded | Moved: Seconded: | Results | Agreed |

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| Topic: | Auditor issues to be addressed (if any) | | |
| Discussion: | | | |
| Actions to be taken / motion | | | |
| Moved Seconded | Moved: Seconded: | Results | Agreed |

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| Topic: | Inwards correspondence 1. Letters from the Sports Coordinator requesting permission to apply for funding from Oxford Sports Trust and Pub Charity's for:- <ul style="list-style-type: none"> Funding towards accommodation costs for the BBC girls Hockey team to travel to Taupo for the National Hockey tournament in September, 2013 Funding towards travelling costs for the BBC girls Netball team to travel to Auckland for the National Netball tournament in September, 2013 STA News: Not available for this meeting | | |
| Discussion: | Outwards Correspondence 1. Letters to Oxford Sports Trust and Pub Charity's requesting funding as above. 2. June 2013 School Roll Return faxed to the MOE Wasn't sure where to talk to this. Can attach to the P Report. Where would you like them. Attach to P. Report | | |
| Actions to be taken / motion | Moved the inwards correspondence be accepted and the outwards correspondence be approved. | | |
| Moved Seconded | Moved: M. Swords Seconded: D. Garner Funding applications letters to Oxford Sports Trust & Pub | | Agreed |

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| | Charity's be approved. Moved: M. Swords Seconded: D. Garner | | Agreed |
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| Topic: | Principal's Report | | |
| Discussion: | <p>Attachments to the Principal's Report</p> <ul style="list-style-type: none"> • Special Needs Report • National Standards parent reporting <p>PTA Minutes: 22nd May 2013 Leg Meeting Minutes: 28th May 2013 Staff Meeting Minutes: 17th June 2013 Reunion Minutes: 30th May 2013</p> | | |
| Actions to be taken / motion | <p>Depreciation: Discussion could go at anytime...</p> <p>Maori as Maori – still need more collating and categorising replies to happen.</p> <p>PD approval to attend the PcSchool Conference in Australia:</p> <ul style="list-style-type: none"> • In terms of policy change last year, if the trip is out of the country it needs to come to the board for approval. • Wayne was asked if he is keynoting this year? Don't know at this stage. • \$1500 from Principal's PD and some from Starpath. • \$1500 from Professional Development budget to send Deputy Principal, Alison Dalgleish. • The airfares need to be booked before the costs go up. <p>Discussion took place as to the breakdowns of budget. Purpose of attending: drive a lot of what we do from our SMS. The more we do for them the more they do for us – showcasing etc.</p> <p>Maori as Maori/data tracking Feedback good. Everyone was happy with the booklet with narrative. At the next meeting I will have the collated results from the community meetings.</p> <p>Wayne talked to the hand out C and the "Subject Interview Day" handout.</p> | | |

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| | <p>After discussion with the teaching staff Wayne calculated timeframes for interviews for a subject/teacher/student interview system. There is not enough timeslots to fit into the day. First in first served.</p> <p>PST Meeting – Term 3 Wayne talked to finishing later (6.30pm) so staff will start the day at 9.30am. Soup will be on tap and taken around to staff.</p> <p>The emailing system us up and going – getting positive feedback. The question of whether parents should reply to the emails was raised.</p> <p>Parent Interview Survey - FYI Overall pages 6 out of 7 are those who liked the different structures.</p> <p>After next interview day another survey will happen.</p> <p>Meet the Yr 7&8 teachers BBQ was missed this year and we are paying dearly for that.</p> <p>Depreciation – hold over until next meeting.</p> | | |
| <p>Moved Seconded</p> | <p>Moved that approval is given for the Principal and DP, Alison (or staff member) Dalglish, to attend the PcSchool conference in Australia.</p> <p>G. Hargreaves</p> | | <p>Agreed</p> |

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| <p>Topic:</p> | <p>Agenda setting for next meeting</p> | | |
| <p>Discussion:</p> | <p>13 August 2013:</p> <ul style="list-style-type: none"> • Strategic Aims 5&6 • Term 2 Data report • Interim reports: (P/App/B. Chair) • Math Department presentation • Emergent review: Recruiting & Managing School staff • Student Trustee Election • Depreciation | | |
| <p>Actions to be taken / motion</p> | | | |
| <p>Moved Seconded</p> | | | |

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| Topic: | General Business | | |
| Discussion: | <p>Reminders:</p> <ul style="list-style-type: none"> • Bev to send email inviting BOT to do site visit & morning tea starting at 9.45am on the 12th July. • Bev to send out emails to remind the BOT of a Board get together with partners (not children) and Senior Managers. • Bev to organise a Finance Sub Committee meeting. <p>Evaluation of this meeting</p> <p>GH: meeting longer than normal due to going through everything more thoroughly PVS: like the fact that we have good discussion and everyone voiced their opinions DH: enjoyed robust discussion, all been involved KG: worth being longer for better understanding JMc: No intimidation LW: Felt very welcome DG: Difficult with new board, been great to feel welcome and have good discussion MS: Went well and everyone participated – extra time tonight will save us going forward WB: happy – important that we get to chat informally. Didn't get to do that at the Waterline Brassiere when fare welling the previous board.</p> | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | |

Meeting closed at: 10.46pm
Next BOT meeting calendared for: 13th August, 2013

X

G. Hargreaves
Board Chairperson

X

Date

Filename: 04 June 25 bot Mins
Directory: C:\Users\mlea\AppData\Local\Microsoft\Windows\Temporary
Internet Files
Template: C:\Users\mlea\AppData\Roaming\Microsoft\Templates\Normal
.dotm
Title: Minutes of the
Subject:
Author: Buckland
Keywords:
Comments:
Creation Date: 27/08/2013 5:17:00 p.m.
Change Number: 2
Last Saved On: 27/08/2013 5:17:00 p.m.
Last Saved By: bwebb
Total Editing Time: 1 Minute
Last Printed On: 2/09/2013 3:40:00 p.m.
As of Last Complete Printing
Number of Pages: 17
Number of Words: 3,785 (approx.)
Number of Characters: 21,576 (approx.)