

**Minutes of the Bream Bay College
Board of Trustees
Held on 16th December 2014**

Meeting
opened at: 7pm

Present: BucW, DoaT, DraB, HarG, McQJ, SwoM, WebB, Will, GarD, HeiD, VCiP, DaIA

Apologies:

Moved:

Karakia: D. Heiwari

Topic:	Minutes of the last meeting dated 28th October 2014		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 28th October 2014 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: L.Williams Seconded: D.Garner	Results	Agreed

Topic:	Amendments to minutes		
Discussion:	The Board Secretary to amend the date of meeting on the agenda page.		
Actions to be taken / motion		Person(s) Responsible	WebB
Moved Seconded		Results	

Topic:	Matters Arising		
Discussion:	Insurance – Overnight stays affirmation – report back T1,2015 Hazard report – uploaded Email of Whare Hui went out		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Confirmation of agenda items		
	Finance ➤ Month end Approvals and Reports		

	<p>BOT/Workplan/Finance</p> <ul style="list-style-type: none"> ➤ 2015 Draft Budget ➤ a Month end Approvals and Reports <p>Finance Attachments</p> <ul style="list-style-type: none"> ➤ a1 Supporting Detail & Evidence ➤ a2 Balance sheet ➤ a3 Curriculum report ➤ a4 Trading report ➤ a5 Variance report ➤ a6 Capital Expenditure ➤ a7 Full Detailed Profit & Loss <p>2. BOT Workplan / Policies:</p> <ul style="list-style-type: none"> ➤ a – c Analysis of Variance / Annual Plan / Draft 2015 Charter ➤ d Term 4 Analysis Report <p>General Business</p> <ul style="list-style-type: none"> ➤ Evaluation of Meeting 		
	<p>Work Plan / Triennial plan 2015</p> <p>Wayne talked to the plan for 2015</p> <ul style="list-style-type: none"> • Insurances to go back a month on the Triennial Plan to October. • 2015 Meeting Dates: Wayne showed the dates for the 8 BOT meetings for 2015. • Is this pattern agreeable? • 1st meeting - 18th February 2015 • Any changes or suggestions to Triennial Plan. • Board assurance framework – should we break it down into sections across the year. • Wayne to break up and spread across one of the lines. Derek happy to report back to the board. • Consultation with community • Meeting and survey 		
<p>Actions to be taken / motion</p>	<p>A request for the 5 year Property Plan be made available to the BOT.</p>	<p>BucW</p>	

Moved Seconded			
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September financial approvals to be approved at this meeting:-

Topic:	Financial Report Direct Credits from ASB for September : 17712-18000, TNG for August: 18002-18006, WBC: 17796 be approved		
Discussion:			
Actions to be taken / motion	Moved that direct credits for September as follows be approved: Direct Credits: 17712-18000 TNG: 18002-18006 WBC: 17996		
Moved Seconded	Moved: Seconded:		Agreed

Topic:	Journal entries for September be approved Journals: 186948, 186972, 187085 (Payroll)		
Discussion:	Queries:		
Actions to be taken / motion	Moved that ASB Journals for September be approved Payroll Journal entries for September: 186948, 186972, 187085 (Payroll) be passed for payment.		
Moved Seconded	Moved: Seconded:	Results	Agreed

Topic:	Cheque No's 657754 - 657759 for September to be approved.		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque number 657754 -657759 September be passed for payment		
Moved Seconded	Moved: Seconded:	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 31/07/2014 – 30/08/14 for \$926.47 & period 31/08/14 to 29/9/14 for \$776.59 be approved for payment.		
Moved Seconded	Moved: G.Hargreaves Seconded: M. Swords		Agreed

Topic:	Air NZ Travel Card		
Discussion:	Nothing to report		

Actions to be taken / motion			
Moved Seconded	Moved: Seconded:		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 August 2014 – 01 September 2014 be approved for payment. Moved that the Principal Visa Card 8104 for the period 02 August 2014 – 01 September 2014 be approved for payment. M Bayer Visa Card – not in use currently.		
Moved Seconded	Moved: G. Hargreaves		Agreed

Topic:	Finance		
Discussion:	Discussion took place about the reports presented Bank Reconciliations Balance Sheet: Overall statement of where we are at. Variance Report: Run with format where we keep everything we have had as an explanation in black and everything new in red. Queries:		
Actions to be taken / motion			
Moved Seconded			

October Financials to be approved at this meeting:-

Topic:	Financial Report Direct Credits from ASB for October: 17936-18270, TNG for August: 18274-18276, WBC: 18272 be approved		
Discussion:			
Actions to be taken / motion	Moved that direct credits for October as follows be approved: Direct Credits: 17936-18270 TNG: 18274-18276 WBC: 18272		
Moved Seconded	Moved: G.Hargreaves Seconded: D.Garner		Agreed

Topic:	Journal entries for October be approved Journals:188676 Payroll: 189402		
Discussion:	Queries:		
Actions to be taken / motion	Moved that ASB Journals for October be approved Payroll Journal entries for October: 188676 & 189402 (payroll) be passed for payment.		
Moved Seconded	Moved: G.Hargreaves Seconded: D.Garner	Results	Agreed

Topic:	Cheque No 657760-657763 for October to be approved.		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque numbers 657760-657763 for October be passed for payment		
Moved Seconded	Moved: G.Hargreaves Seconded: D.Garner	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 30/09/2014 – 30/10/2014 for \$202.43 be approved for payment.		
Moved Seconded	Moved: G.Hargreaves Seconded: D.Garner		Agreed

Topic:	Air NZ Travel Card		
Discussion:	Nothing to report.		
Actions to be taken / motion			

Moved Seconded			Agreed
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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 September 2014 – 01 October 2014 be approved for payment. Moved that the Principal Visa Card 8104 for the period 02 September 2014 – 01 October 2014 be approved for payment. M Bayer Visa Card – not in use currently.		
Moved Seconded	Moved: G.Hargreaves Seconded: D.Garner		Agreed

Topic:	Finance		
Discussion:	Discussion took place about the reports presented Bank Reconciliations Balance Sheet: Overall statement of where we are at. Variance Report: Run with format where we keep everything we have had as an explanation in black and everything new in red. Queries:		
Actions to be taken / motion	Wayne to check with Annmarie as to why things are blanked out and upside down. Wayne to ask Annmarie about the September payments.	BucW BucW	
Moved Seconded			

Topic	Draft budget		
Discussion	<p>Draft budget</p> <ul style="list-style-type: none"> Wayne talked to the surplus Wayne talked to the capital items list <p>All HODs have been asked for their wish lists.</p> <p>Van vs Car Purchasing a car discussion took place Queried keeping the old van for jobs that are messy Have a car for PD / Gateway</p> <p>Outdoor weights Looking for more of an exercise station</p> <p>Using some of our reserves for the capital items list</p> <p>Thanks to Annmarie for her time. Her work with Sue Lee's is working very well. Thanks to the FSC for their time and input.</p>		
Actions to be taken / motion			
Moved Seconded	<p>Moved that the draft budget be accepted Moved: W.Buckland Seconded: D.Garner</p> <p>Moved that the capital item list be accepted. Moved:G.Hargreaves Seconded: L.Williams</p>	Results	<p>Agreed</p> <p>Agreed</p>

Topic	Analysis of Variance / Annual Plan / Draft 2015 Charter
Discussion	<p>Draft Charter</p> <p>In the meetings that we were looking at front end of charter – still pretty much in draft. Pepeha No feedback to date Discussed in terms of a flavour of essences across the school Strategic area - to be updated In 2014 annual plan we have goals in each section with interventions Submit as part of Analysis of Variance. Bring back as a concise document. Areas for discussion for 2015 have been pulled across to the annual plan Areas of interventions considerably less</p> <p>Wayne advised that he hasn't done targets.</p>

	<p>National Standards required. Then our own targets across every level underneath.</p> <p>Discussion took place re targets. The request from the Board was:</p> <p>Simplify the way the chart is set out by deriving</p> <ul style="list-style-type: none"> • Clear specific targets • Evaluation & outcome of the target • Don't take anything out but simplify it. Reformat. • Are you happy Baseline & final data? Yes. <p>Have a Target / Action / Outcome / Variance Discussion took place as to what the board sees as their responsibility as elected Trustees. Discussion on 5YA/10YPP as a priority – disseminate over the triennial plan. As part of the Induction of the board place the 5YA and 10YPP Property Plans on the triennial plan. Where: Waiting for plans from Carters then we will proceed to getting a quote for a slab and roof. Discussion on exploring other options of building different classrooms took place.</p>		
<p>Actions to be taken / motion</p>	<p>Wayne to restructure document with clear targets, actions, and outcomes. Wayne to record the year levels surveyed in the Co-Curricula annual plan.</p>	<p>BucW BucW</p>	
<p>Moved Seconded</p>		<p>Results</p>	

<p>Topic</p>	<p>Term 4 Analysis Report</p>		
<p>Discussion</p>	<p>Wayne talked to the results as displayed. He made note of an extra table he has inserted.</p> <p>National Standards Still some consistency issues with NS.</p> <p>HOD, Yr 7&8 using technology to enhance learning Using tools for the lower end students</p> <p>Discussion took place around the transition of students from primary to college and working with the teachers to blend the information.</p>		
<p>Actions to be taken / motion</p>			
<p>Moved Seconded</p>		<p>Results</p>	

Topic:	Policies for approval		
Discussion:			
Actions to be taken / motion			
Moved Seconded			

Topic:	Inwards correspondence		
Discussion:	1. Letter from Darroch re: Disposal of Surplus Property – 2 Prion Place, OTP Ruakaka & 68 Ruakaka Beach Road, Ruakaka. 2. Letter from the MOE re Decile Recalculation Outwards Correspondence Nil		
Actions to be taken / motion			
Moved Seconded	Moved that we accept the Inwards correspondence be accepted and Outwards be approved. Moved: G.Hargreaves Seconded: M.Swords		Agreed

Topic:	Principal's Report		
Discussion:	Attachments: 4. <ul style="list-style-type: none"> ➤ a Medical Report ➤ b Health & Safety Overview 2014 ➤ c Term 4 Sport Report ➤ d Staff Meeting Minutes: 13/10/14 ➤ e Reunion Meeting Minutes: 8/12/14 ➤ f PLD information ➤ g-i Assembly Presentations ➤ j Triennial Plan 		
Moved Seconded	Moved that the Principal's report be accepted. Moved: W.Buckland		Agreed

	Seconded: G.Hargreaves		
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Topic:	Principal's report		
Discussion:	Wayne talked to the two options of the ECCA proposal: Two options <ul style="list-style-type: none"> • Loan model • Payment model Whare drawing Wayne showed the draft drawing of proposed Whare with sections drawn in.		
Actions to be taken / motion	Looking at signing up for the loan model subject to ECCA coming back with a proposal to say this can happen. Also looking at signing up on the ECCA saving model. Probably will install in a holiday period or after school.		
Moved Seconded			

Topic:	Agenda setting for next meeting – Triennial Plan update		
Discussion:	<ul style="list-style-type: none"> • Approve Charter / Annual Plan • EOY data analysis • Set Finance Sub Comm Meeting • Property: Gym Toilets, Science Labs, Chem Store • Appoint Chair / Discipline Comm / Finance Sub Comm / Charter Goals signoff • 5YA 		
Actions to be taken / motion			
Moved Seconded			

Topic:	Evaluation		
Discussion:	Review of the term.		
Actions to be taken / motion			
Moved Seconded			

Meeting closed at: 10.15pm
Next BOT meeting calendared for: 18th February 2015

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