

<p><b>Minutes of the Bream Bay College Board of Trustees Held on 24<sup>th</sup> June 2015</b></p>
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Meeting 7.00pm

Present: GarD, DraB, McQJ, VCiP, WebB, DalA, HeiD, SwoM,

Karakia: Gwyneth Cooper

Apologies: WiLL, HarG

Absent: BucW (sabbatical)

Moved: P van Cingel

Seconded: M.Swords

Visitors: Gwyneth Cooper

Peter welcomed everyone to the meeting.

The HOD Maori presentation was presented by Gwyneth Cooper. Betty was unable to attend the meeting due to personal reasons.

Confirmation of agenda:

Clarify that we would like to talk funding in the Principal's Report

<b>Topic:</b>	<b>Maori HOD report</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Gwyneth presented the Maori Department report to the Board.  Thanks was extended to Gwyneth for stepping in and presenting the report.		
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Decisions</b>		
<b>Discussion:</b>	a) Feedback from Community Strategic Plan Meeting – next step		
<b>Actions to be taken / motion</b>	Comments: Fantastic evening/ Great feedback / Numbers attending low. How can we get more feedback		

from the community?

Feedback:

- Wasn't just a one way street
- Afterwards some parents still gave comments – still thinking. Gave us collaboration – well aligned with us.
- Advertise it better
- Advertise on Website
- Change electronic sign to fewer items
- Advertise with Julie Paton - Advocate
- Bream Bay Trader
- Facebook page
- Have a mini roadshow and go around the community
- Mini podcast
- Having sausage sizzle at markets / towncentre
- Fundraising events
- PST days with sausage sizzle Wk3,Trm3
- Liaison with the Maori community at the Marae – waiting to hear back from Heidi Pirihi
- Didn't do anything different re advertising this time
- Sign of the times / timing may have been off / happy with the school/
- Look at Term 1 / daylight saving / combine with other ideas
- Same thing happened with the Whare consultation meeting
- Like to see that we have finalised our strategic goals earlier
- 1<sup>st</sup> weeks of Term 4 with same kind of meeting
- Consider facebook
- Have a stand somewhere
- Have a presence at the Fun Fest
- Do an email blast as well as website
- Market stall / shopping centre stand / OTP bonfire night / Ruakaka Gala Day
- Task someone to create boards – Alexander Dalgleish??

	<p>Outcome:</p> <ul style="list-style-type: none"> <li>• Workshop</li> <li>• Do a stand at PST Day- Wk3, term 3</li> <li>• Term 4 – Bonfire night at One Tree Point Primary</li> <li>• Term 4 – Ruakaka Gala Day</li> <li>• Peter to devise a blurb on the school website</li> </ul>	PvC	
Moved Seconded		Results	

<b>Topic:</b>	<b>Decisions</b> b) Chart of Accounts 2014		
<b>Discussion:</b>	Taken as read. Discussion took place.		
<b>Actions to be taken / motion</b>	2014 annual report and financial statements to be held over to the next meeting for approval.		
Moved Seconded	<p>Moved the Audit report for the 2014 accounts be approved Moved: P van Cingel Seconded: D.Garner</p> <p>Moved that we use the BOT Designated Fund towards as many new blazers as the material allows and any other formal No1 uniform and \$500 towards promotion.</p> <p>Moved: M.Swords Seconded: J.McQueen</p>	Results	

<b>Topic:</b>	<b>Mid Year Strategic Goals progress review</b>		
<b>Discussion:</b>	To be held over until the next meeting. Hard copy distributed to be read for the next meeting.		
<b>Actions to be taken / motion</b>			
Moved Seconded		Results	

<b>Topic:</b>	<b>Policies for approval</b>		
<b>Discussion:</b>	Amended Operational policies 1-13 Other policies – 1-3		
<b>Actions to be taken / motion</b>	Policies 1 to 13 were amended after comparison with the NZSTA document (including the removal of double negatives).		

	<p><b>Other Policies 1-3</b></p> <p>1. Confidentiality Policy No change.</p> <p>2. Protected Disclosures Policy Policy was edited live at the meeting using track &amp; trace changes.</p> <p>3. Fees Protection Policy Policy was edited live at the meeting using track &amp; trace changes.</p>			
<b>Actions</b>				
<b>Moved Seconded</b>	<p>Moved that amended Operational Policies 1-13 be approved.</p> <p>And</p> <p>Other policies: 1-3 be approved.</p> <p>Moved: Derek Heiwari Seconded: Mike Swords</p>			<p>Agreed</p>

<b>Topic:</b>	<b>Principal's Report</b>
<b>Discussion:</b>	<p>Property:</p> <p>Mike Swords advised that he took a "look-around" walk with Wayne &amp; caretaker and identified the following:-</p> <ul style="list-style-type: none"> <li>• Steps on prefabs need work but are taking more time</li> <li>• Painting has picked up</li> <li>• Decks to be finalised by end of the holidays</li> </ul> <p>Mike plans to have a walk after the holidays with the Caretaker to see what he has achieved.</p> <p>Alison also added that she has had 2 meetings with the caretaker.</p> <p>Sensor/flood lights have been added to the school site as follows:-</p> <ul style="list-style-type: none"> <li>• Entrance gate of the school</li> <li>• Outside boardroom</li> <li>• Light from entrance of HA block to beam down the pathway of the carpark by the Science block</li> </ul> <p>LED Lighting Project</p> <p>The EECA project begins in the holidays.</p> <p>Alison advised that the Health &amp; Safety meeting has taken place with the contractors. The status of the Boiler was raised.</p> <p>This project has been finished and ticked off.</p> <p>Discussion took place re annual inspections to the boiler.</p>

A red flag alert needs to show on the calendar when it needs its annual checks. Mark to be advised that this needs to happen.

**b)Uniform Update**

Proposed: School jacket was tabled

A new school jacket has been discussed at SMT level and School Tex have sent in a prototype for the school to consider.

- Alison explained that the PTA have fed back that they are happy with the proposed style of jacket that was modelled.
- An email was sent out on the school newsletter tree and to students asking for their feedback. Photos of the jacket were attached.
- Sandra Hayward did a random walk around classes with the jacket asking for feedback from the student body.
- Brook reported that the feedback from the school is that they do like it.

Questions:

Fit?? Can we get in all sizes?

Ans: Yes.

Do we look at a uniform review or just the jacket?

Ans: At this stage the jacket only.

Discussion took place.

Next step

- Approval of the jacket will be subject to the majority in favour of the new style of jacket.

**c) Funding article**

Denis asked for this item to be placed on the agenda for discussion.

- What is our response to the new laws?
- Not new, but have hit the press of late.
- Peter advised clarification in 2013 circular is quite explicit.
- The wording on all our curriculum requests needs to be clarified.
- Gwyneth will place this item on the next LOL agenda for discussion.

c)SPANZ article – P.Walsh/St Bedes

Alison would like the board to be aware of the scenarios within the document.

Discussion took place.

Wait for the NZSTA outcome.

**Actions to be taken / motion**

- Gwyneth to place "funding" on the next LOL agenda for discussion.

CooG

	<ul style="list-style-type: none"> <li>• Diarise annual checks eg boiler inspection</li> </ul>		
Moved Seconded	<p>Moved that the board supports the option of the black jacket subject to a positive response by the community by close of business this Friday.</p> <p>Moved: D.Heiwari Seconded: M.Swords</p> <p>Moved that the Principal's report be approved.</p> <p>Moved: A. Dalglish Seconded: M Swords</p>	Results	<p>Agreed</p> <p>Agreed</p>

Topic:	<b>Readings</b>		
	<p>New Health &amp; Safety laws This has been attached to the Readings folder so trustees are informed and aware of the new Health &amp; Safety laws. Outcome</p> <ul style="list-style-type: none"> <li>• BBC to be proactive in having a health &amp; safety environment. A walk-around to be organised with D.Heiwari, M.Swords &amp; M.Bayer.</li> <li>• Health &amp; Safety to be included as a standard item to the Principal's report every month.</li> <li>• Every 2<sup>nd</sup> meeting a sickbay report and a result of a risk assessment walk-around to be provided.</li> </ul>		
Discussion:			
Actions to be taken / motion	H&S Report be attached to the Principal's Report at the next meeting. Derek & Mike to liaise with Mark Bayer re H&S report.	BayM HeiD/SwoM/BayM	
Moved Seconded		Results	

Topic:	<b>Finance</b>		
Discussion:	<p>April Month end accounts</p> <p>Could we have had the May accounts included? What is turnaround time? Can it be shortened if possible?</p>		
Actions to be taken / motion			
Moved Seconded	<p>Moved that the April Month end accounts be approved.</p> <p>Moved: D.Garner</p>		

	Seconded: J.McQueen		Agreed
<b>Topic:</b>	<b>Financial Report –April 2015</b>		
	Direct Credits from ASB from 19218-19442, TNG-19446-19456, WBC: 19444 be approved.		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that direct credits for March as follows be approved: Direct Credits: 19218-19442 TNG: 19446-19456 WBC: 19444		
<b>Moved Seconded</b>	Moved: D.Garner Seconded: B.Draper		Agreed

<b>Topic:</b>	<b>Journal entries - April 2015</b>		
	199243 & 199339 [Payroll Journal] be passed for payment.		
<b>Discussion:</b>	Queries:		
<b>Actions to be taken / motion</b>	Moved that Journal entries 199243 & 199339 [Payroll Journal] be passed for payment.		
<b>Moved Seconded</b>	Moved: D.Garner Seconded: B.Draper	Results	Agreed

<b>Topic:</b>	<b>Cheque No's –April 2015</b>		
<b>Discussion:</b>	Queries:		
<b>Actions to be taken / motion</b>	Moved that cheque numbers 657773 for April 2015 be approved.		
<b>Moved Seconded</b>	Moved: D.Garner Seconded: B.Draper	Results	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 28/02/2015 to 30/03/2015 for \$805.44 be approved for payment.		
<b>Moved Seconded</b>	Moved: D.Garner Seconded: B.Draper		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 02 March 2015 – 01 April 2015 for \$1608.01 be approved for payment.		



taken / motion			
Moved Seconded		Results	

Topic:	<b>Matters Arising</b>		
Discussion:	<ul style="list-style-type: none"> <li>• Thanks extended to staff from the board</li> <li>• Variation changed</li> <li>• Timeframes organised</li> <li>• Older signatories removed</li> </ul>		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	<b>Triennial Plan</b>		
Discussion:	<ul style="list-style-type: none"> <li>• Moved strategic goal review</li> <li>• Approve 2014 accounts</li> <li>• Sickbay/risk assessment every 2<sup>nd</sup> meeting</li> <li>• Reminder student trustee update required next meeting</li> <li>• Induction packs</li> </ul>		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	<b>Agenda setting for next meeting –</b>		
Discussion:	<ul style="list-style-type: none"> <li>• Mid-year Strategic Goals</li> <li>• Annual Learning Targets Term 2</li> <li>• HOD Yr 7&amp;8 presentation</li> <li>• Approve 2014 Chart of Accounts</li> <li>• National Standards Parent reporting</li> <li>• Student Trustee Election report</li> </ul>		
Actions to be taken / motion			
Moved Seconded			

Topic:	<b>Evaluation</b>		
Discussion:	<p>Feedback:</p> <ul style="list-style-type: none"> <li>• Good meeting, discussion, smooth running</li> <li>• Like it following best practice, schedule break at 8.30am, carry on good work and facilitating a good meeting and having everyone participate</li> <li>• Tx the board for their support, interesting 3 weeks so far.</li> <li>• Commend Alison on what you have done, fantastic job. Good job with community, and over the road at shops</li> <li>• Ditto</li> <li>• It was good, only ½ hour over but good discussion in in-committee</li> </ul>		

	<ul style="list-style-type: none"> <li>• Good</li> <li>• Good</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

Meeting closed at: 9.45pm  
Next BOT meeting calendared for: 12 August 2015

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