

**Minutes of the Bream Bay College  
Board of Trustees  
Held on 17<sup>th</sup> September 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

<b>Topic:</b>	<b>Minutes of the last meeting dated 13<sup>th</sup> August 2013</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that the minutes of the meeting dated 13 <sup>th</sup> August 2013 be confirmed as a true and correct record.	<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	Moved: M.Swords Seconded: D.Garner	<b>Results</b>	Agreed

<b>Topic:</b>	<b>Amendments to minutes</b>		
<b>Discussion:</b>	Nil		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Matters Arising</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• WooA: Reinstate annotations and to print a STAR and Overseas department report to check coding and timing issues. <i>Completed.</i></li> <li>• BucW: Application form to be amended to include a Police Vetting statement. <i>Completed.</i></li> <li>• BucW: Create a Strategic Plan for Whanau Support. <i>Wayne has talked with SMT team and will meet with the Tikanga Maori group to craft this. Annual plan has been updated.</i></li> <li>• HarG: Feedback to the community in Newsletter topics addressed at BOT meeting. <i>Very positive feedback.</i></li> <li>• WebB: For future funding application letters change the way they are presented to</li> </ul>		

	<p>the Board. <i>Noted.</i></p> <ul style="list-style-type: none"> <li>BucW: Mark Bayer's hazard report is an attachment to the Principal's report with a hazard report. <i>Thank you to Derek for spending time with Mark Bayer and walking around the school re: hazard report.</i></li> <li>WebB: Sickbay report has been incorporated into the hazard report. <i>Bev has incorporated the sickbay report into the hazard report.</i></li> <li>BucW: Wayne to circulate a link from Starpath to the BOT.</li> <li>Wayne still to distribute Restorative info to the BOT.</li> <li>Wayne to meet with Peter Van Cingel re: NCEA results.</li> </ul>		
<b>Actions to be taken / motion</b>	Wayne to circulate restorative info to the Board Bev to liaise with Peter to make an appointment to go over NCEA information.	BucW WebB	
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Confirmation of agenda items</b>		
	<ul style="list-style-type: none"> <li>Board photo</li> <li>Survey/charter – Strategic Plan &amp; BOT Survey priorities</li> <li>Strategic Aims 1&amp;2 – update 2</li> <li>Building inclusive schools (MOE Booklet)- Q&amp;A session</li> </ul>		
<b>Discussion:</b>	<p>E. Woodward meeting with the Board</p> <ul style="list-style-type: none"> <li>E.Woodward hasn't been able to meet with the board due to workload issues.</li> <li>Wayne explained that if another letter arrives we would ask Eric Woodward to come along and talk to the board.</li> <li>Discussion took place.</li> <li>The Board would like to be bought up to speed anyway.</li> </ul>		
<b>Actions to be taken / motion</b>	Wayne to contact Eric Woodward to discuss when this can happen.	BucW	
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Finance for the month of July &amp; August 2013</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	<p>Annmarie commented:</p> <ul style="list-style-type: none"> <li>Annotations have been reinstated.</li> <li>Timing issues: budget looks to be on track-no red flags.</li> <li>ACC money in and out – unbudgeted</li> <li>Fundraising - in and out transaction</li> <li>Overseas budget – extra student we hadn't planned for</li> <li>Van is main increase in trading sales</li> <li>Wayne talked to the 10% retention</li> </ul>		

	<ul style="list-style-type: none"> <li>• Tablets - in and out transaction</li> </ul> <p>Curricular</p> <ul style="list-style-type: none"> <li>• Budget for trips from teachers - sometimes they don't happen. No red flags here</li> <li>• Gateway budget revised but not changed in budget</li> <li>• Star – wages timing –didn't do a budget for this</li> </ul> <p>Extra Curricula</p> <ul style="list-style-type: none"> <li>• Pub Charities/Oxford – got way more funding than we budgeted for</li> </ul> <p>TFEA:</p> <ul style="list-style-type: none"> <li>• Planned underspend. Checking coding</li> </ul> <p>Personnel</p> <ul style="list-style-type: none"> <li>• Bank Staffing issue</li> </ul> <p>ACC</p> <ul style="list-style-type: none"> <li>• Timing issue</li> </ul> <p>Communications</p> <ul style="list-style-type: none"> <li>• Wayne advised he has been in contact with Call Plus re: problems with phones. Work in progress</li> </ul> <p>Miscellaneous expenses</p> <ul style="list-style-type: none"> <li>• Other side of staff tablets</li> </ul> <p>Staff salaries</p> <ul style="list-style-type: none"> <li>• Could be due to holidays – not a concern</li> </ul> <p>Insurance</p> <ul style="list-style-type: none"> <li>• New account payment coming up which should explain in next report</li> </ul> <p>Student Council</p> <ul style="list-style-type: none"> <li>• Timing issue</li> </ul> <p>Trading</p> <ul style="list-style-type: none"> <li>• Café – loss situation</li> </ul> <p>Overseas programme</p> <ul style="list-style-type: none"> <li>• Extra student</li> </ul> <p>Heat/Light &amp; Water</p> <ul style="list-style-type: none"> <li>• Overspend – diesel bill. Annmarie explained that we</li> </ul>		
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may not have another fill this year but we leave the tank ½ full

#### **Rates**

- \$2000 sewerage levy for Ruakaka Beach

#### **Repairs & Maintenance**

- Minor capital works – common room and prefabs
- Overspend re: autex board. The BOT was advised of this in the February meeting

#### **Questions from Peter Van Cingel**

##### Depreciation

- Normally we only run depreciation at end of the year
- Accounted for 48%
- Accounts are run a month before we meet
- Ran in July 2013
- Timing issue
- Discussion took place as to when we close off accounts for the Board meeting
- Depreciation is a 1 off run

Wayne explained that PCschool has a sister company called Com Assist Solutions and for \$700 they will audit our whole School management database. They can do this remotely from Australia.

Scripts already written through SQL.

#### **Transaction ... Barrells 5,400.00**

- 2 TVs - capitalised and on asset register
- 1 fridge - capitalised and on asset register
- Balance \$70 which is keyboards which aren't on the asset register.

#### **New Era IT**

- IT tech on site – we have a monthly ap amount set up for this to happen
- Wayne explained that New Era IT is the biggest school provider of ICT support
- Lindsey Burrows has 4 hours a week to do simple IT work eg: making sure computers are plugged in and working, mice are connected, screens are operating etc.

#### **Photocopying reimbursement**

	<ul style="list-style-type: none"> <li>Curriculum departments and students are supplied with vouchers to redeem credit for photocopying at the same cost. The board agreed not to make money out of the students.</li> </ul> <p><b>Query Photocopying report</b></p> <ul style="list-style-type: none"> <li>Annmarie to supply in's and outs for photocopying</li> </ul> <p><b>Balance sheet – questions</b> Nil</p> <p><b>Trading report</b></p> <ul style="list-style-type: none"> <li>Van – has come back into credit.</li> <li>How does this work? When departments use the vans they are debited back to the mileage sheets.</li> <li>Each curriculum area has an in and out for trips</li> </ul> <p>Discussion took place</p> <p><b>CAFÉ</b> Running at a loss</p>		
Moved Seconded	Annmarie to supply a transaction list of in's and outs for photocopying for the next meeting.	Results WooA	

Topic:	<p><b>Financial Report</b>  <b>Direct Credits from ASB for</b>  July: 14474-14656, TNG: 14686-14696, WBC: 14684  Aug: 14626-14892, TNG: 14894-14898, WBC: 14908  <b>to be approved.</b></p>		
Discussion:			
Actions to be taken / motion	Moved that direct credits as follows be approved: July: ASB: 14474-14656 Aug: ASB: 14626-14892 July: TNG: 14686-14696 Aug: TNG: 14894-14898 July: WBC: 14684 Aug: WBC: 14908		
Moved Seconded	Moved: D.Garner Seconded: P.V.Cingel		Agreed

Topic:	<p><b>Journal entries</b>  July: 155127,157753,158012  Aug: 159212 [Payroll Journals] be passed for payment.</p>		
Discussion:	Queries:		

<b>Actions to be taken / motion</b>	Moved that Journals entries for July:155127,157753,158012 and Aug:159212 [Payroll Journals] be passed for payment.		
<b>Moved Seconded</b>	Moved: D.Garner Seconded: P.V.Cingel	<b>Results</b>	Agreed

<b>Topic:</b>	<b>Cheque No's</b> <b>July: 657704-657708 for approval</b> <b>Aug: 657709-657710 for approval</b>		
<b>Discussion:</b>	Queries:		
<b>Actions to be taken / motion</b>	Moved that cheque numbers for <b>July: 657704-657708 for approval</b> <b>Aug: 657709-657710 for approval</b> be approved.		
<b>Moved Seconded</b>	Moved: D.Garner Seconded: P.V.Cingel	<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 30/06/2013 – 30/7/2013 for \$175.81 be approved for payment.		
<b>Moved Seconded</b>	Moved: M.Swords Seconded: P.V.Cingel	<b>Results</b>	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 2 July 2013 - 2 August 2013 be approved for payment. Moved that the Principal Visa Card <b>8104</b> for the period 2 July 2013 - 2 August 2013 be approved for payment.		
<b>Moved Seconded</b>	Moved: G. Hargreaves	<b>Results</b>	Agreed

<b>Topic:</b>	<b>Finance</b>		
<b>Discussion:</b>	<b>BOT Trading</b> <b>Curriculum</b> <b>P&amp;L</b>  <b>MOE Reimbursement - \$10,876.97 – Teacher Relief should have been in 2012 accounts.</b> <b>ACC Reimbursement - \$2,897.26</b>		

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

<b>Topic:</b>	<b>Insurance Report</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Wayne explained that Crombie Lockwood (CL) is our insurer and previously to this it was VERO.</li> <li>• Annmarie has been talking to CL trying to get a report that is board friendly and we are the first board to get this document in this form.</li> <li>• Have been through the value of items and adjusted where necessary</li> <li>• Added in 2 trailers and tractor</li> <li>• Re-valued the Student Welfare and the Whare building</li> <li>• Peter asked if we go through a tender process every 3 years? - no</li> <li>• Wayne explained that the MOE negotiates two insurance contracts for schools to choose from. They can do their own if they like but the cover would not be as good.</li> <li>• The current quote hasn't been prepared for this meeting.</li> <li>• CL will actually defend cases if you are in an industrial situation where VERO would just pay out. CL recognised as much better in this area.</li> <li>• Discussion took place.</li> </ul>		
<b>Actions to be taken / motion</b>	Annmarie to check staff assets/student assets cover.	WooA	
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Approval of Visa Card for 2013 Japan trip</b>		
<b>Discussion:</b>	Annmarie asked for approval of the Visa Card designated to the 2013 Japan trip.		
<b>Actions to be taken / motion</b>	Moved that we approve Visa Card for 2013 Japan trip		
<b>Moved Seconded</b>	W.Buckland/G.Hargreaves	<b>Results</b>	Agreed

<b>Topic:</b>	<b>Surveys/charter Strategic Plan &amp; BOT Survey priorities</b>		
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<p><b>Discussion:</b></p>	<p>Wayne explained that we took the Charter earlier in the year and returned the aims/goals section from the old charter to it so it show vision as requested by ERO.  These aims and objectives were constructed from all the comments from the BOT/Staff/Community consultation.  Page 6, Aims &amp; Objectives added, Page 8, Aims &amp; Objectives added  Page 13&amp;14 - taken sections of board analysis report and dropped them into the Charter as well to explain targets.  Page 15 added in Aim / Description and Objectives and added in Personal Welfare.</p> <p>Maori is Maori is still draft – need to finalise this section.</p> <p>Page 20  Personnel Aims &amp; Objectives added and PD- Aims &amp; Objectives added</p> <p>Discussion took place re the targeted audience for the charter. MOE/community?</p> <p>Wayne felt we do need to put Aims and Objectives back in the document.</p> <ul style="list-style-type: none"> <li>• KG: very clear – gives community clarity</li> <li>• JMcQ: need Aims and Objectives</li> <li>• AD: Easy, workable, doable, measurable</li> <li>• LW: Concise</li> <li>• DH: Agree but thought we were going to have another meeting to go over this. Discussion.</li> <li>• PVC: Wayne explained that the suggested areas is for the annual plan which goes hand in hand with vision</li> </ul> <p>Ensure that is there a separate process for strategies for next year  Wayne will go back to his DP's for feed up / BOT have inputted feed forward  Craft what would be strategic aims that will fit in with all the areas  Vision with tweaks with Aims &amp; Objectives  Annual Plan – cut across areas so redesigned to a new format  Format proposed is:- strategic objectives/suggested areas  Pick sub headings put strategic objectives or ideas underneath those  Board identified areas from survey will mostly fall in annual section</p> <p>Go so far and then take it out for community consultation - have to decide if it is 2013 or April 2014  Wayne talked to altering the survey for 2014</p> <p>PVC pleased with aims and objectives but are we overloading with word info. Being more descriptive than we need to be. Make it crisper, tighter, fewer words for parents  Make targets /kpi's measurable  DG: What is the difference between parents &amp; ERO?  Discussion took place.  MS: Vision is like a 5 year plan/ strategic suggestions like an Annual Plan  PVC: Vision wordy. Make more user friendly</p>
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DH: agree totally with PVC

DG: confused with :-

- Vision / Aim / Objectives / Actions
- Is target a goal?
- Do actions feed objectives?
- Have a clear pyramid.

Page 12 &14 - table is incorrect as opposed to the annual plan.

Discussion took place.

GH: Found there wasn't anything mentioned about inclusive schools

Make sure our teachers are given PD that we are an inclusive school

Need to mention it in the Student Welfare section.

Comments re: survey items from board.

Wayne can progress with tidying up Charter with suggested strategic areas and take your suggested items to place into the annual plan.

Discuss items reported collectively to get a feel of what are priorities to move forward.

What are Strategic Aims & Goals and what are Aims and Goals for the annual plan?

Feedback

Run through survey monkey to get common themes.

Discussion re process of newsletter and how to distribute it took place. Maintain the current newsletter page with the chairman's report twice a term.

JMQ – Some of the common areas of concern emailed in and group collectively:-

- Academic achievement
- Bullying
- Consistency
- Communication

### **Academic achievement**

Non streaming – what would your answer be to parents. Is differentiated teaching working? Rolling this into 2014.

Bullying / language - started campaign re language and this is already becoming a school-wide focus.

Making students think about how they are using language

Teachers pulling up students

Students saying to those using bad language "that's not how we speak at BBC"

Consistency – discussed this at Waitangi – rolling the triennial plan into student welfare/Co curricular

Shouldn't be any surprises.

Manage consistency over all areas / consistency in process.

	<p>Image of school in community  Survey monkey displayed .....</p> <p>Discussion took place on what we can do to better our image:-</p> <ul style="list-style-type: none"> <li>• Reporting in the newsletter with Chairman's report</li> <li>• Spider</li> <li>• Help files to assist parents how to use spider</li> <li>• College is more respected by the outer community/hang up within the inner community</li> <li>• Key to Behaviour codes</li> </ul> <p>Feedback from BOT members re: items of concern:-</p> <p>LW</p> <ul style="list-style-type: none"> <li>• The college is well led. Need consistency between DPs &amp; houses. The four DP's display different styles &amp; strengths. Great we have 4 house system in place.</li> </ul> <p>DG:</p> <ul style="list-style-type: none"> <li>• Safety / OSH?</li> <li>• Emotional safety especially with younger students</li> <li>• Stage Challenge issue addressed</li> <li>• Bullying</li> </ul> <p>JMCQ</p> <p>Academic achievement</p> <ul style="list-style-type: none"> <li>• Even for our higher achievers – some people don't think they are catered for.</li> <li>• Too much time spent on underachievers and the overachievers miss out</li> <li>• Relief teachers – make sure teachers are available in subject areas for seniors</li> <li>• Video Conferencing - could be a resource</li> <li>• Touch typing – now kids using computers should all kids be learning to touch type? They do in Yr 7&amp;8 with Mavis Beacon</li> <li>• Seeing a lot of children coming in who aren't local Maori iwi to the area</li> <li>• Is there a way to develop a way of not offending our local iwi of students coming in from other communities</li> <li>• School acknowledges Patuharakeke first. Our relationship is becoming a lot stronger</li> <li>• If parents are not feeling comfortable what is it they are feeling uncomfortable with</li> <li>• Read the Maori as Maori section in the charter and see what you get from that.</li> <li>• Will follow Patuharakeke protocols</li> <li>• Effective – follow up not timely / consistent?</li> <li>• Inconsistency in applying the rules: if it's written down see that it's enforced</li> <li>• If it's not written down don't waste time enforcing it.</li> <li>• Clarify uniform – facial hair - to agenda for future meeting. Shaving?? / Consistency of uniform</li> </ul>		
<b>Actions to be taken / motion</b>	Uniform to be placed on agenda for the next meeting.	WebB	
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Annual Plan – Strategic Aims 1&amp;2 Update 2</b>		
<b>Discussion:</b>	<p>Wayne advised he has written a paragraph underneath in the evaluation box.  Request: Insert date on top of page and in the evaluation section when text updated.  P/S/T interviews meeting schedule: Rotation follows - Whanau based /subject based / Whanau over the academic year.  Decision based on parent survey and staff feedback and all discussions to date  Yr 7&amp;8s meet homeroom teacher / Whanau teacher at beginning of the year  National Standards: Term 2, Week 4.</p> <p>Discussion re students at risk and how are we monitoring them took place.</p> <ul style="list-style-type: none"> <li>• Differentiated Teaching</li> <li>• Will take another year/WIP</li> <li>• National Standards</li> <li>• Re arranged 3 hours per week for Yr 7&amp;8s for targeted writing – national standards</li> <li>• Seeing some significant changes coming through.</li> </ul> <p>ETL  Wayne explained that we may pull out of the ETL (Engaging Tai Tamariki in Learning)  Haven't been paid out / and there have been health issues with one member of the team.</p> <p>Goal 2:  Evaluation script doesn't fit the box. Check this.  Expand annotation: TRC (Teachers Registration Council)  In terms of TRC and 12 steps to registration - we are fully within the model and are way ahead of other schools</p> <p>Goal 5.  Wayne explained that we are signed up for the GATE contract/ Reading contract but declined the elearning PLD contract for 2013  Paper war horrendous for elearning</p> <p>Goal 6. Restorative Practices  Wayne to follow up</p>		
<b>Actions to be taken / motion</b>	Wayne to change heading to 2013 Results analysis. Wayne to follow up Restorative Practices	BucW BucW	
<b>Moved Seconded</b>			

<b>Topic:</b>	Building inclusive schools (MOE Booklet)
<b>Discussion:</b>	MOE booklet distributed Wayne commented the only thing we don't do is allocate resource through board meetings. We just do it from existing budgets which have been approved.

	Limited pool / Equity based allocation Do we have a Special Education Register - Yes Discussion re numbers on register and needs took place.		
<b>Actions to be taken / motion</b>	Board in favour to have a Special Ed presentation – to be placed in triennial plan.	BucW/WebB	
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Policy/ies for approval this year</b>		
	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		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Inwards correspondence</b>		
	1. Letter from the MOE re: resourcing Audit & Review of Attendance Management Wayne explained that we had 1 student who was a legitimate student who didn't make the cut. 2. Letter from N4L (Network for Learning) Government funded agency with lots pluses/pipe to the rest of the world. Visiting this Thursday to discuss the project with Graham & Wayne.  <b>STA News:</b> Nil Noted.		
<b>Discussion:</b>	<b>Outwards Correspondence</b> Nil		
<b>Actions to be taken / motion</b>	Moved the inwards correspondence be accepted and the outwards correspondence be approved.		
<b>Moved Seconded</b>	Moved: G. Hargreaves Seconded: M. Swords		Agreed

<b>Topic:</b>	<b>Principal's Report</b>		
<b>Discussion:</b>	Attachments to the Principal's Report:-  To do's / Targets Letter arrived from parent re: digitalisation Letter distributed. It's about balance.		

Do we understand what going digital means?

Use the tech device to advance learning in whatever way is seen fit.

Maybe everyone will have a device in 2-3 year's time.

Lucy attending a PD course of going digital this week.

Lucy will ask staff if they have questions which she can address.

High educational leaders speaking.

Graham felt we may have to address funding for students to purchase tablets.

Wayne explained that there are deals with parents of \$6 p week. Noel Leeming/Barrells will do insured deals.

Security of devices?

The issue of security of devices in the Yr 7&8 area was raised. Should we take all Year 7&8's tablets and place in cabinet. Would we then be liable to insure it.

Other schools not finding security an issue.

How do we get this message across to the community?

Invite parents to come in and have an evening to discuss their fears or address the topic at PTA meeting.

Lots of info on google about devices at schools.

Got to keep up with the future by bringing everyone along with us.

Do devices give better the outcomes for achievement for students? Data says yes.

- LOL Meeting Minutes: 27.8.13
- PTA Minutes: 7.8.13
- Staff Meeting Minutes: 12.8.13
- Reunion Minutes: 28.8.13
- Starpath tracking & monitoring feedback
- Health & Safety Report
- Auditorium Fire System Pricing – tack it into a 5YA project

Discussion took place.

- GATE report
- Update of Student Trustee Election
- Assembly Presentations

Feedback from the Marae

Good feedback but not well represented.

Wayne attended a public meeting re: a bilingual unit in Ruakaka Primary school.

Where to next for us:

- Finishing off Maori as Maori section
- Adding Goals into strategic Plan

	<ul style="list-style-type: none"> <li>• Aims and Objectives</li> </ul> <p>Better feedback re Marae meeting was requested. DH: Would have been interested in attending the Marae meeting but didn't know about. Will make it possible for next meeting – get the Tikanga Roopu to organise this.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Agenda setting for next meeting</b>		
<b>Discussion:</b>	<p>29<sup>th</sup> October 2013:</p> <ul style="list-style-type: none"> <li>• Review of Strategic Plan</li> <li>• Strategic Aims 3&amp;4</li> <li>• Governance 4,6,8,Trustee Register</li> <li>• Term 3 Data analysis</li> <li>• Restorative Justice</li> <li>• Principal's surveys</li> <li>• English Department presentation</li> <li>• Monitor Budget/Monthly Finances</li> <li>• Uniform</li> <li>• Feedback from Lucy – going digital</li> <li>• Kelly attending next meeting with new trustee</li> </ul>		
<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: 10.43pm  
Next BOT meeting calendared for: 29<sup>th</sup> October, 2013

X

G.Hargreaves  
Board Chairperson

X

Date



Filename: 04\_Sept 17\_General Mins  
Directory: C:\Users\mlea\Documents  
Template: C:\Users\mlea\AppData\Roaming\Microsoft\Templates\Normal  
.dotm  
Title: Minutes of the  
Subject:  
Author: Buckland  
Keywords:  
Comments:  
Creation Date: 24/09/2013 2:29:00 p.m.  
Change Number: 6  
Last Saved On: 22/10/2013 5:02:00 p.m.  
Last Saved By: bwebb  
Total Editing Time: 58 Minutes  
Last Printed On: 14/11/2013 9:17:00 a.m.  
As of Last Complete Printing  
Number of Pages: 15  
Number of Words: 3,135 (approx.)  
Number of Characters: 17,871 (approx.)