

**Minutes of the Bream Bay College
Board of Trustees
Held on 20th May 2014**

Meeting
opened at: 6.50pm

Present: BucW, DoaT, GarD, HarG, HeiD, McQJ, SwoM, VciP, WebB, Will, DalA, WooA

Apologies:

Moved:

Visitors: D. Harrington – HOD, PE Department

Karakia: D.Heiwari

Wayne took the board on a tour of the AC block toilet upgrade.

Graham welcomed everyone to the meeting.

Topic:	PE Department report		
Discussion:	Daniel presented his PE Department Powerpoint presentation to the board.		
Actions to be taken / motion	Daniel and his team were congratulated on his great work at BBC.		
Moved Seconded		Results	

Topic:	Minutes of the last meeting dated 3rd April 2014		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 3 rd April 2014 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: P.V.Cingel Seconded: J.McQueen	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"> • Finance Sub Committee - meeting took place • Asset policy distributed • Making it in a positive form – will take a lot of time to do this. Holdover. • Wayne has checked the SARS report – will check whether it has been distributed • Updated the triennial plan - moved the delegations to the first meeting • Email class size info to BOT members. 		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Confirmation of agenda items		
	<p>Finance</p> <ul style="list-style-type: none"> ➤ Month end Approvals and Reports <p>BOT/Workplan/Finance</p> <ul style="list-style-type: none"> ➤ a Month end Approvals and Reports <p>Finance Attachments</p> <ul style="list-style-type: none"> ➤ a2 Balance sheet ➤ a3 Curriculum report ➤ a4 Trading report ➤ a5 Variance report ➤ a6 Capital Expenditure ➤ a7 Banked Staffing Letter <p>2. BOT Workplan / Policies:</p> <ul style="list-style-type: none"> ➤ a Charter Consultation / Discussion ➤ b Strategic areas: Staff update ➤ c Annual learning targets/Term 1 Analysis <p>Bot Workplan – Finance:</p> <ul style="list-style-type: none"> ➤ Monitor Budget 		

	2. BOT Workplan / Policies: <ul style="list-style-type: none"> ➤ a Charter Consultation / Discussion ➤ b Strategic areas: Staff update ➤ c Annual learning targets/Term 1 Analysis 		
	General Business		
Discussion:			
Actions to be taken / motion			
Moved Seconded			

Topic:	Financial Report Direct Credits from ASB for March: 16131-16412 for and April: 16406-16662, TNG for March:16216-16456 and April: 16686 - 16688, WBC for March: 16450 and April: 16684 be approved.		
Discussion:			
Actions to be taken / motion	Moved that direct credits for March / April as follows be approved: Direct Credits: ASB: March: 16131-16412 for and April: 16406-16662 TNG: March:16216-16456 and April: 16686 – 16688 Westpac for March: 16450 and April: 16684		
Moved Seconded	Moved: P.V.Cingel Seconded: D.Garner		Agreed

Topic:	Journal entries March: 173235 & 173275 and April: 175048, 175271, 175701 Payroll Journals for March: 173235 & 173275 and April: 175048, 175271, 175701 be approved.		
Discussion:	Queries:		
Actions to be taken / motion	Moved that Payroll Journal entries for March: 173235 & 173275 and April: 175048, 175271, 175701 Payroll Journals for March: 173235 & 173275 and April: 175048, 175271, 175701 be passed for payment.		
Moved Seconded	Moved: P.V.Cingel Seconded: D.Garner	Results	Agreed

Topic:	Cheque No's for March: 657739 and April: 657740, 657741 be approved.		
Discussion:	Queries: \$15,000 re: Green Electrical.		

	<p>Issue with Barry Green is that he isn't sending his invoices in for payment within the current year and Caretaker was sitting on pink order forms. Discussion took place.</p> <p>Any work not invoiced in the current year won't be paid. The office will also keep a check on the purchase orders.</p>		
Actions to be taken / motion	<p>Moved that cheque numbers for: March: 657739 April: 657740, 657741 be passed for payment</p>		
Moved Seconded	Moved: P.V.Cingel 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	<p>Moved that the Star Card for the period 28/02/2014-30/03/2014 for \$224.47 be approved for payment.</p> <p>Moved that the Star Card for the period 31/03/14 to 29/04/14 for \$319.80 be approved for payment.</p>		
Moved Seconded	Moved: P.V.Cingel Seconded: D.Garner		Agreed

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

Topic:	Finance		
Actions to be taken / motion	<p>Bank reconciliation and balancing Annmarie will load up month end balance onto the google drive at the end of each month. Email BOT when it has been uploaded.</p>		
		WooA	

	<p>Finance Sub Committee to meet once a quarter. Bev to set next meeting.</p> <p>Anmarie 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>Due to more transactions taking place with the 2 school Visa cards an increase in the limit to the Principal's and Finance Officer's needs to take place. Amend both cards to increase the limit to \$25,000 in total. eg; Principal's Visa card limit \$15,000 and the Finance Officer \$10,000.</p> <p>Capital Report Anmarie explained -</p> <p>At the next meeting you will receive this report but the comments won't be out the side. There will be separate spreadsheet showing what has been purchased.</p> <p>Capital items Wayne explained:- Toyota Hiace Van cheaper – cheaper with AOG pricing. The Board have asked what other capital wish lists are out there:-</p> <ul style="list-style-type: none"> • Science: different desks • Fabrics: new set of desk and sewing machines • Costing to refurbish science and fabrics will come in approximately under \$10K <p>Peter queried the capital wish list process. He would like to get to a place and a routine. Once a year.</p> <ul style="list-style-type: none"> • More clarity of surplus funds. • We are committing funds to the Whare from the sale of the two houses but not sure what funds we are talking about. • What do we find important as a Board. 	WebB	
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	<p>It was the Principal's impression that the Board were happy to have requests for any items so the Principal has been actively asking HODs for their wish lists. 3 departments still left to speak to with him but he is not aware of any items they are asking for.</p> <p>Don't stop the process but before we approve can we look where the school is headed and our priorities. Discussion took place.</p> <p>The Board agreed to spend a fixed amount of capital of \$136K as a budget.</p> <p>Clarity re: the Whare –up for discussion tonight. Property discussion later.</p> <p>Grant applications 3 applications with Oxford Sports Trust Question: Reunion hire of equipment of \$10,000 declined. Who is underwriting the event with a \$10K of risk. The school is. Will be able to answer this later as the figure changes daily.</p> <p>Bank staffing letter circled to show the figured owed.</p>		
<p>Moved Seconded</p>	<p>Moved that the Principal's Visa card limit be increased to \$15,000 and the Finance Officer's Visa Card increased to \$10,000. Moved: D.Garner Seconded: G.Hargreaves</p>		<p>Agreed</p>

<p>Topic</p>	<p>Charter Consultation / Discussion Strategic areas: Staff update</p>
<p>Discussion</p>	<p>Charter consultation</p> <p>At our previous meeting re: charter we talked to pulling it back to a consultation document. The SMT met in the holidays and worked through strategies. Middle Leaders (HoDs) will meet on the last Thurs/Fri of the T2 holidays to discuss new strategies and from there we should be able to re-craft.</p> <p>2 ideas for your consideration: Get it, pull it back and bring back to the BOT, or Try and make it better when the HoDs are on board. Wayne talked to building capacity / looking at what's best practice and use something that</p>

	<p>is better than best practice or best practice. Assistant teachers will also be invited to join in as well. Wayne is hoping to get Michael Fullan from Canada, author of Stratosphere (changed management practices), to present to all of the Northland schools.</p> <p>Discussion took place.</p> <p>Crucial as a board to see what are the priorities for the school. Need a robust discussion for a strategy to go forward. Do we wait until the middle managers have had time to meet and then talk to what direction the board sees the school going or before?</p> <p>If the board had something they wanted to factor into the meeting for the middle managers can we do this before they meet?</p> <p>Suggestion:</p> <ul style="list-style-type: none"> • ½ day or 1 day • Process • Debate • SMT input • Community consultation 		
Actions to be taken / motion	Wayne & Graham to talk and Bev will send out dates for a ½ day Strategic meeting.	BucW/HarG/WebB	
Moved Seconded		Results	

Topic	Strategic areas		
Discussion	<p>It started with the staff annual plan and the others naturally fitted into the triennial plan.</p> <p>PLD: Building on Success – Wayne to write up report and present at the next meeting. Starpath – Alison/ Gwyneth and Wayne attended a meeting re: literacy initiative within Maths/English/Science. Actively trying to engage in surveys with wellbeing. Used a blackdog survey which we modified and surveyed all the staff</p>		
Actions to be taken / motion			
Moved Seconded		Results	

Topic	Annual Learning Target / Term 1 Analysis		
Discussion	<p>Wayne is chasing ERO to find out where we stand since Paetawhiti review. ERO requested info on the 26th March and Wayne sent it through on the 27th. It was then resent. Did the board find the results info narrative sent to ERO informative? Yes.</p>		

	Wayne talked to the Term 1 results analysis summary. Wayne explained he has left the 2013 narrative in italics for your information.		
Actions to be taken / motion	Wayne to fix highlighting on tables on the 2014 Yr 8 Cohort.	BucW	
Moved Seconded		Results	

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

Topic:	Inwards correspondence		
Discussion:	1. Letter from the MOE re Charter and achievement information. Outwards Correspondence 1. Applications to the Oxford Sports Trust applying for funding for: a. Flight costs for the Yr 9 Wellington trip. b. Travel costs for the BBC Boys 1 st XI Hockey team to travel to Ngatea for tournament week. c. Travel costs for the Southern Zone X Country trip & Yr 7&8 Sport Exchanges. d. Travel costs for the Boys & Girls Hockey teams to travel to Albany to compete in the Greenwood Shield.		
Actions to be taken / motion			
Moved Seconded	Moved that we accept the Inwards correspondence be accepted and Outwards be approved. Moved that the Oxford funding applications be approved. Moved: G.Hargreaves Seconded: M.Swords		Agreed Agreed

Topic:	Principal's Report		
Discussion:	<i>Motion to approve the sale of 2 School Houses</i> Wayne explained that the MOE have agreed the two school houses being part of the surplus property disposal scheme which means that the college would get half of the		

proceeds. This scheme was removed after the Christchurch earthquakes.

Moved that the board approves the sale of the two school houses 68 Ruakaka Beach Road and 2 Prion Place, One Tree Point, Ruakaka.

Moved: J.McQueen
Seconded: L.Williams

Concept plan to be prepared for \$200, \$300, \$400

Property

Wayne sits on the Property Forum and represents the schools in Northland. He has asked for an environmental scan to assess how the school will grow. Current thinking is that BBC would cater for all students who are in our area which could mean a school of 3000 pupils (in 25 years' time). Given the MOE Property's 50 year asset management approach they are willing to look at a long term plan rather than our current plan of growth to 1000 as a far bigger school would need a different approach.

Attachments:

- a Asset Protection Policy
- b International Student Update
- c School Leaver Qualifications Statistics
- d Term 1 GATE Report
- e LOL Minutes
- f PTA Minutes
- g Reunion Meeting Minutes
- h Staff Meeting Minutes
- i Term 1 Sport Report
- j Assembly Presentations

SNUP

Wireless points

Moved
Seconded

Moved that the Principal's report be accepted.
Moved: W.Buckland

Circled updated Senior Management triennial plans
Concept Plans for the Whare by the next

	Seconded: G.Hargreaves		meeting
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Topic:	Agenda setting for next meeting – Triennial Plan update		
Discussion:	Dates have been set for 2014 <ul style="list-style-type: none"> • Student Welfare • Review of policy Gov 2-Structure of Triennial Plan • Special Needs • Auditors report • 1st June roll return as attachment • Plans for Whare 		
Actions to be taken / motion			
Moved			
Seconded			

Topic:	General Business		
Discussion:	Nil		
Actions to be taken / motion			
Moved			
Seconded			

Meeting closed at: 9.50pm
 Next BOT meeting calendared for: 24 June 2014

X

G.Hargreaves
 Board Chairperson

X

Date