

**Minutes of the Bream Bay College
Board of Trustees
Held on 17th May 2017**

Meeting 7.00pm

Present: BucW, CraS, GorS, JacH, McQJ, MilJ, SwoM, MacF, PirR, HeiD, WebB, WhaR

Karakia: Everyone

Absent:

Apologies:

Visitors: DalA, RylS, Coog

Moved:

Seconded:

Jimmy welcomed everyone to the meeting.

Topic:	Head of Department presentation by HOD Technology, Stevie Ryland		
Discussion:	<p>Stevie thanked the Board for the opportunity to present her report this evening. She talked through her presentation. The link to her presentation has been uploaded to the google drive.</p> <p>Suggestions to assist the Technology department:-</p> <ul style="list-style-type: none"> • Support with getting Level 2 Hospitality accreditation • Computers that are capable 		
Actions to be taken / motion	The board thanked Stevie for her presentation.		
Moved		Results	

Topic:	NPDL Conference Presentation by Gwyneth Cooper		
Discussion:	<p>Gwyneth fed back to the Board re NPDL Conference Toronto.</p> <ul style="list-style-type: none"> • 400 people there • 8 representatives from NZ attended / 3 workshops in total from the NZ contingent • Looking in at the big picture in education – really surprised and heartened to see so many so people from all over the world making NPDL a good fit for their school. 		

	<ul style="list-style-type: none"> • Raised awareness at the Conference of how well BBC is doing. • A Finnish school is looking to come over to NZ in July to look at NPDL in a secondary setting. • Gwyneth came back from the conference with ideas of how to showcase what we are doing in a wider setting. • Gwyneth is working towards a Northland wide PD event and bringing them here to BBC. <p>Discussion took place.</p>
Actions to be taken / motion	
Moved	Results

Topic:	Confirmation of agenda:-		
Discussion:	<p>BOT Workplan adjustment</p> <p>Decision making:</p> <p>1. Decisions:</p> <p>Agenda:-</p> <p>Workplan adjustment</p> <p>2. BOT Workplan / Policies:</p> <p>a) ERO Visit: 22nd, 23rd, 24th & 26th May, 2017</p> <p>b) Policies:</p> <ul style="list-style-type: none"> • Appointments <p>c) Annual Learning Targets Term 1</p> <p>d) Approve Annual Budget</p> <p>e) Annual Accounts</p> <p>f) Approve Annual Accounts</p> <p>g) COL (Community of Learning)</p> <p>Principal Appraisal – moved to June meeting to allow for analysis of NZCER Report</p>		
Actions to be taken / motion			
Moved		Results	
Seconded		Agreed	

Topic:	ERO Visit
Discussion:	Wayne apologised to the board that the Board Assurance master copy was overridden by another document so Wayne uploaded a fresh version this afternoon.

ERO timetable:-

Meeting on Tuesday:1 hour meeting
6 Trustees attending
Stewardship

Wayne talked to the Stewardship

ERO will ask a set of questions to get responses. There are no bad answers and you can answer wherever you feel like it.

They will evaluate what the Board knows, where we have come from, where we are at and what's ahead.

Wayne showed the ERO Survey of Stewardship to the Board answering questions on the different areas.

From the results staff feeling very comfortable with the from to the to survey.

ERO Timetable

On Friday Wayne will email a final copy to the board you so you are aware of where ERO will be during their visit.

Monday 22.5.17

11am: Whole school Powhiri – ½ hour

Student tour around the school

Wayne to invite Kaumatua and Kuia to attend Powhiri

H&S briefing –with ERO

The reviewers will be released into the school (without badges)

SLT/ERO time

Lunch

Governance

Student support, Wellbeing, Sexuality NET

Heather Jacobson attending

Maori bilingual staff hui

Tuesday 23.5.17

8.20-9am

Meeting with Trustees – Wayne asked if Alison should attend this meeting as part of the board?

SLT / teachers to tour the school to showcase best practice

Whanau meeting at 5pm

45 minutes – group of 10

Looking at what we do well and leveraging off that

Wednesday 24.5.17

8.30 – 9am

SLT / ERO

	<p>Another reviewer arrives to audit teachers registration Assessment meetings Sexuality NET – International Code Maori student hui Wednesday – meet a selection of parents to talk learning partnerships</p> <p>Thursday 25.5.17 H&S Session 12.25pm – 1pm SLT / ERO</p> <p>26.5.17 Friday Reporting back to the board Do you want the SLT team attending?</p> <p>Wayne commented that the last BBC review was interesting This time around, ERO is basing their findings over their 5 days of observation with an extra reviewer arriving on day 3.</p> <p>Board Assurance report From page 51 you will see 'Yes'</p> <p>If it has good practice we are seen to be doing it Would be worth reading the last section as a board</p> <p>Wayne to send out final version of timetable to the board on Friday Jimmy said to ask questions of ERO and no question is a silly question</p> <p>International school assurance statement Allan, Mark and Rose are working on this and had a meeting in period 5 today. Wayne and Jimmy need to sign this off.</p>		
Actions to be taken / motion			
Moved			

Topic:	Policies		
	<ul style="list-style-type: none"> • Appointments 		
Discussion:	<p>At the last meeting Ramari requested that she take the appointments policy back to Takahiwai Marae for discussion.</p> <p>Feedback They would like someone with fluent te reo to be on the panel.</p>		
Actions to be taken / motion	Moved that we accept the amended		
	Appointments policy.		

Moved	Moved: R.Pirihi Seconded: D.Heiwari	Results Agreed	
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Topic:	Annual Learning Targets – Term 1		
Discussion:	<p>Results analysis</p> <p>Wayne explained the results analysis breakdown to the board. Any student who has dropped by 5 points will be seen as "At Risk" and will be picked up by their Dean/DP.</p> <p>Stats for Year 11 & 12's have dropped in quantity and quality. Maori boys showing a major drop and this is what our major focus is. Maori Boys summary table was shown as well as a Deans report. Current interventions that have been applied have not made the changes we are seeking to accelerate progress of Maori boys. The question was raised of how we improve stats if the attendance is down. Discussion took place re stats.</p> <p>Wayne explained that he has analysed all "combined results by subjects" results in the school (table shown) and identified the subjects where a big difference is being made in terms of Maori boys and their quality quantity rates. This analysis has been discussed with the SLT and, as you can see from the table you can see high results in a number of subjects, year 12 Maths for Maori boys being an example, so what is that these departments are doing as opposed to subjects not achieving as highly. To answer this Wayne is freeing Gwyneth up for a week after ERO to investigate what is happening in the classes with high results for Maori Boys and she will feed this back to the whole staff so we can look at how to replicate the conditions in other classes. Wayne advised that he asked PcSchool to write a report grading every class in the school to make this information easily accessible. Wayne is keen to have Gwyneth to report back at the next meeting.</p>		
Actions to be taken / motion			
Moved		Results	

Topic:	Annual Budget		
Discussion:	Finance Sub Committee met and went through the budget. Any questions from the board.		
Actions to be taken / motion	Moved that we accept the budget as distributed.	Agreed	
Moved	Moved:W.Buckland Seconded: H.Jacobson	Results Agreed	

Topic:	Annual Audited Accounts		
Discussion:			

Actions to be taken / motion	Moved that we accept the 2016 accounts as distributed.		
Moved	Moved:W.Buckland Seconded: J.Miller	Results Agreed	

Topic:	COL: Communities of Learning		
Discussion:	Wayne gave some background of how the COL group evolved. Wayne advised that there were emails going backwards and forwards <ul style="list-style-type: none"> • Whangarei Super Cluster were not interested in becoming a COL • MOE advised that 4 separate areas, like ours, (Waipu Primary, Ruakaka Primary, OTP School and BBC) could form a cluster and if we applied as an area it would be approved. • COL meeting in Whangarei with Hira Gage with stalls showing off what will be good for schools. • Where students go to tool. He would like to get this before ERO comes. • Percentage of our kids from BBC who go to Northtec is high • Nothing will happen with our group until term 2 due to Marilyn being away on sabbatical. • It's about sharing resources. • This is nothing new, Allan has wanted to work in with our Primary's to lift their stats in maths. • Shirley Winters, Principal of OTP, is keen to bring her school into NPDL – maybe form a primary cluster • Everyone in the areas including ECE. 		
Actions to be taken / motion			
Moved		Results Agreed	

Topic:	Principal's Report		
Discussion:	Principal's Appraisal: To be delayed until after ERO Sickbay Report Accidents in classrooms / play areas. The question was asked - are these accidents avoidable? Wayne has asked Mark to work on his analysis to drill it down further. Student Council – Scott advised that the Council hasn't had a discussion re H&S as yet due to so much else happening currently. Jimmy: It's a collaborative response identifying hazards around the school. Jimmy & Derek had identified some things in their walk around with Mark on Tuesday afternoon. Wayne talked to ensuring that the finds were expanded to all areas of the school. Electrical issues		

The issue of having RCD's installed was discussed. Wayne advised that he has argued this matter with the MOE Property team but they declined putting RCDs in with the snup upgrade because they don't trip fast enough. Deemed not a risk at MOE level.

A discussion around having sockets with RCDs built in took place.

What is the timeframe for bulk buys?

Derek asked for something in writing so it's in black and white from the Property Sector re RDC's.

Treaty of Waitangi workshop. The suggestion was to have a workshop before the board meeting on the 28th June. Wayne talking with Phoebe to ascertain whether she is available as a presenter.

6th June – Noho Marae Day - TOD Day no classes will run.

Mark to record on his H&S sheet re Fire Drill

FARNET – funding issue.

Wayne explained that it is not a problem for this year but is approaching the MOE for releasing \$\$ for 2018.

Costing far too much time for what it is.

Difficult for the board to follow the financial transaction report due to major changes in Farnet funding.

Roll growth predictions

Q: I am getting different pictures from different people. Families not buying sections in the Marina area.

Wayne explained the roll growth scenario. It does not take into account any new growth coming into the area but just existing students within the primary schools to establish roll growth of 750 within 5 years. This also only uses an 85% uptake from the primaries where as last year we were 93% uptake.

Wayne talked to his breakdown analysis of what new classrooms would be needed. Will talk with the MOE after ERO re roll growth.

Waiting for a demographic report from the MOE and have asked for a report for Waipu & OTP. Ruakaka Primary's demographic report has been completed and has been identified as in roll growth.

Discussion re a bulge coming through in Year 7 took place.

Whare Q: Realistic timeframe of when it will be up and running.

Physical start up time for Trigg construction – hopefully in a month's time. Looking at possibly a 3 month build.

Wayne signalled that he received the costing from Trigg Construction on Wednesday and a meeting with the Board chair to discuss the Whare build.

Discussion re Collaborative teaching with Whaea Junie & Milton Ross took place and how the Whare would enhance this.

Actions to be taken / motion	Wayne to ask Mark Bayer to drill down his accident analysis further. Mark to enter on his H&S report fire drill	BucW BayM	Will be in term 3 report
Moved Seconded	Moved that the Principal's Report be accepted. Moved: M.Swords Seconded: S.Gordon	Results	

Topic:	Financial Report		
Discussion:	Direct Credits - March & April		
Actions to be taken / motion	1. Moved the Direct credits for March 2017 as follows: Direct Credits: ASB 24206 24440, 24752-24754, 24802, 24819, 657811 TNG: 24400, 24444 WBC: 24812, 24814 Moved the Direct credits for April 2017 as follows: Direct Credits: 24452-24664, 24988-25042 TNG: 24626-24632 WBC: 25046		
Moved Seconded	Moved that the Direct Credits for March/April 2017 be approved. Moved: J.Miller Seconded: W.Buckland	Results Agreed	

Topic:	Journal entries - March 2017 239171 & 239581 [Payroll Journal] for March be passed for payment. Journal entries – April 2017 240833 & 240952 [Payroll Journal] for February be passed for payment.		
Discussion:			
Actions to be taken / motion	Moved that Journals 235513 & 235738 [Payroll Journal] for March be passed for payment. Moved that Journals 240833 & 240952 [Payroll Journal] for April be passed for payment.		
Moved Seconded	Moved: J.Miller Seconded: W.Buckland	Results Agreed	

Topic:	Cheque No's for March & April 2017		
Discussion:	March 2017 Nil April 2017		

	Nil		
	Queries: Nil		
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 November 2016 to 30 December 2016 be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 31/01/2017 to 27/02/217 for \$507.23 be approved for payment.		
	Moved that the Star Card for the period 28/02/2017 to 30/03/2017 for \$785.13 be approved for payment.		
Moved Seconded	Moved: J. Miller Seconded: W. Buckland	Results Agreed	

Topic:	Air NZ Travel Card –March & April 2017		
Discussion:	March 2017 \$2484.29 April 2017 \$Nil		
Actions to be taken / motion	Moved that the Air NZ Travel Card for March 2017 be approved for payment.		
Moved Seconded	Moved: J. Miller Seconded: W. Buckland	Results Agred	

Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8106, 2213, 2048 & 7419 for January & February 2017.		
Actions to be taken / motion	Moved the Visa Card for the period 02 February 2017 - 01 March 2017 for:- 8106 for \$8715.36 (W.R. Buckland) 2213 for \$4492.91 (K. Sandford) 2048 Nil (A. Dalgleish) 7419 Nil (M.Bayer) Moved the Visa Card for the period 02 March 2017 – 01 April 2017 for:- 8106 for \$3011.48 (W.R. Buckland) 2213 for \$3570.93(K. Sandford) 2048 Nil (A. Dalgleish) 7419 Nil (M.Bayer)		

Moved Seconded	Moved that the Visa Card 8106,2213,2048 & 7419 for March & April 2017 be approved for payment. Moved: J.Miller Seconded: W. Buckland	Results Agreed	
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Topic:	Finance		
Discussion:	The question was raised why some curriculum areas budget were high already.		
Actions to be taken / motion	Wayne to get Katrina to provide a variance report for curriculum	BucW SanK	
Moved Seconded		Results	

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards correspondence 1. Letter from the MOE re final banking staffing balance for 2016 2. 2 x Letters from the MOE re Community of Learning (COL) Outwards Correspondence: 1. Letters to Pelorus Trust requesting funding towards:- Travelling expenses for the Annual Sports Exchange / Lower North Cross Country to Otamatea High School.		
	Moved that the Inwards correspondence be accepted and Outwards correspondence be approved.	Results	
Moved Seconded	Moved: W.Buckland Seconded: M.Swords	Results Agreed	

Topic:	Minutes of the last meeting date 5th April 2017		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 5 th April 2017 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: S.Gordon Seconded: D.Heiwari	Results Agreed	

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

Topic:	Matters Arising		
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Discussion:	<ul style="list-style-type: none"> • Purpose statement – hold over until the next meeting. • Finance Sub Committee met in the first week of the holidays. • H&S walk – done. • Argest report will circ from next meeting • Appointments policy approved 		
Actions to be taken / motion			
Moved Seconded		Results Agreed	

Topic:	Triennial Plan		
Discussion:	Wayne commented that he discovered a bug on the triennial plan re reviewing. International students He has placed this item into the plan to review at separate meetings; International students report and International Code of compliance. He advised that we were 100% compliant for 2015 but not for 2016 and that we will be for 2017. The drop off of documentation in 2016 due to a change of DPs. Property /Maintenance to go up shortly in the June folder for viewing. Whare to go up in all meetings except the last one as it should be physically built by then.		
Actions to be taken / motion	International students: To be placed on the triennial plan to be reviewed at separate meetings. Whare to go up on the triennial plan for each meeting except the last meeting of the year as it should be built by then.	BucW BucW	
Moved Seconded		Results	

Topic:	Agenda setting for next meeting –		
Discussion:	<ul style="list-style-type: none"> • Purpose statement held over to June meeting • Governance 2 – Structure of the Triennial Plan • Auditor • Property, Painting, Maintenance report • 5YA projects • Roll return June, July • ERO de-brief 		
Actions to be taken / motion			
Moved Seconded		Carried	

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

Moved Seconded			
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Meeting closed at: 9.45pm
Next BOT meeting calendared for: 28th June 2017

X

J. Miller
Board Chairperson

X

Date