

**Minutes of the Bream Bay College
Board of Trustees
Held on 26th October 2016**

Meeting 7.00pm

Present: BucW, CraS, GorS, HeiD, Jach, McQJ, MilJ, Swom, MacF, WebB,

Karakia: Everyone

Apologies:

Moved: J.McQueen

Seconded:

Visitors: Alison Dalglish, Karina Ngarimu Fowler, Ramari Pirihi, Rea Whaanga

Visitors from the community: Alice Grant, Peter Grant, Yvette De Jong, Marilyn Cox

Jane welcomed Scott Crawley, the new Student Trustee to the meeting. Scott will be leaving the meeting at 9.30pm as he is on his learner's licence. Jane also welcomed the 3 Maori visitors from Patuharakeke - Ramari Pirihi, Karina Ngarimu Fowler, Rea Whaanga.

Topic:	Confirmation of agenda:-
Discussion:	<p>BOT Workplan adjustment</p> <ul style="list-style-type: none"> • Maths presentation by Allan Logan <p>Decision making:</p> <ul style="list-style-type: none"> • Old Whare <p>Agenda:-</p> <p>1. Decisions:</p> <p>2. BOT Workplan / Policies:</p> <ol style="list-style-type: none"> a) Review of Strategic Plan b) Governance 4,6,8 / Trustee Register / Governance 7 c) Annual Learning Targets

Actions to be taken / motion	Jane advised that the 3 Maori visitors will have speaking rights for general section of the meeting		
Moved Seconded	Moved: J.McQueen Seconded: W.Buckland	Results Agreed	

Topic:	Maths presentation by Allan Logan – HOD Maths		
Discussion:	Allan introduced himself to the Board and visitors and explained that Maths is not just about facts & figures, it is fun as well. To show this he walked around the room and hovered over his tablet to show a hologram of a jellyfish his senior students created in class. He then proceeded to show his powerpoint presentation.		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Review of Strategic Plan		
Discussion:	<p>Wayne talked through <i>Strategic Goal 1: The school fosters a culture centred on respect, citizenship and achievement; students are actively involved in learning and its application, and take pride in their communities.</i> Feedback: We have been working on language with staff & students. Wayne commented we are due to re-visit this. Citizenship – one of the 6C’s requirements. Blues are being presented at Assembly running once a term. 12 Kia Maia Awards were presented last Tuesday at Assembly.</p> <p><i>Strategic Goal 2: Staff and students will confidently use a range of technologies</i> Feedback: This aligns with our Deep learning pedagogies. Q: How many kids are using devices? Wayne to report back at the next meeting. Discussion on which device is better. Tablets better for younger students. How do we cater for those who don’t have devices. Pods in classrooms. Phones are still being used as well as tablets & laptops.</p> <p><i>Strategic Goal 3: Maintain and invest in property and facilities that allow all staff, students and caregivers to take pride in the school and provide an environment that creates high expectations</i> Feedback Litter good at the moment. Visitors to the school always comment how clean it is. This could be because of the different cleaning regime we have with the cleaners. They also interact with the students and know who they are. The kids are more aware of their school environment today and don’t want the school to be littered.</p>		

	<p>Strategic Goal 4: Provision the school with Modern Learning Environment (MLE) furniture, equipment and use future 'property' funding to convert buildings to MLE configurations.</p> <p>Feedback: Wayne advised that we have put a number of high desks into classrooms with stools. Placed new MLE furniture into the fabrics & Allan Logan's Maths room with high & low furniture. Students feedback- mixture of comments. Combo of ILE furniture in Room 11- all useful but up to student preference were they sit. Scott commented how the whiteboard tables are really interactive. Whare – meeting took place today with suppliers. Moving along - chasing architect.</p> <p>Strategic Goal 5: To promote the school as a positive, innovative learning environment, through sharing successes that support students to reach their goals.</p> <p>Feedback: Hall of recognition to be placed on the to do list with Mark Bayer. Q: It was noted that the Strategic Goals had no mention of engaging our Maori tamariki. Wayne advised that Kahikitia and what we do within the curriculum departments drives this. Performance of our Maori students will be discussed later in the meeting in our learning targets report.</p>		
Actions to be taken / motion	Wayne to report back at the next meeting re how many students are using devices at school	BucW	
Moved		Results	

Topic:	Annual Learning Targets		
Discussion:	<p>Wayne explained that at the end of each term the board discusses the analysis of quality & quantity pass rates for our students. Maori achievement is high priority within the school and we track our Maori boy's achievement in terms of passrates. The yellow figures show low achievement. Our Maori girls have less yellow showing but historically they used to. SG: Can we see these figures stacked up against attendance figures. Is this what is affecting the grades? WB:Our Heads of Houses compile the data re attendance. Is this bringing it down? Targets are high. The thing we have to crack is to accelerate our Maori boys before we can get them to achieve. Over the whole school there would be between 3-5 students in each house who would be SARS students (Students at Risk) whose attendance would affect their achievement level. Discussion took place. Bulk of our subjects are achievement standards and our students are getting through.</p>		

	<p>How do we engage our Maori boys in the core subjects. Need to find a way to accelerate them. A joint venture – a community thing.</p> <p>Wayne spoke to the board and fed forward from a meeting he had where it was said that Tai Tokerau will be given hours for the new Ministry’s learning & development programme with extra funding, although our stats are too high to be considered. Wayne is still submitting an application even though we are not being considered due to our high data.</p> <p>Q:How do we target our Maori students from Year 7 to take these core subjects. In our yr 7&8’s we have specialised teachers to teach Science. With split 7 and 8’s next year we will know in a very short space of time if we need to bring in specialist teachers to teach them core subjects. Getting our Maori boys to get Level 3 in certain subjects is a challenge and we are taking this seriously. Year 13 have more yellow showing than before but still have a 75% passrate. Wayne reiterated that our targets are high.</p> <p>Wayne brought up a table that showed data that enables us to show students that are critical, a major concern, of concern, down, up, pat,pat,pat and WOW. This is a quick way to establish whether there are students of concern. These critical students will be discussed at DP/Principal level. Wayne will put a 1 page summary against students with critical concerns and have the tracking of the 6C’s by the end of the year.</p>		
Actions to be taken / motion	Wayne to put a 1 page summary against students with critical concerns and have the tracking of the 6C’s by the end of the year.	BucW	
Moved		Results	

Topic:	Governance 4,6,8 / Trustee Register / Governance 7		
Discussion:	Governance 4,6,8		
Actions to be taken / motion	<p>Governance 4 Item 12 to remain. “The chairperson is the official signatory for the annual accounts.”</p> <p>Item 18 – to be removed “The Chairperson may delegate his/her authority but remains accountable for its use.”</p> <p>Review annually</p> <p>Governance 6 No change</p> <p>Governance 8 No change</p>		

	Governance 7 Accept the NZSTA model.		
Moved		Results	

Topic:	Principal's Report
Discussion:	<p>PLD – Professional Learning and Development</p> <ul style="list-style-type: none"> Wayne explained that schools identify the school needs on the data they have which will identify their concerns. Deep Learning theory comes off NPDL Comes off 5 of the world leaders of change In 100 countries Amazing resource Finland has every school coming off the NPDL <p>Transport Network Funding Wayne advised that the Ministry has a brand new funding solution and they were doing it with a flawed method. Wayne identified a new solution to work it out correctly and managed to change it for every transport Network overall. We were expecting a reduction in payout but moving it substantially has helped all Bus Networks.</p> <p>Gifting of the Old Whare Our old Whare is down as the building project as demolition. The cheaper option was to demolish it but when Wayne met with the MOE Property man Brent Stephens informed Wayne that Maititiki school are looking for Library and we could relocate it up there. If we did relocate the building it would travel with a contingent from the community to handover. This is a far better option than demolishing it. Wayne will try and get funding to relocate it at no cost. If this fails the MOE will be come back on board.</p> <p>New Whare Do we have a revised timeframe from Architects. On my things to do tomorrow.</p> <ul style="list-style-type: none"> Carters said 10 days for costing 21 days in Council If Wayne submits a funding application to the Lotteries commission after February he will be in line for fresh funding for furniture. <p>Lifepoint Church letter - funding Wayne commented that the 24/7 Youth Workers have been in the school for all of this year mentoring students under the umbrella of the Lifepoint Church.</p> <ul style="list-style-type: none"> Initial concern was that the target group they were engaging with would not be our main target group and although for 2/3rds of the year they haven't engaged with them they have made gains since teaching aiding. Looking at a male version in 2017.

	<ul style="list-style-type: none"> Alison made a comment of how she has been using one of the volunteers as a learning t/aide with one of her high risk students and the student's feedback is extremely positive. Mentoring group on a Wednesday. Suspect when we do our budget we will factor in \$5K. Roll A question was raised why numbers looked lower in Year 7 for 2017. Not all of the enrolments have come in and telephone calls have been made. <p>Principal's Attachments</p> <p>Leak assessment letter</p> <p>Wayne advised:</p> <ul style="list-style-type: none"> Water was bubbling up from the ground near the gym Applied to the Council for a 1 off rebate but they advised that we weren't losing enough water. Wayne explained that we have found more leaks coming up through the concrete from pipes that haven't been sealed off. Using less 7-8 cubes in the weekend. In our next 10ypp we will be looking at running new pipes. <p>Moved that the funding application to Pelorus Trust is approved.</p> <p>Moved: M.Swords Seconded:S.Gordon</p>		
Actions to be taken / motion	Wayne to contact architects h&k re whare		WebB/BucW
Moved Seconded	Moved that we accept the Principal's report. Moved: W. Buckland Seconded: M.Swords	Results Agreed	

Topic:	Financial Report – August 2016 Direct Credits from ASB from 22718 - 23002, TNG 23008 – 23010, WBC:23006 be approved.		
Discussion:			
Actions to be taken / motion	1. Moved the direct credits for June 2016 as follows: Direct Credits: 22718 - 23002 TNG: 23008 – 23010 WBC: 23006		
Moved Seconded	Moved that the Direct Credits for May 2016 be approved. Moved: J.Miller Seconded: H. Jacobson	Results Agreed	

Topic:	Journal entries - June 2016 226935, 226964 & 228526 [Payroll Journal] for August be passed for payment.		
Discussion:			
Actions to be taken / motion	Moved that Journals 226935, 226964 & 228526 [Payroll Journal] for August be passed for payment.		
Moved Seconded	Moved: J.Miller Seconded: H. Jacobson:	Results Agreed	

Topic:	Cheque No's for August 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 June 2016 to 30 July 2016 be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 30/06/2016 to 30/07/2016 for \$374.38 be approved for payment.		
Moved Seconded	Moved: J.Miller Seconded: H. Jacobson	Results Agreed	

Topic:	Air NZ Travel Card –July 2016		
Discussion:			
Actions to be taken / motion	Moved that the Air New Zealand Travel Card for the month of July 2016 for \$1797.22 be approved for payment.		
Moved Seconded	Moved: J.Miller Seconded: H. Jacobson	Results Agreed	

Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8016 & 1131 for July 2016		
Actions to be taken / motion	Moved the Visa Card for the period 02 July 2016–01 August 2016 for:- 8106 for \$1596.93 1131 for \$2746.30		

Moved Seconded	Moved that the Visa Card 8106,1131 for 02 July 2016–01 August 2016 be approved for payment. Moved: J.Miller Seconded: H. Jacobson:	Results Agreed	
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Topic:	Finance		
Discussion:	Wayne talked to the new version of SPIDER and the financials portal for the board and the Finance sub committee to use. Wayne commented that Travis is interested in getting electronic orders up and running which will match up with on line payment portal which will save time.		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Inwards / Outwards Correspondence		
Discussion:	Inwards correspondence 1. MOE Staffing Entitlement Notice Wayne explained the staffing entitlement notice to the new trustees. STA News No: 266 & 267 Outwards Correspondence 1. Letter to Pub Pelorus Trust re-funding towards travel expenses for the year 9 Wellington trip in December, 2016.		
Actions to be taken / motion	Moved that the Inwards correspondence be accepted and Outwards correspondence be approved.	Results	
Moved Seconded	Moved: J.Miller Seconded:D.Heiwari	Results Agreed	

Topic:	Minutes of the last meeting dated 14th September 2016		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 14 th September 2016 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: J.McQueen Seconded: M Swords	Results Agreed	

Topic:	Amendments to minutes		
Discussion:	Remove Selina from the present column		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> Mark has been requested to sort a space for Emma Scobie – GATE presenter Date on front of annual plan. Updated to August. 		

	<ul style="list-style-type: none"> Dates to the targets – haven't got an update on those with a number of things on the go. Looking to have them for the final report for the next meeting. To be carried over. Going forward with the Whare. 		
Actions to be taken / motion			
Moved Seconded		Results Agreed	

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

Topic:	Agenda setting for next meeting –		
Discussion:	<ul style="list-style-type: none"> EOY BOT Chair 2017 Draft budget – pulling this together Nat standards reporting BOT Meeting Review 		
Actions to be taken / motion			
Moved Seconded			

Topic:	General Business		
Discussion:	<p>A Tsunami practice did take place today with students evacuating to Finlayson's Hill. A few minor issues arose releasing students. Discussion took place re H&S evacuation and procedures and Mark Bayer's report. Wayne advised that the Bus Network will be undergoing a trial with buses evacuating students from One Tree Point Primary for a tsunami practice. All buses will have GPS tracking for 2017.</p> <p>Update on Scholarship Grants</p> <ul style="list-style-type: none"> Harvey Abercrombie Scholarship issued today to Year 12 & 13's George Watt meeting next week McBirney meeting 31st October with the Trust <p>We have received notification from Institutions of:</p> <ul style="list-style-type: none"> 1 x Otago University scholarship of \$45,000 1 x Auckland Uni Keystone \$20K plus \$20K 1 x AUT McDonald Scholarship \$10K 1 x Whangarei Ag & Pastoral \$1,000 		
Actions to be taken / motion			
Moved Seconded			

Meeting closed at: 9.33pm
Next BOT meeting calendared for: December 2016

X

X

Jane McQueen
Board Chairperson

Date