

**Minutes of the Bream Bay College
Board of Trustees
Held on 5th August 2014**

Meeting

opened at: 7pm

Present: BucW, HarG, McQJ, SwoM, WebB, Will, GarD, HeiD, VCiP, DalA

Apologies: DoaT

Moved: G.Hargreaves/M.Swords

Visitors: Kyle Eggleton

Karakia: Derek Heiwari

Graham welcomed Kyle and everyone to the meeting. Kyle gave a verbal report to the board.

Topic	Presentation by Kyle Eggleton of Northland Health services		
Discussion	Kyle reported:- <ul style="list-style-type: none"> • Been doing Health services at BBC for 11 years • Youth services started in 2003 • BBC was the 2nd school in the North to have a doctor in school • Website available for the students to book in for appointments / others turn up • 7 to 8 students in a lunchtime • Kyle talked to the data shown on the projector 		
Actions to be taken / motion			
Moved Seconded		Results	

Meeting opened at 7.25pm

Topic:	Minutes of the last meeting dated 24th June 2014		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 24 th June 2014 be confirmed as a true and correct record. Wayne explained the new setup of answering the questions in the action to be taken column. Bev to notify trustees that the minutes are loaded onto google drive.	Person(s) Responsible	

	Meeting with Mike and Graham re: where to take place.			
Moved Seconded	Moved: M.Swords Seconded: L. Williams	Results	Agreed	

Topic:	Amendments to minutes			
Discussion:				
Actions to be taken / motion	Dates for the Student Election to be amended to read as follows:-			
	Call for nominations:	22 nd August		
	Nominations close:	5 th September		
	Voting Papers close:	10 th September		
	Voting Day:	19 th September		
	Count Votes:	25 th September		
	Board takes office:	26 th September		
Moved Seconded		Results		

Topic:	Matters Arising		
Discussion:			
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Confirmation of agenda items		
	Finance		
	➤	Month end Approvals and Reports	
	BOT/Workplan/Finance		
	➤	a	Month end Approvals and Reports
	Finance Attachments		
	➤	a2	Balance sheet
	➤	a3	Curriculum report
	➤	a4	Trading report
	➤	a5	Variance report
	➤	a6	Capital Expenditure
	➤	a7	Banked Staffing Letter

	<p>Bot Workplan – Finance:</p> <p>2. BOT Workplan / Policies:</p> <ul style="list-style-type: none"> ➤ a Presentation by Kyle Eggleton – Health Services ➤ b Annual Learning Targets Analysis ➤ c IES – Investing in Education Success ➤ d Strategic areas – Bicultural & Curriculum ➤ e EECA Review ➤ f Charter update if required ➤ g Student Trustee Election update <p>General Business</p>		
Actions to be taken / motion			
Moved Seconded			

Topic:	Financial Report Direct Credits from ASB for June: 16874-17354, TNG for May: 17344 - 17348, WBC: 17342 be approved.		
Discussion:			
Actions to be taken / motion	Moved that direct credits for May as follows be approved: Direct Credits: 16874-17354 TNG: 17344 - 17348 WBC: 17342		
Moved Seconded	Moved: G.Hargreaves Seconded: J.McQueen		Agreed

Topic:	Journal entries May: 180047-180072		
Discussion:	Queries:		
Actions to be taken / motion	Moved that Payroll Journal entries for June: 180047-180072 be passed for payment.		
Moved Seconded	Moved: G.Hargreaves Seconded: J.McQueen	Results	Agreed

Topic:	Cheque No's for May: 657745 – 657750 be approved.		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque numbers for June: 657745 – 657750 be passed for payment		
Moved Seconded	Moved: G.Hargreaves Seconded: J.McQueen	Results	Agreed

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 31/05/2014 – 29/06/2014 for \$310.84.be approved for payment.		
Moved Seconded	Moved: G.Hargreaves Seconded: M. Swords		Agreed

Topic:	Visa card transaction		
Discussion:	Moved that Visa Card Statement 8106 & 8104		
Actions to be taken / motion	Moved that the Principal Visa Card 8106 for the period 02 May 2014 – 01 June 2014 be approved for payment. Moved that the Principal Visa Card 8104 for the period 02 May 2014 – 01 June 2014 be approved for payment. Moved that the M Bayer Visa Card statement be approved for payment.		
Moved Seconded	Moved: G. Hargreaves		Agreed

Topic:	Finance
Discussion:	<p>Bank reconciliation and balancing Annmarie reported:-</p> <p>Bank Reconciliations:-</p> <ul style="list-style-type: none"> • Westpac Bank Rec • ASB Bank Rec • ASB Business Saver • ASB Term Investment • ASB TNG account • ASB TNG Business Saver <p>Balance Sheet</p> <p>Curriculum Report</p> <p>Trading report CAFÉ: Review Café operations in light of continuing deficit trading. Place on triennial plan for review. This needs to be reviewed in “in-committee”.</p> <p>School van – expenses – running costs should even out by the end of the year.</p> <p>Variance Report From original budget with increase in roll numbers \$49K Notes on side are for your information– to show any major variance as to the cash forecast Full breakdown of reunion costing for next meeting</p> <p>Capital Expenditure Report:</p> <p>Queries: Snapshot of Cash & bank to be placed at the start of the reconciliation section</p> <p>Check treadmill budget amount \$4370 vs \$3800</p> <p>Close off accounts at end of month Finance committee Next one will go up in 2 week’s time – Annmarie will notify you when these go up</p> <ul style="list-style-type: none"> • Text books - why so high? • ANS: Capitalised out at the end of the year

	<ul style="list-style-type: none"> • Drama – nothing has been spent • ANS: currently coming out of the Yr 7&8 account happily • Yr 7&8 – query this amount. Breakdown for the next meeting • ANS: Shakespeare camp and payment issue • Gazebos showing incorrectly – PTA \$4648.70 should be \$2000 • ANS: Error corrected • Banked staffing letter - Noted • Parent statement hard to read Innovative way of it being used. 		
Actions to be taken / motion	<p>Snapshot of Cash & bank to be placed at the start of the reconciliations section - done</p> <p>Check treadmill amount \$4370 vs \$3800 (check if 4370 is inclusive) –ANS: budget figure put forward was gst inclusive</p> <p>Check minutes for the electronic scoreboard costs as opposed to the \$7245.00 recorded. ANS: corrected to \$4000 as approved at the April meeting</p> <p>Ask question re: locker payment recovery – ASN: breakdown in finance reports</p> <p>Full breakdown of reunion costing for next meeting. ANS – circulated in finance report</p>	<p>WooA</p> <p>WooA</p> <p>WebB</p> <p>BuvW</p> <p>WooA</p>	
Moved Seconded	Moved: G.Hargreaves Seconded: W.Buckland		Agreed

Topic	Results analysis
Discussion	Wayne talked to the target analysis as viewed on the projector. Discussion took place.

	<p>National standards still up in the air and debatable whether it is useful. Standards at year 8 and 9 appear to be too hard. Aspirational.</p> <p>Primary school's results do not reflect our results. Wayne in discussion with Primary schools. To lift our game we may need the Primary schools to lift their game also.</p> <p>Actual standards exemplar sheets displayed</p> <p>Work in progress</p> <p>Not anywhere near our 80% @ or above target</p> <p>Senior school</p> <ul style="list-style-type: none"> • Students at Risk: 39 identified from last year now 36 • Deans and DP's working with those students who have dropped a diploma level also • All teachers have been emailed the students at risk list <p>Wayne displayed a report designed to show the total number of incidents - house by house.</p> <p>Discussion took place.</p>		
Actions to be taken / motion			
Moved Seconded		Results	

Topic	IES – Investing in Education Success		
Discussion	<p>IES is the new National Party initiative that you have been hearing about that has \$395M allocated towards making it go.</p> <ul style="list-style-type: none"> • Lead Principal's take 2 days per week to work in all of the 10 schools associated to the cluster • Not aware of any local Principal who wants to do this • Clusters have to be vertical • Means clustering with 3 primary's and perhaps another 2 or 3 schools • Not getting a lot of support from Principals <p>Discussion took place</p> <p>This has got to the stage where the board needs understand enough about it to make some decisions for 2015</p> <p>If a school opts out there is significant resource in the project that they will miss out on and the students would then miss out on.</p>		

	Innovation fund is \$10M.		
Actions to be taken / motion	Wait and see what evolves and if any tweaks happen. Keep as an ongoing discussion.	BucW	
Moved Seconded		Results	

Topic	Strategic areas – Bicultural & Curriculum		
Discussion	<p>Bicultural</p> <p>Whare: Wayne to change the comment re kitset to read that it was not a foregone conclusion by the board.</p> <p>ALL Wayne explained that we will fit into this in 2015. How will be pick up on those students? We will pick them up in the analysis re National Standards.</p> <p>Vocational profiling Wayne explained that BBC is the only Secondary school to be able to do this from their SMS.</p> <p>Wayne showed the Vocational Pathways sector related credits graphs that he has been working with PcSchool to create. He displayed the Construction and Infrastructure booklet. Wayne is working on hyperlinking from the Vocational Pathways related industry index directly to the careers NZ site.</p>		
Actions to be taken / motion			
Moved Seconded		Results	

Topic	EECA Review		
Discussion	<p>Wayne put this on the agenda at the last meeting.</p> <p>Brief of looking at the school and at anything that can pay for itself or make a saving in 5 year's time.</p> <p>MOU – discussed. Breakdowns of payback discussed. EECA recommend that anything that takes less than 5 years will give payback. Wayne talked through the areas that would make savings.</p> <p>Gymnasium Take out all existing sodium lights and replace them with fluorescents. Discussion took place as the costings to do this.</p>		
Actions to be taken /	Moved that the school proceed with the proposed EECA		

motion	review as per the agreement. The Principal will clarify Section 9.0 of the contract first.		
Moved Seconded	Moved: P.V.Cingel Seconded: D.Heiwari	Results	Agreed

Topic	Charter update if required		
Discussion	Discussion and voting took place. Outcome: Yes to first statement X 5 – no. 1 X 4 – no. 2		
Actions to be taken / motion			
Moved Seconded		Results	

Topic	Student Trustee Election update		
Discussion	Bev to correct the timeframe for "Calling for Nominations" to 22 August 2014.		
Actions to be taken / motion		BucW	
Moved Seconded		Results	

Topic:	Policies for approval		
Discussion:	Policy Booklet review dates to be approved		
Actions to be taken / motion			
Moved Seconded			

Topic:	Inwards correspondence		
Discussion:	<p>1. MOE Operations grant Instalment Notice</p> <p>Wayne talked to the printout "ALL" money to be refunded \$7265.22 Wayne asked if the MOE Operational funding statement correspondence is better off being moved into the financial reporting section. ANS: Yes</p> <p>Outwards Correspondence</p> <p>1. Application to the Oxford Sports Trust applying for funding for:-</p>		

	a. Travel costs for the two Year 7&8 classes to travel to Whangaparoa for the Shakespeare Lodge Camp on 9-12 th September and 16-19 th September, 2014		
Actions to be taken / motion	ALL money will be refunded to the MOE. (\$7,265.22) when requested.	WooA	
Moved Seconded	Moved that we accept the Inwards correspondence be accepted and Outwards be approved. G.Heiwari D.Garner Moved that the Oxford Sport Trust application be approved. Moved: G.Hargreaves Seconded: D.Garner		Agreed Agreed

Topic:	Principal's Report		
Discussion:	Attachments: 4. <ul style="list-style-type: none"> ➤ a Rubicon Report ➤ b Attendance Report ➤ c Co-Curricular Report ➤ d Pastoral Report ➤ e PTA Minutes ➤ f Staff Meeting Minutes ➤ g LOL Minutes ➤ h GATE Report ➤ i Term 2 Sport Report ➤ j BBC Board Triennial Plan ➤ k-m Assembly Presentations 		
Moved Seconded	Moved that the Principal's report be accepted. Moved: W.Buckland Seconded: G.Hargreaves		Agreed

Topic:	Meetings:		
Discussion:	Finance Sub Committee meeting and Building Committee meeting in the next few weeks. FSC: 21 August - 12-1pm		

	Have we sent the letter re: selling the two school houses? Waiting to send letters re selling houses to build Whare is still on hold.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Rubicon Report		
Discussion:	Noted		
Actions to be taken / motion			
Moved Seconded			

Topic:	Attendance Report		
Discussion:	WIP		
Actions to be taken / motion			
Moved Seconded			

Topic:	Co-Curricular Report		
Discussion:	WIP		
Actions to be taken / motion			
Moved Seconded			

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

Topic:	Term 2 Sport Report		
Discussion:	Noted.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Agenda setting for next meeting – Triennial Plan update		
Discussion:	<ul style="list-style-type: none"> • Co Curr International Students • GATE report • Tech department presentation • Insurances report • BOT meetings review 		

	• IES?		
Actions to be taken / motion			
Moved Seconded			

Topic:	General Business - Health & Safety		
Discussion:	Mark will have this ready soon to be uploaded onto the google drive.		
Actions to be taken / motion			
Moved Seconded			

Meeting closed at: 9.48pm
 Next BOT meeting calendared for: 9th September, 2014

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