

**Minutes of the Bream Bay College
Board of Trustees
Held on 18th May 2016**

Meeting 7.00pm

Present: BucW, HeiD, HarG, MacF, McQJ, VCiP, SwoM, WebB

Karakia: Everyone

Apologies: T.Marriner

Moved: M.Swords

Seconded: D.Heiwari

Visitors: Jimmy Miller & Selena Gordon
DaIA

Topic:	Confirmation of agenda:-
Discussion:	<p>Decision making:</p> <p style="text-align: center;">ERO review indicators – to be removed – refer to section 2c</p> <p>Agenda:-</p> <p>1. BOT Workplan / Policies:</p> <p>a) Result Analysis</p> <ul style="list-style-type: none"> - Term 1 Analysis Report - BBC NCEA Performance History - Qualification Stats School 2015 - School Leaver Qualification data <p>b) Updated Election Countdown Report</p> <p>c) ERO Evaluation Resources discussion</p> <ul style="list-style-type: none"> - ERO School Evaluation resources - ERO Indicators printable

	- ERO School Evaluation Resources		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Music Curriculum presentation		
Discussion:	<p>Curriculum Presentation</p> <ul style="list-style-type: none"> • Music Department report <p>Q&A Resourcing- Scott thanked the board for approving capital items purchased for the music department. Q: Reference to the low number of year 9's taking music. A: Still figuring this out. Could be they are not interested. Could be timetabling clashes Lots of choices.</p> <ul style="list-style-type: none"> • Definitely across the board - senior classes doing well • Seniors working towards being in bands - they build up a portfolio before playing a function with at least 2-3 songs they know. • NCEA assessments based on practical and externals • Some students opted out this year • It is a 24 credit course • Scott advised that there is a high cost of maintenance and repairs? • He is currently spending time in the pan room and music room but cant be everywhere at once. Still a work in progress. Lost guitar last year. Have since engraved all of them and our music students are good but Yr 7&8s are not sure of what to do in the rooms compared to the seniors. • Authentic context: • Music night is our authentic group night. They can perform in groups at other functions as well / all sorts of opportunities. There is a standard the students have to be art before performing. • This year's Te Tuinga is more of bringing departments together/Dance & English. Phil Cullen is donating his time to the percussion group. • Is the dropping numbers due to making music harder for kids to get into? • Most of our itinerant classes are from junior students. Still can start from scratch in Year 9. • The Board noticed the use of the modern way of producing & presenting. Very impressed. Covered off all the bullet points within your presentation 		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Result Analysis - Term 1 Analysis Report		
Discussion:	Wayne highlighted key points/trends and actions arising from this.		

Actions to be taken / motion	Wayne to remedy identified data issue. Year 10 <ul style="list-style-type: none"> Investigating what is happening in Year 10. 58 students over 3 classes. Whanau teachers/Deans/DPs dealing with students who have dropped Feedback at the next meeting of actions.	BucW	
Moved		BucW	
		Results	

Topic:	BBC NCEA Performance History		
Discussion:	Peter talked to the graphs compiled to show trends in two areas: regional & decile.		
Actions to be taken / motion			
Moved		Results	

Topic:	Qualification Stats School 2015		
Discussion:	Wayne talked to the stats for Level 1,2 & 3		
Actions to be taken / motion			
Moved		Results	

Topic:	School Leaver Qualification data		
Discussion:	Wayne talked to the MOE compiled data. Goal: To have as many students as possible leaving school with NCEA Level 2 and above.		
Actions to be taken / motion	Wayne to ask the question as to why the columns don't add up. No apprenticeship kits for girls to date.	BucW	
Moved Secinded		Results	

Topic:	Updated Election Countdown Report		
Discussion:	Wayne explained the format of the meetings to the 2 prospective members. Currently have 5 nominations for 6 spaces.		
Actions to be taken / motion			
Moved Secinded			

Topic:	ERO Evaluation Resources <ul style="list-style-type: none"> ERO School Evaluation resources ERO Indicators printable 		
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	<ul style="list-style-type: none"> • ERO School Evaluation Resources 		
Discussion:	<ul style="list-style-type: none"> • ERO visits every 3 years • Due in 2017 • ERO has revised their strategies and approaches • Lots of material available to read • The next board should be up to play with the new info • Should we go through the information or postpone till next meeting? 		
Actions to be taken / motion	Wayne gave a 5 minute presentation on the resources available to the board to upskill. The board opted for the next meeting to go through this more in-depth.	To be placed on the agenda for the next meeting	
Moved Seconded			

Topic:	Principal's Report		
Discussion:	<p>Peter explained that there is pre reading material and for homework there were 3 videos to watch and a podcast of the function of the "Teenage Brain". Wayne talked through the 3 videos highlighting different aspects of the teenage brain. On June 11th we have presenter Katherine Berkett talking to staff of Northland schools. On the first staff meeting of term 2 the staff were shown the videos. The next step for staff was working in Deeper Learning workshops PTA has the clips and has asked them for feedback. Wouldn't mind if the board showed and worked through it with their children Wayne has done it at Assemblies with the students as pre warning then sent it out as links in the newsletter to parents.</p> <p>Health & Safety</p> <ul style="list-style-type: none"> • Electrical contractors on site Monday so that should be handled with H&S cones • Toolbox meetings happening with Caretaker • Staff moving towards bright ideas/ H&S planning comes first • Wayne travelling to Wellington on June 13th to a H&S meeting <p>Scholarships Wayne explained he is still pursuing with the Ministry criteria re investments within the school. Discussion took place.</p> <p>Staffing Wayne advised:</p> <ul style="list-style-type: none"> • Funding from the board another re 1 full teacher. • Wayne moving cautiously on capital spending • Peter added that most of the items within our budget are a good spend. Suggest that the capital spend is a 'nice to have' option however it is a good place to trim money. • Info to the board will be fed from the H&S meetings. • The board suggests that we keep the curriculum budgets as they are and trim capital items. <p>Bus Network Wayne advised that all is ok this year. MOE having a complete review for 2017 so financial \$\$ may change.</p>		

	Maintenance Wayne talked to the felling of the trees around the school.		
Actions to be taken / motion	The updated maintenance report is to be uploaded. Can the maintenance report have a risk ranking column and a completed column inserted?	BucW BucW	
Moved Seconded	Moved that we accept the Principal's report Moved: W. Buckland Seconded: P van Cingel		Agreed

Topic:	Financial Report –March & April 2016 Direct Credits from ASB from 21610-21900, TNG-21924 -21926, WBC:22014 be approved. Direct Credits from ASB from 21862-22064, TNG-22066-22068, WBC:22038 be approved		
Discussion:			
Actions to be taken / motion	1. Move the direct credits for March 2016 as follows: Direct Credits: 21610-21900 TNG: 21924 - 21926 WBC: 22014 2. Move the direct credits for April 2016 as follows: Direct Credits: 21862-22064 TNG: 22066-22068 WBC: 22038		
Moved Seconded	Moved that the Direct Credits for March & April 2016 be approved Moved: J. McQueen Seconded: P. van Cingel		Agreed

Topic:	Journal entries - March & April 2016 218429-218457 [Payroll Journal] for March be passed for payment. 217087-217176 [Payroll Journal] for April be passed for payment		
Discussion:			
Actions to be taken / motion	Moved that Journals [Payroll Journal] 218429-218457 for March be passed for payment. Moved that Journals 219958-219987 [Payroll Journal] for April be passed for payment.		
Moved Seconded	Moved: J. McQueen Seconded: P. van Cingel	Results	Agreed

Topic:	Cheque No's for April 2016		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque numbers 657787-657788 for April 2016 be passed for payment		

Moved Seconded	Moved: J. McQueen Seconded: P. van Cingel	Results	Agreed
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Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card for February 2016 be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 31/01/2016 to 28/02/2016 for \$431.94 be approved for payment.		
	Moved that the Star Card for the period 29/02/2016 to 30/03/2016 for \$607.55 be approved for payment.		
Moved Seconded	Moved: J. McQueen Seconded: P. van Cingel		Agreed

Topic:	Air NZ Travel Card –March 2016		
Discussion:			
Actions to be taken / motion	Moved that the Air NZ Travel Card for March 2016 for \$1851.39 be approved for payment.		
Moved Seconded	Moved: J. McQueen Seconded: P. van Cingel		

Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8016 & 1131 for March & April 2016		
Actions to be taken / motion	Moved the Visa Card for the period 02 February 2016– 01 March 2016 for:- 8106 for \$1,429.88 1131 for \$1,200.00		
	Moved the Visa Card for the period 02 March 2016 – 01 April 2016 for:- 8106 for \$958.13 1131 for \$804.74		

Moved Seconded	Moved that the Visa Card 8106 & 1131 for March 2016 be approved for payment.		
	Moved that the Visa Card 8106, 1131 for April 2016 be approved for payment.		
	Moved: J. McQueen Seconded: P. van Cingel	Agreed	

Topic:	Finance		
Discussion:	It was agreed that at every 2 nd /3 rd meeting the board would go through all the payment schedules. Travel card – is the offer open to all staff to use. Cash flow report being developed.		
Actions to be taken / motion			
Moved:			

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards correspondence 1. MOE Staff Entitlement Report 2. MOE Bank Staffing balance for 2015 STA News Outwards Correspondence 1. Letter to Pelorus Trust re funding towards accommodation for the BBC Girls Hockey tournament to Auckland 2. Letter to Pub Charity for funding towards travel costs South Zone Cross Country & Yr 7&8 Sports Exchange		
Actions to be taken / motion	Moved that the inwards correspondence be accepted and outwards correspondence be approved.		
Moved Secoded	Moved: M.Swords Secoded: D.Heiwari	Results	Agreed

Topic:	Minutes of the last meeting dated 30th March 2016		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 30 th March 2016 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Secoded	Moved: G.Hargreaves Secoded: D.Heiwari	Results	Agreed

Topic:	Amendments to minutes		
Discussion:			
Actions to be taken / motion			
Moved Secoded		Results	

Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> H&S covered in Principal's report Thanked staff for their curriculum reports 		
Actions to be taken / motion			
Moved Secoded		Results	

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

Topic:	Agenda setting for next meeting –		
Discussion:	Triennial Plan Peter explained the essence of the Triennial Plan. Recurring items/sub sets etc <ul style="list-style-type: none"> • Policies • Special Needs Report • Auditor report • H&S - checking processes • Termly walk-around assessing risks • July 1 roll return • Induction • National Standards • Annual Report (still with auditors) 		
Actions to be taken / motion			
Moved Seconded			

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

Meeting closed at: 9.26pm
 Next BOT meeting calendared for: 22 June 2016

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