

**Minutes of the Bream Bay College
Board of Trustees
Held on 28th October 2014**

Meeting
opened at: 7.13pm

Present: BucW, DoaT, DraB, HarG, McQJ, SwoM, WebB, Will, GarD, HeiD, VCiP, DaIA

Apologies:

Moved:

Visitors: Gwyneth Cooper – arrived at 9.10pm

Karakia: Tivaan Doak Smith

Welcome to Gwyneth Cooper, HOD Science

Topic	Presentation by Gwyneth Cooper –Science Department
Discussion	<p>Gwyneth's presentation was made available for viewing on google docs before the meeting.</p> <ul style="list-style-type: none"> • Next step for flipping technology is getting the kids to remember to look at them. • Not wedded to this type of technology – pursuing other types out there. • Using google classroom with the juniors. • Bilingual class were really troubled by this at first but have them on board now. • Fiona/Daniel/Gwyneth and some others are active with google classroom. <p>Science – Q&A In terms of resources are you adequately equipped? Approaching capacity for classroom space. Nearly every period full. Always had a good budget, never been turned down for anything– very generous. We do our best to spend money wisely. Focus on doing Science with everyday resources. Senior classes – buying more expensive resources. Ideally one day would like to have a Science area that includes primary industry, horticulture, aquaculture - taste of more than just horticulture. Introduce Applied Science. Have yr 7&8 going out when impressionable and well behaved to NIWA. Gwyneth taking over the Yr 7&8's sharing with Sam Baird 4 part time teachers Gordon – Music/Science Sam Baird – part time (would like to increase her hours) Huia – part time</p>

	<p>Worked really well but department meetings can be difficult There are others flipping the classroom. More suitable for maths and sciences Techniques – good for them to watch in horticulture Useful to use this tool for breaking down what is expected in A/M/E categories</p> <p>Thanks to Gwyneth.</p>		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Minutes of the last meeting dated 9th September 2014		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 9 th September 2014 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: D.Heiwari Seconded: D.Garner	Results	Agreed

Topic:	Amendments to minutes		
Discussion:	Starpath report – held over IES: on agenda Yr 9&10 Kia Maia/Tumuaki in newsletter		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Matters Arising		
Discussion:	STARPATH Report to be attached to the December meeting		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Confirmation of agenda items Science Department report Finance <ul style="list-style-type: none"> ➤ Month end Approvals and Reports BOT/Workplan/Finance		
--------	--	--	--

	➤ a	Month end Approvals and Reports
	Finance Attachments	
	➤ a2	Balance sheet
	➤ a3	Curriculum report
	➤ a4	Trading report
	➤ a5	Variance report
	➤ a6	Capital Expenditure
	➤ a7	Banked Staffing Letter
	Bot Workplan – Finance:	
	2. BOT Workplan / Policies:	
	➤ a	Presentation by Stevie Ryland – HOD Technology
	➤ b	National Standards (In-committee)
	➤ c	IES – Investing in Education Success
	➤ d	Whare update/Building update
	➤ e	Co Curricula-Strategic area
	➤ f	Student Trustee Election Update
	General Business	
Actions to be taken / motion		
Moved Seconded		

Topic:	Financial Report Direct Credits from ASB for August: 17494-17710, TNG for August: 17702-17722, WBC: 17718 be approved		
Discussion:			
Actions to be taken / motion	Moved that direct credits for August as follows be approved: Direct Credits: 17494-17710 TNG: 17702-17722, WBC: 17718		
Moved	Moved: W.Buckland		

Seconded	Seconded: D.Garner		Agreed
----------	--------------------	--	--------

Topic:	Journal entries for August be approved Journals: 184438 Payroll: 184638		
Discussion:	Queries:		
Actions to be taken / motion	Moved that ASB Journals for August be approved Payroll Journal entries for August: 184438 & 184638 (payroll) be passed for payment.		
Moved Seconded	Moved: W.Buckland Seconded: D.Garner	Results	Agreed

Topic:	Cheque No 657753 for August to be approved.		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque number 657753 for August be passed for payment		
Moved Seconded	Moved: W.Buckland Seconded: D.Garner	Results	Agreed

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 30/06/2014 – 30/07/2014 for \$581.71 be approved for payment.		
Moved Seconded	Moved: G.Hargreaves Seconded: M. Swords		Agreed

Topic:	Air NZ Travel Card		
Discussion:	Moved that the Travel Card for August be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for August for \$1,141.52 be approved for payment.		
Moved Seconded	Moved: G.Hargreaves Seconded: M.Swords		Agreed

Topic:	Visa card transaction		
Discussion:	Moved that Visa Card Statement 8106 & 8104		
Actions to be taken / motion	Moved that the Principal Visa Card 8106 for the period 02 July 2014 – 01 August 2014 be approved for payment. Moved that the Principal Visa Card 8104 for the period 02 July 2014 – 01 August 2014 be approved for payment.		

	M Bayer Visa Card – not in use currently.		
Moved Seconded	Moved: G. Hargreaves Seconded: M.Swords		Agreed

Topic:	Insurance Report		
Discussion:	<p>Question: Is this all of ours? 9.2% of gym is ours. Even if it did burn down the MOE may not rebuild and we keep that percent. Can we insure for overnight stays? Wayne will re check at the next property meeting if this is the status quo.</p>		
Actions to be taken / motion	Wayne to check overnight stay conditions at the next Property Meeting.	BucW	
Moved Seconded	Moved: Seconded:		Agreed

Topic:	Financial notice– moved to financial		
Discussion:	<p>Wayne talked through the staffing roll.</p> <p>During the conversation Wayne talked to a new financial PcSchool advisor who is willing to be part of the financial team to replace Glenis Tamaki.</p> <p>Susan Lees has been in charge of all PcSchool financial accounts at Avondale High School /Botany Downs High School. Been in Australia and trained in Pcschool Also a MOE expert on banked staffing & Novopay She is willing to work with the Finance Sub Comm when she is next up in Northland. Fees: \$75 p hour / negotiate a fee of approx of \$3K p. year</p>		
Actions to be taken / motion			
Moved Seconded	Moved: Seconded:		Agreed

Topic:	Telecom quote		
Discussion:	<p>BBC has been approached by Vodafone who put forward a comparison of charges. Annmarie has done an overall comparison with Call plus & Telecom.</p> <p>Suggestion: Caretaker and P. phone – combine and put both on plan \$482 fixed, whereas, we went from \$500 up to \$600.</p>		

	Wayne advised that the caretaker's landline has been discontinued.		
Actions to be taken / motion	Moved that the board approves that one of the 'Smart One' bill plans be allocated as the Principal phone.		
Moved Seconded	Moved: G.Hargreaves Seconded:D.Garner		Agreed

Topic:	Oxford funding application		
Discussion:	Wayne explained that the Oxford Trust has changed the ruling to their letters It requires blanket approval at start of the year with B.Chair or B.Secretary signing off the letters.		
Actions to be taken / motion	Move the Oxford trust applications be approved.		
Moved Seconded	Moved: W.Buckland Seconded:M. Swords		Agreed

Topic:	Fraud Risks		
Discussion:	Netball tournament – Noted for auditors Noted that the following was outside petty cash dollar range Paid Paul Woodley \$140 cash for removing graffiti after major tagging incident.		
Actions to be taken / motion			
Moved Seconded			Agreed

Topic:	Asset Register		
Discussion:	Where are we at with Asset Register? Susan Lees wants to do appropriate journals at the end of January. Once this has been done and all the new assets are entered and depreciation has been calculated Annmarie will be working on this.		
Actions to be taken / motion			
Moved Seconded			Agreed

Wayne talked through the financial documents and folders as they appear on google drive and how we are moving towards having a more streamlined set of documents.

Holding over September financial approvals until next meeting.

Topic:	Financial Report Direct Credits from ASB for September : 17712-18000, TNG for August: 18002-18006, WBC: 17796 be approved		
Discussion:			
Actions to be taken / motion	Moved that direct credits for September as follows be approved: Direct Credits: 17712-18000 TNG: 18002-18006 WBC: 17796		
Moved Seconded	Moved: Seconded:		Agreed

Topic:	Journal entries for September be approved Journals: 186948, 186972, 187085 (Payroll)		
Discussion:	Queries:		
Actions to be taken / motion	Moved that ASB Journals for September be approved Payroll Journal entries for September: 186948, 186972, 187085 (Payroll) be passed for payment.		
Moved Seconded	Moved: Seconded:	Results	Agreed

Topic:	Cheque No's 657754 - 657759 for September to be approved.		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque number 657754 -657759 September be passed for payment		
Moved Seconded	Moved: Seconded:	Results	Agreed

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 31/07/2014 – 30/08/14 for \$926.47 & period 31/08/14 to 29/9/14 for \$776.59 be approved for payment.		
Moved Seconded	Moved: G.Hargreaves Seconded: M. Swords		Agreed

Topic:	Air NZ Travel Card		
Discussion:	Nothing to report		
Actions to be taken / motion			
Moved Seconded	Moved: Seconded:		Agreed

Topic:	Visa card transaction		
Discussion:	Moved that Visa Card Statement 8106 & 8104		
Actions to be taken / motion	Moved that the Principal Visa Card 8106 for the period 02 June 2014 – 01 July 2014 be approved for payment.		
	Moved that the Principal Visa Card 8104 for the period 02 June 2014 – 01 July 2014 be approved for payment.		
	M Bayer Visa Card – not in use currently.		
Moved Seconded	Moved: G. Hargreaves		Agreed

Topic:	Finance		
Discussion:	<p>Discussion took place about the reports presented</p> <p>Bank Reconciliations</p> <p>Balance Sheet: Overall statement of where we are at.</p> <p>Variance Report: Run with format where we keep everything we have had as an explanation in black and everything new in red.</p> <p>Queries: Missing: Overseas students as a separated pro forma P&L Does it cost us money or do we make a profit Have an overseas trading type P&L report</p> <p>Thoughts.</p>		
Actions to be taken / motion			
Moved Seconded	Moved:		Agreed
	Seconded:		

Topic	Strategic Plan Meeting
Discussion	<p>Wayne advised he has taken everything in the meeting that was discussed and placed it in the plan.</p> <p>He has added in the strategic type goals that the SMT had thought of.</p> <p>The Board was going away to think about what was said.</p>

Discussion took place.

Annual learning targets: Requirement.

Targets around SARS (Students at Risk)

- Take SARS numbers and half them
- Are we able to differentiate SARS students even more?
- Would the community understand what SARS kids means?
- Descriptive notation of SARS is in the BBC Strategic Plan 2015-2020 Oct

Bicultural

Follow on from consultation hui for the Tikanga of the Whare.
Produce and perform College haka

Part of BOS (Building on Success) was to create a Strategic change group – looking at specifics of Maori as Maori and adding value and increasing language & identity.

We have created an action plan to be consulted on, We surfaced the taniwha at our consultation meeting over where the whare was placed.

When the Kohanga Reo was talked about there were objections:-

- Pre school (kindy) objected to having it placed in the front of the school
- Maori community perceived red necks didn't want whare at front of school
- Losing part of the hockey field

Strategy for next year and further years.

- At next meeting to discuss further actions re: Whare
- Accelerated Pathways action group – have to have a forum for discussions
- Where will we be with consultation re our Strategic Plan
- SMT to work further with their goals

Wind up with 3 of our goals being our Strategic goals form the 8 areas.

Discussion took place to adding to the APAG definition (Accelerated Pathways Action Group).

Curriculum

Where are going with the strategy re ICT?

What do you buy?

- Yr7-10 - tablet
- Second half of Yr10 – laptop
- Yr11-13 - laptop

- Use as a tool to add value
- Not device specific
- Increase deeper learning/deeper engagement
- Focus for PD, major focus across the school for adding value – better way, faster way
- Discussed access issues
- The big thing holding us up the development of core / base level skills with the staff
- Internal Upskilling –
- Having freedom of what works for you
- Departmental upskilling
- Whole staff upskilling
- Students: varies how many are bringing devices. Seniors definitely laptop savvy.
- HOD Yr 7&8 very computer savvy. Using google docs across the board.
- More juniors using ICT and enhancing their learning by bringing devices. Accessing their phones is more popular

Pastoral

Looking at transitioning. Will get the team to go wider than this.

Staff

ICT in here.

Co Curricula

Goals are more the specific interventions – we will set these higher as strategic and then add some more interventions/actions

Property

See our focus as building a Whare at front of the school.

Look at adding

To continue to raise the standard of facilities including conversion to MLE.

Discussion took place re:-

Adding science block

Adding yr 7&8 block

Adding to Technology

Highly dependent on an increasing roll and what subjects are being selected

We are neutral at 470

Combination

	<p>If we increase 16 senior If we increase 26 juniors</p> <p>Wayne talked briefly about selling the remaining 3 school houses to build a new Yr 7&8 block in MLE. Do we further investigate building a Yr 7&8 block by releasing the remaining 3 school houses? - Not currently.</p> <p>We noted that we have made significant changes this year to meet board requests:</p> <ul style="list-style-type: none"> • Cleaning changed – keeping school much cleaner • Caretaker gained more hours • Matthew is setting up painting schedule with Keith our painter • Looking at creating cyclical / maintenance plan • In terms of budget will we have this organised for the next budget round <p>Business plan for next year</p> <ul style="list-style-type: none"> • To have Prefabs on action plan and that they are up to standard. 		
Actions to be taken / motion			
Moved Seconded		Results	

Topic	Property		
Discussion	<p>Any questions:</p> <p>Whare Still working on costing Waiting for CHFB for final costings</p> <p>Fitness trail Ongoing</p> <p>Do we have a hazard register? Yes. Haven't seen a report for a while. Hazard report to be available for the next meeting.</p> <p>Middle school seating Tech department haven't produced anything to date.</p>		
Actions to be taken / motion	Hazard report to be uploaded for the next meeting.	BayM/WebB	
Moved Seconded		Results	

Topic	Governance 4,6,8, Trustee Register & Finance		
Discussion	<p>Most of the changes on the side were fixed returns and spaces Change writing to reflect board members Nothing to change in Student Trustee</p>		

	Relationship to the Board No changes		
	Chairperson and Principal policy No changes		
Actions to be taken / motion	Move that the changes to be accepted.		
Moved Seconded	W.Buckland/L.Williams	Results	Agreed

Topic	Finance		
Discussion	ii) Change to delegated authority Heading: Finance committee change to Finance annual calendar.		
Actions to be taken / motion			
Moved Seconded	Moved that the changes be accepted P.V.Cingel/J.McQueen	Results	Agreed

Topic	Term 3 Analysis Report		
Discussion	Wayne talked to the term 3 analysis report as shown. The board has had a lot of discussion re strategic level of the analysis report. Do you want me to go through the report? <ul style="list-style-type: none"> • Like to have key findings and actions against those. • At the beginning of the year going through report and in the middle but otherwise snapshots. 		
Actions to be taken / motion	Brook Draper to book a time to see Mr.Buckland with Bev. Highlights on Maori boys table to be fixed.		
Moved Seconded		Results	

Topic	IES		
Discussion	At a meeting with Graham Stoop former ERO. Marilyn Dunn was there from Ruakaka Primary. Wayne advised he put forward a number of submissions as possibilities: <ul style="list-style-type: none"> • Working with our 3 primary local schools with primaries not currently interested • Working with Otamatea HS and Rodney College and their primary's • Working with all the Secondary schools in Tai Tokerau • Working with itself if primary's don't come on board MOE definitely want it vertical.		

	<p>Consensus: Large kitty of money and resource to action. Registering interest needs discussion with the local Primary Principal's. Marilyn has asked to meet with Paul, Adrian and Wayne after prizegiving to discuss. Bev to set up meeting.</p> <p>2nd part of innovation fund</p> <ul style="list-style-type: none"> • Inquiry basis • Put \$200k skills in ICT • Other \$300K break into smaller pools to various schools. 		
Actions to be taken / motion			
Moved Seconded		Results	Agreed

Topic:	Policies for approval		
Discussion:	Policy Booklet review additions to be approved		
Actions to be taken / motion			
Moved Seconded			

Topic:	Inwards correspondence		
Discussion:	<p>1. Outwards Correspondence</p> <p>1. Application to the Oxford Trust applying for funding for:-</p> <ul style="list-style-type: none"> a) Bus costs for the Year 9 trip to Wellington b) 8b Rash Shirts for the PE Dept <p>2. Letter to the MOE re: Disposal of 2 school houses</p>		
Actions to be taken / motion			
Moved Seconded	<p>Moved that we accept the Inwards correspondence be accepted and Outwards be approved. Moved: G.Hargreaves Seconded: L.Williams</p> <p>Moved that the Oxford Sport Trust application be approved. Moved: G.Hargreaves</p>		Agreed

	Seconded: L.Williams		Agreed
--	----------------------	--	--------

Topic:	Extra Correspondence		
Discussion:	Outwards Correspondence 1. Application to the Oxford Sports Trust applying for funding for:- <ul style="list-style-type: none"> Girls Uniforms, various Sporting Equipment, Transport cost to South Zone Swimming and far North Surfing camp Inwards Correspondence 1. Letter from PPTA re up and coming PUM (Paid Union Meeting)-18/11/2014.		
Actions to be taken / motion	Moved that that the Extra Inwards correspondence be accepted and Outwards correspondence be approved.		
	Moved that the Oxford Sport Trust applications for Girls Hockey Uniforms be approved.		
Moved Seconded	Moved: W.Buckland Seconded: M Swords		Agreed

Topic:	Principal's Report		
Discussion:	Attachments: 4. <ul style="list-style-type: none"> ➤ a Staff Meeting Minutes (13/10/14) ➤ b Term 3 Sports Report ➤ c Triennial Plan Boiler Contact could provide a cylinder but we would have to open gate at the caretaker shed to 8m.		
Moved Seconded	Moved that the Principal's report be accepted. Moved: W.Buckland Seconded: G.Hargreaves		Agreed

Topic:	Next Whare hui – 17th Nov		
Discussion:			
Actions to be taken / motion	Bev to send out email as a reminder	WebB	
Moved Seconded			

Topic:	BOT/PTA get together
---------------	-----------------------------

Discussion:	19 th or 21 st Nov. Bev to send out an email to Maree Wright and BOT members to vote.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Agenda setting for next meeting – Triennial Plan update		
Discussion:	<ul style="list-style-type: none"> • Analysis of Variance/Annual Plan/Draft 2015 Charter goals • Starpath Report • BOT Chair/Principal Appraisal report • 2015 Budget approved • Set another Strategic Plan meeting – 12th Nov @ 5pm • National Standards reporting 		
Actions to be taken / motion			
Moved Seconded			

Topic:	Evaluation		
Discussion:	Review of the term.		
Actions to be taken / motion			
Moved Seconded			

Meeting closed at: 10.15pm
Next BOT meeting calendared for: 16th December 2014

X

J K d u j u h d y h v
E r d u j # F k d l s h w r q

X

G d w h