

<p><b>Minutes of the Bream Bay College Board of Trustees Held on 16<sup>th</sup> September 2015</b></p>
---

Meeting 7.00pm

Present: BucW, GarD, DraB, McQJ, VCiP, WebB, HarG, HeiD

Karakia: Everyone

Apologies: DalA, SwoM

Moved: P van Cingel

Seconded: J.McQueen

Visitors:

Moved: P van Cingel

Peter welcomed everyone to the meeting. This is the last meeting for Brooke Draper as Student Trustee. A thank you was extended to Brooke for his time on the board.

Confirmation of agenda

- Sabbatical feedback
- 5YA/10TPP Property Plans
- Innovative Learning Environment
- Succession Planning

<b>Topic:</b>	<b>Sabbatical feedback</b>
<b>Discussion:</b>	<p>Wayne talked to the highlights of his sabbatical leave.</p> <p><b>New Town High School – Hobart Boys school – 150 years old</b></p> <ul style="list-style-type: none"> <li>• Very traditional in terms of its buildings</li> <li>• Screens/computers/smartboards in every classroom</li> <li>• Heavily into learning partnerships</li> <li>• they were focussing on 'outside of school' partnerships</li> </ul> <p><b>Lansdowne Crescent Primary School Year 0-7</b></p> <ul style="list-style-type: none"> <li>• Inquiry learning</li> <li>• Inquiry languaging evident in all conversations</li> <li>• Years 4 students – tech angels</li> <li>• Overseas learning partnerships as well as local partnerships</li> </ul>

### **Albert Park School**

- Failing school, closed it, re-opened it
- Year 7-11 currently, yr 12 in 2016
- MLE 3 storey block
- Excellent senior/junior mentoring programme
- GAF school – more advanced than BBC
- NPDL Sole focus is differentiated teaching practices

### **Officer Senior College**

New school being built

- Only year 7 students currently
- Designed for 1200 students
- Designing curriculum currently
- As a MLE environment – a disaster
- Spaces very clumsy to be useful
- Students can't be heard – require microphones for teachers/students
- Massive library – use less than 1/3<sup>rd</sup> for library and use rest for makers space.

### **Ringwood Senior College**

- Year 8-12
- Old school made into a MLE school cheaply
- Lots of shared areas
- Amazing trade areas – taken over from TAFES
- 12 bay garage
- Engineering workshop
- Most advanced for best pedagogy for deep learning
- Doing this mostly as year level projects
- Ipad and mac school

### **Gleneagles Senior College**

- Most structured in reform process
- Redesigned curriculum
- Themes and phases running across the junior areas
- Lenovo Thinkpad laptops with digital stylus
- Low decile school
- Not using deeper learning well

### **Mathew Flinders - 150 years old Girls school**

- Year 8 to 12
- Re-inventing themselves
- Exploring NPDL framework looking at a school wide collaboration initiative
- Sphero, makemakey boards, intel Galileo boards, turtle art, Tickle
- Working with adobe Verso collaboration tool

	<ul style="list-style-type: none"> <li>Amazing makers space incorporating environmental aspect</li> </ul> <p>Wayne talked to Sphero, Makeymakey boards, Galelio boards, Turtle Art, and what they can offer our students in terms of programming. Innovative way of presenting – logic and control.</p> <p><b>Surf Coast</b> 4 years old Amazing MLE spaces – glass walls, great breakout spaces Ipad and mac school</p> <p>Wayne advised that Australian schools are not underperforming but working in different ways to Deeper Learning.</p> <p>Wayne talked to Deeper Learning for BBC and showed a matrix illustrating all the different elements. The question “Where to next for us” – the answer is “try and stop it”. Exciting future ahead.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>5YA/10YPP Property Plans</b>		
<b>Discussion:</b>	<p>Wayne would like to put our school forward, along with 5 other schools, as a pilot cluster, for the 5YP/10YPP Planning and implementation. This is an initiative by the Ministry to manage building projects with the aim of reducing construction costs (through operational efficiencies and bulk buying power) and halving the time input required from the principal. Wayne has discussed this topic with the three Primary school Principals in the area and asked that they discuss this with their boards for consideration.</p> <p>Discussion took place re being part of a pilot programme.</p> <p>The feedback was that it sounds great in theory would like to see something back in writing from the Ministry.</p> <p>Wayne reflected on selling the remaining school houses and putting the money into 5YA for MLE.</p>		
<b>Actions to be taken / motion</b>	<p><b>Outcome</b> Proceed with registration of interest but make the final decision once the Ministry has provided more information, to be presented at the next meeting.</p> <p>Provide a fact sheet for discussion re the sale of the houses for the next meeting</p>	BucW	
<b>Moved Seconded</b>	<p>Moved that BBC registers interest in an Asset Management project for 5YA/10YPP Moved: W.Buckland</p>	<b>Results</b>  Agreed	

	Seconded: J.McQueen 1 abstention		
--	-------------------------------------	--	--

<b>Topic:</b>	<b>Innovative Learning Environments</b>		
<b>Discussion:</b>	Discussion took place		
<b>Actions to be taken / motion</b>			
		<b>Results</b>	

<b>Topic:</b>	<b>Succession Planning</b>		
<b>Discussion:</b>	<p>Discussion took place regarding succession planning for elections next year as the current term finishes in June 2016.</p> <p>It's good to have interest even if you have members re-standing, to provide healthy competition. It is also useful to see what skills we can acquire for the board.</p> <p>What proportion of the board is thinking of re-standing?</p> <p>Graham: No Derek: Yes Jane: Yes Denis: more than likely won't be in the area</p> <p>Wayne advised that historically we have placed an ad in the newsletter inviting new members to come along and attend board meetings to get a feel of how we operate prior to the election.</p> <ul style="list-style-type: none"> <li>• Our policy documents sets out new trustee induction</li> <li>• Have all the paperwork available for future trustees to read</li> </ul>		
<b>Actions to be taken / motion</b>	Peter van Cingel to extend an invitation for any interested people to attend the general section of our board meeting in his newsletter article.	PVC	
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Principal's Report</b>		
<b>Discussion:</b>	<p>Taken as read.</p> <p>Wayne advised that the fees for new pedagogies for Deep Learning / Michael Fullan will come from the curriculum budget from savings coming from the Xerox photocopying contract.</p> <p>Gwyneth &amp; Alison presented on NPDL to the LOLs and they are very excited about it. Gwyneth prepared the presentation for LOL (Leaders of Learning)</p>		

Education Perfect – online interactive material that supports the online learning was discussed.

Staff Strategic Plan feedback – to be tabled at the next meeting.

### **Community Strategic Plan**

Wayne asked the board if it is a good time to survey the community. It is a very simple way of communicating with all of our families and supports our going digital strategy.

Feedback from the board re surveys:

- Jane: always try to get as much input as possible so, yes
- Denis: got to try
- Derek: this will cover a wide network of people who can do it in their own time. At the end of the day we should exhaust all avenues
- Graham: in a group forum you may get someone who isn't confident at speaking so this gives people the opportunity to respond individually
- Brooke: might as well

Wayne to instigate a survey to the community.

### **Fitness track**

This item was approved in the budget - \$10K

Wayne advised that Megan Carran will keep exploring funding and we could approach businesses for support.

### **Vulnerable children Act 2014**

Peter asked if the Wayne was comfortable with our processes with regard to the Vulnerable Children Act 2014.

Wayne talked to the vetting process and how every single person who comes into the college will be vetted and are required to complete a proof of identity form.

### **Search, Seizure and Retention**

Wayne advised that the College has reviewed its procedures in regard to search, seizure and retention.

Discussion took place.

Our policy says that we follow the Acts and Statutes as set out in legislation.

The book is referenced from our website for the community to access.

Every staff member has a copy and we have held staff 'PD' on this topic.

### **Readings folder in google drive**

Wayne apologised that the board may have been misinformed as to the "readings folder" in google drive. The Principal's attachments that need to be read in conjunction to his report are to be held in a separate folder named "Principal's attachments" and a new folder called "possible future readings" will replace the readings folder and contains things

	that board members may like to look at and that they may wish to discuss at a future agenda. i.e.:		
	<ul style="list-style-type: none"> <li>Principal's attachment mandatory to read</li> <li>Possible future readings is for you to read if you are interested</li> </ul>		
<b>Actions to be taken / motion</b>	Electronic Survey Wayne to instigate a survey to the community	BucW	
<b>Moved Seconded</b>	Moved that the Principal's report be approved. Moved: W.Buckland Seconded: D.Garner	<b>Results</b>  <b>Agreed</b>	

<b>Topic:</b>	<p><b>Financial Report – July 2015</b> Direct Credits from ASB from 19894-20170, TNG-20176-20186, WBC: 20172 be approved.</p> <p><b>Financial Report –August 2015</b> Direct Credits from ASB from 20174 - 20432, TNG-20444-20446, WBC: 20450 be approved.</p>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	1. Moved that direct credits for July as follows be approved: Direct Credits: 19894-20170 TNG: 20176-20186 WBC: 20172		
	2. Moved that direct credits for August as follows be approved: Direct Credits: 20174 - 20432 TNG: 20444-20446 WBC: 20450		
<b>Moved Seconded</b>	1. July Direct Credits Moved: D.Garner Seconded: G.Hargreaves		Agreed
	2. August Direct Credits Moved: D.Garner Seconded: G.Hargreaves		Agreed

<b>Topic:</b>	<b>Journal entries - July 2015</b> 204675 [Payroll Journal] be passed for payment.		
	<b>Journal entries - August 2015</b> 206880, 207112 [Payroll Journal] be passed for payment.		
<b>Discussion:</b>	Queries:		
<b>Actions to be taken / motion</b>	Moved that Journal entry 206880, 207112 [Payroll Journal] be passed for payment.		
<b>Moved Seconded</b>	1. Journal entries July 2015 Moved: D.Garner Seconded: G.Hargreaves	<b>Results</b>	Agreed
	2. Journal entries August 2015 Moved: D.Garner Seconded: G.Hargreaves		Agreed

<b>Topic:</b>	<b>Cheque No's – July 2015</b> <b>Cheque No's – August 2015 - Nil</b>		
<b>Discussion:</b>	Queries:		
<b>Actions to be taken / motion</b>	Moved that cheque numbers 657775 for July 2015 be approved.		
<b>Moved Seconded</b>	Moved: D.Garner Seconded: G.Hargreaves	<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 30/05/2015 to 29/06/2015 for \$767.25 be approved for payment.		
	Moved that the Star Card for the period 30/06/2015 to 30/07/2015 for \$686.47 be approved for payment.		
<b>Moved Seconded</b>	Moved: D.Garner Seconded: G.Hargreaves		Agreed

<b>Topic:</b>	<b>Visa card transaction</b>		
<b>Discussion:</b>	Moved that Visa Card Statement <b>8106 &amp; 2048 &amp; 1131 for July &amp; August 2015</b>		
<b>Actions to be taken / motion</b>	Moved that the Principal Visa Card <b>8106</b> for the period 02 June 2015 – 01 July 2015 for \$20.00 be approved for payment.		
	Moved that the Principal Visa Card <b>8106</b> for the period 02		

	<p>July 2015 – 01 August 2015 for \$2649.18 be approved for payment.</p> <p>Moved that the Principal Visa Card <b>2048</b> for the period 02 July 2015 – 01 August 2015 for \$430.13 &amp; \$139.65 be approved for payment.</p> <p>Moved that the Principal Visa Card <b>1131</b> for the period 02 June 2015 – 01 July 2015 for \$4462.89 be approved for payment.</p> <p>Moved that the Principal Visa Card <b>1131</b> for the period 02 July 2015 – 01 August 2015 for \$2006.86 be approved for payment.</p>		
<b>Moved Seconded</b>	<p>1. Visa Card for July 2015 for Visa Card 8106, 1131 Moved: P van Cingel Seconded: B.Draper</p> <p>2. Visa Card for August 2015 for Visa Card 8106, 1131, 2048 Moved J. McQueen Seconded: P van Cingel</p>	Agreed	
		Agreed	

<b>Topic:</b>	<b>Inwards /Outwards Correspondence</b>		
<b>Discussion:</b>	<p><b>Inwards correspondence</b> Nil.</p> <p><b>Outwards Correspondence</b> 1. Pub Charity &amp; Pelorus Trust Sports applications.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	<p>Moved that we accept the Inwards correspondence be accepted and Outwards be approved. Moved: W.Buckland Seconded:G.Hargreaves</p> <p>Moved that the Pub Charity's &amp; the Pelorus funding applications be approved. Moved: W.Buckland Seconded:G.Hargreaves</p>	Agreed	
		Agreed	



--	--	--	--

<b>Topic:</b>	<b>Minutes of the last meeting dated August 2015</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that the minutes of the meeting dated 12 <sup>th</sup> August 2015 be confirmed as a true and correct record.	<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	Moved: P van Cingel Seconded: D.Heiwari	<b>Results</b>	Agreed

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

<b>Topic:</b>	<b>Matters Arising</b>
<b>Discussion:</b>	<p><b>Bells</b>  At the last meeting Denis raised the sounding of the bells for a lockdown procedure and what indicated such an emergency  Wayne advised that Mark Bayer has been reviewing the bell structure and reshaping it.  Continuous bell– evacuate / Gas leak –evacuate  Lockdown / earthquake – retain 5 bells and the actual 5 min beeps/out of sight  Earthquake – place yourself under something (desk)  Tidal wave – standard evacuation – up the hill</p> <p>It was asked if we could go to verbal instruction through the speaker system in the school  Eg: Lockdown, lockdown, lockdown or fire, fire, fire.  Wayne explained that we don't have the speakers throughout the school to do this. This could happen once we are on the one fire system.  Discussion took place.</p> <p><b>Van costing</b>  The question was raised why the van is making a large surplus?  Wayne talked to this.  Insurance had not been put to the van code. There is also a slow accumulation to cover irregular costs e.g. tyres</p> <p><b>IT queries</b>  Peter raised the issues that comments were made in previous month's Digital literacy report re staff not happy with performance of IT equipment in the classrooms.  Lindsey reported back</p> <ul style="list-style-type: none"> <li>• All pods functional</li> </ul>

	<ul style="list-style-type: none"> <li>• Some teachers not looking after them</li> <li>• Ram stolen from towers in some classrooms</li> </ul> <p>Wayne commented that the New Era techs are happy/images good. Yr 7&amp;8's were making their videos for movie night which slowed everything down.</p>		
Actions to be taken / motion	Wayne to query sound from computers.	BucW	
Moved Seconded		Results	

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

Topic:	<b>Agenda setting for next meeting –</b>		
Discussion:	<ul style="list-style-type: none"> <li>• 5YA</li> <li>• Youth 2000</li> <li>• IES</li> <li>• Review of Strategic Plan – feedback from staff/distribute survey</li> <li>• Farnet beyond 2015 – decision making item</li> <li>• Governance policies</li> <li>• Annual learning T3</li> <li>• HOD dance/drama/health presentation</li> <li>• Insurance report – in financial pack</li> <li>• Risk Assessment International students</li> <li>• National Standards – booklet – mid year</li> </ul>		
Actions to be taken / motion			
Moved Seconded			

Topic:	<b>General Business</b>		
Discussion:	<p>Youth 2000 update – worth a read</p> <p>Health survey compiled across NZ schools since 2001</p> <ul style="list-style-type: none"> <li>• completed every 3 years</li> <li>• New survey coming out in 2016</li> <li>• No difference within deciles or between areas of nz</li> </ul> <p>IES</p> <p>By the next meeting there will quite a bit of information available.</p>		

<b>Actions to be taken / motion</b>			
<b>Moved</b>			
<b>Seconded</b>			

Meeting closed at: 9.28pm  
 Next BOT meeting calendared for: 28<sup>th</sup> October 2015

X

Shwlu#dq#Fqjhc  
 Fkdlschwrc

X

Gdwh