

**Minutes of the Bream Bay College
Board of Trustees
Held on 20th February 2019**

Present: BucW, CunJ, GorS, NeaM, JachH, MilJ, PirR, WebB, SwomM

Karakia:

Absent:

Apologies: HeiD, McQJ, DalA

Visitors:

Moved: M.Swords

Seconded: H.Jacobson

Workplan adjustment –

- Election of Officers
- Chair by default has the position until after the Triennial Elections

Confirm:

- **Confirm Sub Committee delegations**

Discipline Sub Committee elected in 2018

Mike Swords

Selina Gordon

Jane McQueen

Derek Heiwari

Ramari Pirihi

Finance Sub Committee Sub Committee elected in 2018

Jimmy Miller

Heather Jacobson

- Property Sub Committee elected in 2018
 - Derek Heiwari
 - Jane McQueen
 - Jimmy Miller

Moved that the sub committees be accepted as the status quo.

Moved: W.Buckland
 Seconded: S.Gordon

COL: Currently Wayne attending the meetings. Monday 4.30pm-6pm.

Conflicts of Interest: Nil

Topic:	Confirmation of Agenda		
Discussion:	Decisions: a) 2019 Annual Plan b) 2018 Annual Plan completed c) 2018 Data Analysis d) 5YA Projects e) Policy booklet "Review dates" – see triennial plan f) Succession planning		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Decisions		
Discussion:	Moved that the Year 13 Leadership camp to Rawhiti be approved. Discussion took place. Wayne advised that this didn't meet criteria of having the Rams approved at the last BOT meeting before the end of the year. This was due to only having one meeting calendared for term 4. Moved: M.Swords Seconded: M.Neal Moved that the 2020 International Cross Curricula trip to Mexico for Year 12 & 13 students be approved. 6-9 th July – holiday period Targeting Geo/Bio and possibly PE students Safety was discussed. Coming back through Singapore due to issues in Kuala Lumpur when a group travelled to Japan.		
Actions to be taken / motion			
Moved Seconded	Moved: M.Swords Seconded: S.Gordon		Agreed

Topic:	2018 Annual Plan completed
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<p>Discussion:</p>	<p>The Annual Plan is our analysis of variance with targets achieved. Wayne talked through the Annual Plan as shown.</p> <ul style="list-style-type: none"> • Attendance: National Average 62% • Discussion re attendance / behaviour analysis took place. • Wayne advised that we did suspend students last year re behaviour so students who are showing any behaviour issues this year are being dealt with earlier with follow up and extended whanau being notified. <p>2 students with behavioural issues for 2019:-</p> <ul style="list-style-type: none"> • Wayne is working with the Fusion team and Fusion Community group. They have the names of 2 students who are behavioural students and they advised that from their lead they see we are doing as much as we can do. • In the end we will have done everything we can. • The MOE have agreed we have done more than we should. <p>If you take out the Year 10 results the Learning Competencies show that for Year 7,8,9 the results went up.</p>		
<p>Actions to be taken / motion</p>			
<p>Moved Seconded</p>			

<p>Topic:</p>	<p>2019 Annual Plan</p>		
<p>Discussion:</p>	<p>Percentage for our diploma target remaining the same. Met Future Directions Conference rate Star behaviour notes (focussing on positivity of the 6Cs) have replaced the Bluey's. This is for senior students also. Wayne talked to citizenship, respect .</p> <p>Goal 2 Reduced comments down to 1 line Maintaining our PD focus on leveraging digital</p> <p>Goal 3 Environment/Property Reduced comments down to 1 line</p> <p>Goal 4 5YA</p> <p>Goal 5 Hall of Fame - Left blank. This has been discontinued. Professional Development Jimmy commented that he sees two sets of customers: Students/Teachers Is there anywhere in the plan for teachers PD? See goal 2.</p> <p>Communication with the community – events/newsletters – not reaching the community. We need to do this better. Some events have only been advertised on the day. The website and calendar do have the events advertised.</p>		

	<p>Notification of PTA meetings On the calendar & TV noticeboard It was noted that when there is a speaker there is more people attending the PTA meeting's but we are not getting the numbers coming for meeting's in general. Wayne explained that the Calendar has been a major issue. Interested in the boards feedback re the accuracy of the calendar and the updates. Lots of issues at the beginning of the year with PcSchool and the School App. Some of the issues are because we went to the cloud. Wayne will write an article up re communication in the newsletter.</p> <p>He did note that we have:- 630 active email accounts 550 students Students saying they don't receive emails is not correct. Problem is that students have 1 email for everything eg facebook, Instagram, emails and they get distracted checking the media sites and don't get to their emails.</p> <p>Food for thought Strategic goal for Maori achievement?? This will be reviewed in the up and coming Review of the Strategic Plan.</p>		
Actions to be taken / motion	Communication to be addressed in the newsletter.		
Moved Seconded			Agreed

Topic:	2018 Results Analysis		
Discussion:	<p>Wayne showed the Results Analysis for the board to see.</p> <p>He advised we have more yellow data showing in the senior school. Wayne showed the latest NZQA table for achievement for NCEA & UE.</p> <p>Wayne talked to the results of senior students who had been here for 70 days or more. New National figure for Year 11 is now 70 as opposed to 75 Year 12 / now 76.1 as opposed to 83.0</p> <p>Out of 42 students 12 didn't get Level 3. 28% failed.</p> <p>Molly explained that there are some students in Year 13 who turn up at school but don't know what they want to do. They don't want to get a full time job but are filling in time at school. Discussion took place. Wayne drilled down through a table of senior students achieving at Level 3 and those who didn't achieve. UE means you have to get at NCEA Level 3 plus 3 subjects of an approved list of 14 credits.</p>		

Actions to be taken / motion			
Moved			
Seconded			

Topic:	5YA Projects		
Discussion:	<p>Wayne advised:</p> <ul style="list-style-type: none"> We need to appoint a Project Manager for the Yr 7&8 block Going out to tender Wayne commented that Architects appear to have too much work All comes from our 5YA <p>Will the board be managing the \$\$ like the Whare. No. The successful Architect will manage this.</p> <p>Roll growth buildings Wayne replied from our roll growth figures we would receive 2½ to 3 classrooms and it could be that we don't get the new Labs from this growth.</p> <p>Discussion re showers in female block of the gym. Don't get a lot of use. Boys showers – 1 large cubicle Girls – separate cubicles</p> <p>2 school houses</p> <ul style="list-style-type: none"> 1 sold 2 Prion Place not released from Treaty settlement as yet. 		
Actions to be taken / motion			
Moved	Moved:		Agreed
Seconded	Seconded:		

Topic:	Policy booklet		
Discussion:	<p>For 2019 See triennial plan</p>		
Actions to be taken / motion	Approving the schedule of policies on the triennial plan.		
Moved	Moved: W.Buckland		Agreed
Seconded	Seconded: M.Swords		

Topic:	Succession Planning		
Discussion:	<p>Wayne showed resources from NZSTA website. If you happy with the suite of information we can advertise. The feedback was that there are people lined up. Discussion took place re Maori rep The government talking about disbanding Boards of Trustees.</p>		

	<p>When they created tomorrow schools that were aiming for schools who were coasting. The higher deciles schools are creaming off all that they can. Lower deciles... 48 acts boards need to comply with (each act have numerous sub clauses) Complexity of being a board member is not being achieved. Just when you get to the 3 years some board members move on. Reduce the number of trustees on a board Have a centrally managed section What tomorrows schools has done is: Better education system than what we had but the unintended consequence is a number of ghetto schools. One other downsize is that Principals will be only at a school for 5 years. Wayne attending a meeting with Nikki Kaye on Friday to listen to their ideas</p>		
Actions to be taken / motion	Happy that the resources are sent out to the community.	WebB	
Moved Seconded	Moved: Seconded:		Agreed

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

Topic:	COL		
Discussion:	<p>Currently Wayne attending the meetings. Monday 4.30pm-6pm. COL Achievement challenges have been approved Hub Launch in Whangarei last Monday - 500 teachers attended HuB has set a Wellbeing challenge Denise Quillan from Christchurch wowed everyone on using phycology Gwyneth and Marilyn working together with the in-school teachers Launch with teachers - looking at Achievement Challenges in our COL . Last year we approved 2 floating teachers. Ruakaka 2 Waipu 2 OTP used their one for ECE. Wayne will work with Shirley Winters from OTP.</p>		
Actions to be taken / motion			
Moved Seconded			Agreed

Topic:	<p>Principals Report Attachments:</p> <p>3a) Assembly presentations: Feb 5th, 12th 3b) COL 3c) Trips 3d) LOL Minutes: 4.12.19</p>		
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	3e) Health & Safety Report 3f) 2017 -2019 Maintenance & Projects		
Discussion:	<p>Health & Safety Incident: Student diving into the pool and hit his head. He was penguin diving and is a swimming club member The team has looked very carefully at the situation Staff were pulling kids up for their actions however while they were focussed on one student the remainder of the students were not being watched. Outcome:</p> <ul style="list-style-type: none"> • Bought 20 whistles • Explicit training has been put in place • To mitigate this anyone fooling around will not be allowed back in the pool. <p>Swimming Carnival Students thought it was fabulous Bonding, looked great. Good feedback from the Year 13s encouraging students</p> <p>Year 13 Leadership Camp One of the most delightful groups we have ever had on camp. Close to $\frac{3}{4}$ of group amiables/2 doves/2 expressives/2 analytical Different mix/gelling well/supporting each other Proactive in offering their help in different areas. Hope that all we are doing with the 6C's is working but can't tell as yet. Lots of anecdotal things coming through like that.</p>		
Actions to be taken / motion			
Moved Secoded	Moved: M.Swords Secoded: S.Gordon	Results Agreed	

Topic:	Financial Report		
Discussion:	Direct Credits November & December 2018		
Actions to be taken / motion	1. Moved the Direct credits for November & December 2018 as follows:- November 2018 Direct Credits: ASB 29652 - 29942 TNG: 29722 Westpac Electronic: 29947 Westpac Cheque: 141135 December 2018		

	Direct Credits: ASB 29968 - 30220 TNG: 29950 & 29964 Westpac Electronic: 30218 Westpac Cheque:Nil		
	Moved that the Direct Credits for November & December 2018 be approved.		
Moved Seconded	Moved: J.Miller Seconded:	Results Agreed	
Topic	Journal entries November 2018 Payroll Journal 277430 Week Ending 6/11/18 \$36,012.20 Payroll Journal 277524 Week Ending 20/11/18 \$34,744.80 Journal entries December 2018 Payroll Journal 279040 Week Ending 4/12/18 \$33,678.40 Payroll Journal 279078 Week Ending 18/12/18 \$60,254.32 Payroll Journal 279195 Week Ending 28/12/18 \$13,650.63		
Discussion:			
Actions to be taken / motion	Moved that Journals for September & October 2018 be passed for payment.		
Moved Seconded	Moved: J.Miller Seconded:	Results Agreed	

Topic:	Cheque No's for November 2018		
Discussion:	Cheque #: 141135 Queries:		
Actions to be taken / motion			
Moved Seconded	Moved: J. Miller Seconded:	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card for November & December 2018		
Actions to be taken / motion	Moved that the Star Card for November 2018 for \$483.99 be approved for payment.		
	Moved that the Star Card for December 2018 for \$521.59 be approved for payment.		
Moved Seconded	Moved: J. Miller Seconded:	Results Agreed	

Topic:	Air NZ Travel Card		
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Discussion:	November: Nil December: Nil		
Actions to be taken / motion			
Moved Seconded			

Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8106, 6298, 2048, 7419 & 1737 for September/ October & October/November 2018		
Actions to be taken / motion	<p>Moved the Visa Card for November/December 2018 for:-</p> <p>.... 8106 for \$ 452.38 (W.R. Buckland)</p> <p>.... 6298 for \$ 2,630.61 (K. Sandford)</p> <p>.... 2048 for \$ 12.50CR (A. Dalgleish)</p> <p>.... 7419 for \$ 12.50CR (M.Bayer)</p> <p>.... 1737 for \$ 12.50CR (R.Nathan)</p> <p>Moved the Visa Card for December 2018/January 2019 for:-</p> <p>.... 8106 for \$ 586.62 (W.R. Buckland)</p> <p>.... 6298 for \$ 2,033.63 (K. Sandford)</p> <p>.... 2048 for \$ 12.50CR (A. Dalgleish)</p> <p>.... 7419 for \$ 12.50CR (M.Bayer)</p> <p>.... 1737 for \$ 12.50CR (R.Nathan)</p>		
Moved Seconded	Moved that the Visa Card 8106, 6298, 2048, 7419 & 1737 for November/December 2018 be approved for payment. Moved: J. Miller Seconded:	Results Agreed	

Topic:	Inwards /Outwards Correspondence		
Discussion:	<p>Inwards Correspondence:</p> <p>1.</p> <p>Outwards Correspondence</p> <p>1. Funding letters to:-</p> <p>Southern Trust – Accommodation costs for Tongariro Trip</p> <p>Four Winds Foundation – Accommodation costs for Boys Football team</p> <p>Pub Charity's Trust – Transport costs for Boys Football team</p> <p>Pelorus Trust – Transports costs for Animals travel to Australia</p> <p>Oxford Sports Trust – Transport costs of \$714.00 for 2 x Year 7-8 Sports Exchanges</p>		

	Circular Correspondence: STA: 287 (electronic)		
Actions to be taken / motion	Moved that the application for funding letters be approved. Moved that the Inwards correspondence be accepted and Outwards correspondence be approved.	Results	
Moved Seconded	Moved: M.Swords Seconded:S.Gordon	Results Agreed	

Topic:	Minutes of the last meeting dated 26 th November 2018 Minutes of the Electronic board minutes dated 4 th February 2019		
Discussion:			
Actions to be taken / motion	Moved that the general minutes of the meeting dated 26 th November be confirmed as a true and correct record. Moved that the Electronic minutes for funding applications to <ul style="list-style-type: none"> Oxford Trust for transport costs for the senior Tongariro trip dated the 4th February 2019 be passed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: J.Cunningham Seconded: R.Pirihi	Results Agreed	

Topic:	Amendments to minutes		
Discussion:	<p>Heather spoke with Katrina today and requested another P&L Financial details for December: Query: Razza end of year function. Wayne paid for the whole school staff for their xmas present. Note to Wayne: Razza dinner for 6?? \$3,500.00</p> <p>Heather talked to journals that hadn't been processed. Wayne talked to the International student's budget. Should be a journal coming into the accounts for the beginning of 2018. Teachers salaries: entered in as a budget and the same figure to be entered as an expense. Wayne explained that all our salary accounts are overbudget. There must be a bug in there. Digging will be done.</p> <p>Payments are all fine.</p> <p>Capital requests: To be approved at the next meeting after we have finalised budgets.</p>		

	Furniture – Wayne has a contingency plan. ILE furniture		
Actions to be taken / motion			
Moved Seconded	Moved: H.Jacobson Seconded: R.Pirihi	Results	

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

Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> Trustee Induction completed 		
Actions to be taken / motion			
Moved Seconded		Results Agreed	

Topic:	Agenda setting for next meeting		
Discussion:	See triennial plan.		
Actions to be taken / motion			
Moved Seconded			Carried

Topic:	General Business		
Discussion:			
Actions to be taken / motion			
<i>Moved Seconded</i>			Agreed

Topic:	Triennial Plan		
Discussion:	<ul style="list-style-type: none"> 		
Actions to be taken / motion			
Moved Seconded			

Meeting closed at: 8.45pm
Next BOT meeting calendared for 3rd April 2019.

X

J. Miller
Board Chairperson

Date: 3rd April 2019