

**Minutes of the Bream Bay College
Board of Trustees
Held on 18th February 2015**

Meeting
opened at: 7.03pm

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

Apologies: L.Williams

Moved: G.Hargreaves

Karakia: D.Heiwari

Graham welcomed everyone to the meeting.

Topic:	Minutes of the last meeting dated 16TH December 2014		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 16 th December 2014 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: J.McQueen Seconded: G.Hargreaves	Results	Agreed

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

Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> • Upside down scanning – Annmarie looking into this • September approvals didn't upload so they have been added to the agenda for tonight if the board wishes to approve. 		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Confirmation of agenda items BOT/Workplan/Policies <ul style="list-style-type: none"> • a Charter Annual Plan approval • b Annual Learning Targets / Results Analysis - term 1 -4 EOY • b Overall achievement – NCEA - participation based • b Overall achievement NCEA - roll based • c Property 5YA, 10YPP, Maintenance Plan • d Appoint Chairperson / Discipline Sub Comm / Finance Sub Comm General Business		
Discussion:			
Actions to be taken / motion			
Moved Seconded			

Topic:	Financial Report September Direct Credits from ASB from 17712-18000, TNG: 18002 -18006, WBC: 186948,186972,187085 be approved. Moved: W.Buckland Seconded: G.Hargreaves November Direct Credits from ASB from 18216-18518, TNG:18522 -18536, WBC: 18520 be approved. Moved: W.Buckland Seconded: G.Hargreaves December Direct Credits from ASB from 18452 - 18750, TNG: 18674-18696, WBC: 18672 be approved. Moved: W.Buckland Seconded: G.Hargreaves		
Discussion:			
Actions to be taken / motion	Moved that direct credits for September as follows be approved: Direct Credits: 17712-18000 TNG: 18002 -18006		

	<p>WBC:186948,186972,187085</p> <p>Moved that direct credits for November as follows be approved: Direct Credits: 18216-18518 TNG: 18522 -18536 WBC: 18520</p> <p>Moved that direct credits for December as follows be approved: Direct Credits: 18452 - 18750 TNG: 18522 -18674-18696 WBC: 18520</p>		
Moved Seconded	Moved: D.Garner Seconded: M.Swords		Agreed

Topic:	Journal entries		
	<p>September Journal entries from 186948, 186972, 187085 [Payroll Journal] be passed for payment.</p> <p>November Journal entries from 191245-191450[Payroll Journal] be passed for payment.</p> <p>December Journal entries from 192290-1923150[Payroll Journal] be passed for payment.</p>		
Discussion:	Queries:		
Actions to be taken / motion			
Moved Seconded	Moved: D.Garner Seconded: M.Swords	Results	Agreed

Topic:	Cheque No's – September, November 2014 No cheque numbers issued for December 2014		
Discussion:	Queries:		
Actions to be taken / motion	<p>Moved that cheque numbers 657754-657759 for September 2014 be approved.</p> <p>Moved that cheque numbers 657764-657769 for November 2014 be approved.</p>		
Moved Seconded	Moved: D.Garner Seconded: M.Swords	Results	Agreed

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card be approved for payment.		
Actions to be	Moved that the Star Card for the period - 31/08/2014 –		

<p>taken / motion</p>	<p>29/09/2014 for \$ be approved for payment.</p> <p>Moved that the Star Card for the period–31/10/2014 - 29/11/2014 for \$be approved for payment.</p> <p>Moved that the Star Card for the period 30/11/2014 – 29/12/2014 for \$ be approved for payment.</p> <p>Query:</p>		
<p>Moved Seconded</p>	<p>Moved: D.Garner Seconded: M.Swords</p>		<p>Agreed</p>

<p>Topic:</p>	<p>Visa card transaction</p>		
<p>Discussion:</p>	<p>Moved that Visa Card Statement 8106 & 8104 & 7419</p>		
<p>Actions to be taken / motion</p>	<p>Moved that the Principal Visa Card 8106 for the period 02 August 2014 – 01 September 2014 be approved for payment</p> <p>Moved that the Principal Visa Card 8106 for the period 02 October 2014 – 01 November 2014 be approved for payment</p> <p>Moved that the Principal Visa Card 8106 for the period 02 November 2014 - 01 December 2014 be approved for payment.</p> <p>Moved that the Principal Visa Card 8104 for the period 02 August 2014 – 01 September 2014 be approved for payment</p> <p>Moved that the Visa Card 8104 for the period 02 October 2014 – 01 November 2014 be approved for payment.</p> <p>Moved that the Visa Card 8104 for the period 02 November 2014 - 01 December 2014 be approved for payment.</p> <p>Moved that the M Bayer Visa Card statement 7419 for the period 02 November 2014 - 01 December 2014 be approved for payment.</p>		

	Moved that the M Bayer Visa Card statement 7419 for the period 02 October 2014 - 01 November 2014 be approved for payment.		
Moved Seconded	Moved: G. Hargreaves		Agreed

Topic:	Finance		
Discussion:	<p>a1 Month end Approvals and Reports – November</p> <p>a2 Balance Sheet November</p> <p>b1 Month end Approvals and Reports – December</p> <p style="text-align: center;">(These accounts are our draft final accounts)</p> <p>b2 Balance Sheet December</p> <p>Finance Attachments – sub folders</p> <p>➤ Financial Detailed - November</p> <ul style="list-style-type: none"> • 1 Supporting Detail & Evidence • 2 Balance sheet detailed • 3 Curriculum report • 4 Trading report • 5 Variance report • 7 Full Detailed Profit & Loss <p>➤ Financial Detail - December</p> <ul style="list-style-type: none"> • 1 Supporting Detail & Evidence • 3 Curriculum report • 4 Trading report • 5 Variance report • 6 Capital Expenditure • 7 Full Detailed Profit & Loss • Scrapped Assets 31 Dec 2014 		
Actions to be taken / motion			
Moved Seconded			
Topic:	December financials		

Discussion:	<p>Wayne discussed the P/L printout Scrapped assets: \$1620</p> <p>Xerox have donated a 3D printer for the Technology department Product –</p> <p>Wayne asked the board for clarity on</p> <ul style="list-style-type: none"> Budget for budget capital. Good practice is to approve items rather than a fixed total and when new items are requested if possible pass them through the board. <p>General discussion –</p> <p>BOT wants to remain with approving the capital total once and then it is up to the school how they spend it. Under spends to go to the contingency amount and over spends to come off this amount.</p> <p>As a fraud prevention measure Wayne will note in his report any extra items over the approved list that are bought from capital.</p>		
Actions to be taken / motion	Moved that we approve the “write offs” to the value of \$1620.00 as tabled.		
Moved Seconded	Moved: W.Buckland Seconded: P.van Cingel	Results	Agreed

Topic:	Charter Annual Plan approval		
Discussion:	<ul style="list-style-type: none"> To be prepared and managed by the Principal. 		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Annual Learning Targets / Results Analysis - term 1 -4 EOY Overall achievement – NCEA - participation based/ Overall achievement NCEA - roll based		
Discussion:	<p>Page 4 of 20 + and – roll based stats Wayne talked through the results in the tables</p> <p>Typo on Level 2 BBC Boys +7.1 should read +13.1</p> <p>Level 3 Dip in level 3 Boys – linked to those who have left for apprenticeships.</p> <p>Outstanding set of results. Wayne explained what we have planned in our annual plan for</p>		

	<p>this year should be no problem maintaining this level and even improving it.</p> <ul style="list-style-type: none"> • Improved academic tracking • Using ict to enhance learning – lift in quality • Feuerstein interventions to help dyslexic students, ADH students etc <p>Discussion took place.</p>		
Actions to be taken / motion	Wayne to feedback to staff that these are an outstanding set of results and to congratulate them for their efforts.	BucW	
Moved Seconded		Results	

Topic:	Property 5YA, 10YPP, Maintenance Plan
Discussion:	<p>Wayne explained that the MOE sends us an Occupancy grant.</p> <p>Wayne explained the breakdown of the grant</p> <div style="text-align: center;"> <pre> graph TD MOE --> 10ypp 10ypp --> NB[New Buildings] 10ypp --> 10ymp[10 year Maintenance Plan] 10ymp --> 5YA 10ymp --> Maintenance </pre> </div> <p>The 10ypp was brought up on the screen & Wayne talked through the plan. A 5 year Property project summary sheet was distributed and talked through. A cyclical maintenance plan was presented and discussed with more in depth focus on the painting schedule and pool maintenance. Wayne talked to projects that need to happen around the school.</p> <p>Spending a little portion of money on the prefabs to tidy up steps, doorways and base boards around the bottom was discussed. It was requested that could we bring this forward to earlier than the end of the year?</p> <p>The Board appointed Mike Swords as the Property Liaison person to walk around with the Caretaker & Principal once a term to monitor property progress and identify any property matters requiring attention.</p> <p>Denis talked about their caretaker being an expert gardener at OTP Primary and that we may be interested in doing swap hours at BBC. We could send Matthew to OTP to do some of their structural work.</p> <p>Wayne also suggested Vern or Susan McRae may be available to do gardening.</p> <p>Boiler</p>

	Wayne talked to the cost of boiler (quote supplied by Tubman Heating). It is the same whether we go for LPG or not. If we go to LPG we have to go for a new gate for the truck to drive in (\$8,000). Discussion took place.		
Actions to be taken / motion	Wayne to check AOG prices for paint.	BucW	
	Prioritise tidying up the prefabs (as above) before the end of the year.	BucW	
	Pass on thanks to Matthew & Keith for their work on the cyclical maintenance plan.	BucW	
Moved Seconded	Moved that Mike Swords be appointed as the Property Liaison person from the board Moved: W.Buckland Seconded: D.Garner	Results	Agreed
	Moved that we accept the Painting Plan as tabled. Moved: W.Buckland Seconded: G. Hargreaves		Agreed
	Moved that the provision for cyclical maintenance be adjusted to zero based on the painting plan. Moved: W.Buckland Seconded: G. Hargreaves		Agreed
	Moved that we go ahead with the new boiler based on the quote from Tubman Heating and go to diesel. Moved: W.Buckland Seconded: G. Hargreaves		Agreed

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

Topic:	Inwards correspondence
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	1. Ministry of Education Operations Grant & Instalment notice		
Discussion:	Outwards Correspondence		
Actions to be taken / motion			
Moved Seconded	Moved that the inwards correspondence be accepted and outwards correspondence be approved. Moved: G.Hargreaves Seconded: D.Garner		Agreed

Topic:	Principal's Report		
Discussion:	<p>LED lighting Discussion took place re the contract and the savings that will be made.</p> <p>Michael Fullan presentation Approx 7 places are available Venue: Auditorium Catering: BBC Café Powhiri: 8.50am start and aiming for 4.30pm finish</p> <p>Wayne emphasised the importance and significance of having Michael at the school. Michael is an internationally acclaimed education change expert. We have attendees from 21 secondary schools, the Ministry of Education, Auckland University; 250 people in total. The day is about maximising benefits for all students in today's world.</p> <p>Sleepovers MOE has changed it regulations regarding sleepovers. See latest document to update you.</p> <p>BBC SWOT analysis – Strategic Planning Wayne sent out an SWOT analysis survey for all staff to complete. Feedback for the next meeting</p> <p>Wayne offered to send the same analysis survey to the Board, some students and community members before the next meeting.</p> <p>A Quality Service survey will be done in Term 2.</p>		
Moved Seconded	Moved that we pay for the LED Lighting from reserves. Moved: W.Buckland		

	Seconded: M.Swords		Agreed
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Topic:	Agenda setting for next meeting –		
Discussion:	Dates have been set for 2015. •		
Actions to be taken / motion			
Moved			
Seconded			

Topic:	Triennial Plan		
Discussion:	<p>Wayne talked to moving all meetings to Wednesday's</p> <p>Cut off:-</p> <ul style="list-style-type: none"> • BOT chair approve agenda on Thursday • Changes made by Friday • Info uploaded by Friday which leaves Sat/Sun/Mon/Tues/Wed for the board to read the pack <p>We have moved the analysis of Strategic Goals from every second meeting to once midyear and once at the end of the year</p> <p>It was suggested that we take items other than finance from the next meeting and place them in other meetings to allow us concentrate on strategic planning</p> <p>Discussion took place re having a separate meeting re strategic planning or go with the next meeting with a revised structure.</p> <p>Next meeting 25th March Objective is to nail Strategic areas for next 5 years. All members to come with their 6 topics ready to go. Facilitator: L.Laing – Auckland University</p> <p>Wayne will have SWOT analysis completed for the meeting</p>		
Actions to be taken / motion			
Moved			
Seconded			

The meeting moved into incommittee at 10.25pm for the Election of Officers

Meeting closed at: 10:45pm

Next BOT meeting calendared for: 25 March 2015

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