

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

Meeting 7.00pm

Present: BucW, CraS, GorS, JacH, McQJ, MilJ, SwoM, MacF, WebB, WhaR, PirR

Karakia: Everyone

Apologies: HeiD

Visitors: DalA

Moved: J.McQueen

Seconded:

Topic:	Confirmation of agenda:-		
Discussion:	<p>BOT Workplan adjustment</p> <p>Decision making:</p> <p>Agenda:-</p> <p>1. Decisions:</p> <p>2. BOT Workplan / Policies:</p> <p style="margin-left: 40px;">a) Review of Strategic Plan b) 2017 Draft budget (held till Jan 2017) c) Assessment Analysis & National Standards d) BOT end of term review</p>		
Actions to be taken / motion			
Moved Seconded		Results Agreed	

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

Topic:	Annual Learning Targets		
Discussion:	<p>Wayne brought up the 2016 Annual Plan, 1st March 2016 for the Trustees. He talked through the data for the Learning Targets area. He advised that in the target section is numbers only – not screeds of writing.</p> <p>How do we move the group of Yr 8,9,10 below merit diplomas? Wayne commented this will be covered further in the discussion.</p> <p>Other targets section Students with devices – will count in week 2, of term 1, 2017.</p> <p>Informing parents of what device to buy for sales coming up; info will come out in the next newsletter at the end of the week.</p> <p>Attendance: Problem times Term 2 & 3. This is our focus area for next year. What is frustrating is that we did more work in T2 &3 but it still figured as the worst.</p> <p>Behaviour incidents: Wayne to come up with a reasonable target for 2017.</p> <p>Discussion took place.</p> <p>Stripes We have not done what we had set up to do with awarding stripes this year. We will change our target form for what we do for stripes so it's easier to follow.</p>		
Actions to be taken / motion			
Moved		Results	

Topic:	Overall results		
Discussion:	Wayne talked to the single page that relates to overall results was shown.		
Actions to be taken / motion			
Moved		Results	

Topic:	6Cs		
Discussion:	<p>Wayne showed Learning profiles of year levels within the 6Cs. Yr 7&8s taking to the 6Cs like ducks to water. What are the parameters that they are set on?</p>		

	<p>Taking the 6Cs and putting up a rubric for Excellence, Merit, Achieved and evaluating from there. Year 9 not doing as well compared to their Year 8 level. Large drops in Year 10. Assessments are harder but definitely large drops evident. Year 9 & Year 10 students going out to camp for 1 day.</p>		
Actions to be taken / motion			
Moved		Results	

Topic:	2017 Draft budget		
Discussion:	<p>Held till January/February 2017 meeting. Wayne showed printout of what we need to know to show the budget for 2017. All curriculum areas sitting under budget and they are happy to sit there. We are doing more things digitally. Wayne advised that we should be able to pull a budget that is relatively generous with a surplus.</p> <p>Staffing 2016 was overstaffed At 480 students will be neutral so will have a surplus.</p> <p>Katrina is coming up to speed and she will be doing some training with Wayne over the next few days to get a budget up and running.</p>		
Actions to be taken / motion			
Moved		Results	

Topic:	Principal's Report		
Discussion:	<p>Roll numbers Year 9 high. If we have more year 9's enrolling it would be probable that we will create another Year 9 class. Monitoring this. The question was asked why Year 9 numbers were low.</p> <p>Kia Maia's / Tumuaki's to be awarded during the year.</p> <p>NPDL Wayne advised that there is a possibility of a trip to Canada as speakers.</p> <p>Whare Talked to Architects h&k re the Whare – taking over all the engineering. Hope to have the paperwork in before the end of the year.</p>		

	<p>Received 150 hours for PLD from the Ministry.</p> <p>Sue Sims – 4 hours leveraging digital Gwyneth – 4 hours of NPDL Ngawai – 1 day per week learning partnering Maori boys</p> <p>Principals attachments:- NZQA Monitoring report –done every 3 years If they believe, we are at risk they can do a 2 year, 1 year review.</p> <p>Mike questioned a finding that NZQA pinged us for in their report.</p> <ul style="list-style-type: none"> • Using results from a previous year • In a Yr 10 Maths, Social Studies, English & Science assessment • Cant load Yr 11 credits when they are in Yr 10. • Other than that NZQA were very impressed. • In 2017 if a student is below 80% attendance for any unit they won't be eligible to sit the assessment. <p>Review from 2013 – action outstanding The process of following up issues.</p>		
Actions to be taken / motion			
Moved Seconded	<p>Moved that we accept the Principal's report. Moved: W. Buckland Seconded: M.Swords</p>	Results	<p>Agreed</p>

Topic:	<p>Financial Report –September/October 2016</p> <p>September Direct Credits from ASB from 20210 & 22942-23228, TNG 23230-23234, WBC:23379 be approved. October Direct Credits from ASB from 23236-23430, TNG 23416-23428, WBC:23458 be approved.</p>		
Discussion:			
Actions to be taken / motion	<p>1. Moved the direct credits for September 2016 as follows: Direct Credits: 20210 & 22942-23228 TNG: 23230-23234 WBC: 23379</p> <p>Moved the direct credits for October 2016 as follows: Direct Credits: 23236-23430 TNG: 23416-23428 WBC: 23458</p>		

Moved Seconded	Moved that the Direct Credits for September/October 2016 be approved. Moved: J.McQueen Seconded: W.Buckland	Results Agreed	
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Topic:	Journal entries -September 2016 226964, 228847 & 229489 [Payroll Journal] for September be passed for payment.		
	Journal entries - October 2016 230147 & 230686 [Payroll Journal] for August be passed for payment.		
Discussion:			
Actions to be taken / motion	Moved that Journals 226964, 228847 & 229489 [Payroll Journal] for September be passed for payment.		
	Moved that Journals 230147 & 230686 [Payroll Journal] for October be passed for payment.		
Moved Seconded	Moved: J.McQueen Seconded: W.Buckland	Results Agreed	

Topic:	Cheque No's for September/October 2016		
Discussion:	Queries:		
Actions to be taken / motion	Nil		
Moved Seconded	Moved: Seconded:	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card for 30 July 2016 to 30 August 2016 be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 31/07/2016 to 30/08/2016 for \$628.17 be approved for payment.		
	Moved that the Star Card for the period 31/08/2016 to 29/09/2016 for \$559.64 be approved for payment.		
Moved Seconded	Moved: J.McQueen Seconded: W.Buckland	Results Agreed	

Topic:	Air NZ Travel Card – August 2016		
Discussion:			
Actions to be taken / motion	Moved that the Air New Zealand Travel Card for the month of August 2016 for \$971.79 be approved for payment.		
Moved Seconded	Moved: J.McQueen	Results Agreed	

	Seconded: W.Buckland		
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Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8016 & 1131 for August 2016		
Actions to be taken / motion	Moved the Visa Card for the period 02 August 2016 – 01 September 2016 for:- 8106 for \$1128.65 1131 for \$3103.36 Moved the Visa Card for the period 02 September 2016– 01 2016 for:- 8106 for \$1442.59 1131 for \$ 890.35 2048 for \$ 324.79		

Moved Seconded	Moved that the Visa Card 8106,1131 & 2048 August & September 2016 be approved for payment. Moved: J.McQueen Seconded: W.Buckland	Results Agreed	
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Topic:	Finance		
Discussion:	<ul style="list-style-type: none"> • Annmarie to be removed from October 2016 – to be updated. • Wayne showed the finance report from Spider which he can set up for the Board to access. • When in 2017 we have online ordering you will be able to see what is being purchased from departments. • Trying to get as many parents as we can to do online payments, which will simplify the process for Katrina. 		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Inwards /Outwards Correspondence		
Discussion:	<p>Inwards correspondence</p> <p>1. MOE Staffing Entitlement Notice Wayne explained the staffing entitlement notice to the new trustees.</p> <p>STA News No: 268 & 269 Bev to send through the information of the 2 new trustees that have been co opted.</p> <p>Outwards Correspondence</p> <p>1. Letter to Pelorus Trust re-funding towards travel expenses for English Department to view the Pop Up Globe performances.</p>		

Actions to be taken / motion	Moved that the Inwards correspondence be accepted and Outwards correspondence be approved. Moved that he funding application to Pelorus.	Results	
Moved Seconded	Moved: W. Buckland Seconded: S. Gordon	Results Agreed	

Topic:	Minutes of the last meeting dated 26th October 2016		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 26 th October 2016 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:	Jette De Jong name spelt wrong.		
Actions to be taken / motion	Bev to correct the spelling.	Person(s) Responsible	WebB
Moved Seconded		Results	

Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> • Devices at school: counting of devices have been calendared into Week 2, Term 1 2017. • One page data summary prepared and presented at this meeting. • Whare: Wayne in touch with architects h&k, waiting on engineering report. Getting closer. 		
Actions to be taken / motion			
Moved Seconded		Results Agreed	

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

Topic:	Agenda setting for next meeting –		
Discussion:	<ul style="list-style-type: none"> • Appointments policy to be moved into the February meeting. • Change wording in T4 section under different areas of the 2016 triennial plan. Talk with Jane and streamline triennial plan for 2017 plan. • Discussion re timing of Dec meeting took place. 		

Actions to be taken / motion	Moved that we can spend up to last year's budget With reduced income for transport and overseas		
Moved Seconded	Moved: H.Jacobsen Seconded: W.Buckland		Carried

Topic:	General Business		
Discussion:			
Actions to be taken / motion			
Moved Seconded			

Meeting closed at: 8.28pm
Next BOT meeting calendared for: 22nd February 2017

X

Jane McQueen
Board Chairperson

X

Date