

**Minutes of the Bream Bay College
Board of Trustees
Held on 3rd April 2014**

Meeting
opened at: 7.00pm

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

Apologies:

Moved:

Visitors: G. Cooper

Karakia: Tivaan Doak Smith

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

Graham welcomed everyone to the meeting.

Topic:	Minutes of the last meeting dated 18th February 2014		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 18 th March 2014 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: M.Swords Seconded: J.McQueen	Results	Agreed

Topic:	Amendments to minutes		
Discussion:	Thank you to Bev for formulating the new agenda. Page 6: Accountant due in March not July. Page 6: Change PVG to PVC.		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> • Hazard reports will be entered on Mark's Triennial Plan. Circed as an attachment to P Report. • 2014 Curriculum report & P&L to be scanned and sent out to everyone. On google drive. 		

	<ul style="list-style-type: none"> • The capital items list to be sent out to the board. On google drive. • Alison confirmed she checked Wayne's narrative. • Wayne is meeting with the caretaker on a regular basis.
Actions to be taken / motion	
Moved Seconded	Results

Topic:	<p>Confirmation of agenda items</p> <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"> ➤ 2013 Final Accounts ➤ Approve 2014 Budget ➤ Approve Capital requests ➤ Disposal of Assets discussion <p>BOT/Workplan/Policies</p> <ul style="list-style-type: none"> ➤ Confirm Charter, Annual Plan ➤ Policy Booklet review dates to be approved ➤ Governance Process & Procedures 1-3 ➤ Principal's Curriculum report ➤ Delegations - formal approval <p>General Business</p>		
Discussion:			
Actions to be taken / motion			
Moved Seconded			

Anmarie has rearranged the financial agenda to match the documents on google drive.

Topic:	<p>Financial Report Direct Credits from ASB from 15580-15836, TNG:15920-15924, WBC: 15808 be approved.</p>
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Discussion:			
Actions to be taken / motion	Moved that direct credits for December as follows be approved: Direct Credits: 15572-16172 TNG: 16104-16218 Journal: 171235 reversal of Journal 171234		
Moved Seconded	Moved: M.Swords Seconded: P.V Cingel		Agreed

Topic:	Journal entries 169546, 169754, 170915, 170963 [Payroll Journal] be passed for payment.		
Discussion:	Queries:		
Actions to be taken / motion	Moved that Journal entry 169546, 169754, 170915, 170963 [Payroll Journal] be passed for payment.		
Moved Seconded	Moved: M.Swords Seconded: P.V Cingel	Results	Agreed

Topic:	Cheque No's – January/February		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque numbers 657735-657738 for January/February 2014 be approved.		
Moved Seconded	Moved: M.Swords Seconded: P.V Cingel	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 31/12/2013 – 30/01/2014 for \$456.25 be approved for payment. Moved that the Star Card for the period 30/01/2014 – 27/02/14 for \$290.63 be approved for payment.		
Moved Seconded	Moved: M.Swords Seconded: P.V Cingel		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 January 2014 - 01 February 2014 be approved for payment. Moved that the Principal Visa Card 8104 for the period 02 February 2014 - 01 March 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>Wayne talked through the Profit and loss statement with the board</p> <p>Looking at</p> <ul style="list-style-type: none"> • Banked staffing / Accruals • Cyclical maintenance • Staff annual leave <p>Discussion took place.</p> <p>Request: Can the Finance Sub Committee sort these issues outside of this meeting. Discussions took place around the performance of the accountant.</p> <p>Printed accounts shown are correct in totals.</p> <p>Proposed capital budget: All teachers have had an input to the list.</p> <p>Wayne talked to the capital items schedule:</p> <ul style="list-style-type: none"> • Electronic Scoreboard – have the ability to do electronic scoring and use as a large TV screen with a projector. • Food Tech/ Hospitality – chiller allows for cold products to be stored. • Convention oven /Starline dishwasher (sterilizer), Commercial appliances for the use in our Senior school and enable our Junior school to use as well. • Rockwall – new sets of cleats. <p>Discussion took place re storage vs electronic score board. Wayne has asked that the gym area be tidied up ie moving the gymnastics beam to the caretakers shed for 3 terms, stropping up the gym mats in the rock wall area... which will create more room.</p> <p>The board supported purchasing an electronic scoreboard but at a cheaper cost ie \$4,000.</p> <p>Van Wayne explained that there is a demand for using 2 vans for a number of sports events / school trips etc and the old one would be used for local trips /sporting events. We will retire the Mazda at some point due to age. A discussion around the use old van took place. Wayne advised that the old van is cost</p>

	<p>neutral over a year and would get used.</p> <p>Asset Disposal Looking for a policy on Asset Disposal. Wayne explained that we have no approved means to move on old assets other than applying each time to the board.</p> <p>A draft policy was shown:- Item 1: for auditing purposes BBC has a registered Trade Me account and any transaction shows a paper trail. Item 3: was changed to reflect that the assets would be disposed of by ballot. Item 4: was created so the Asset Register policy be updated triennially.</p> <p>Moved that the Asset Disposal policy be accepted.</p> <p>Asset Protection Policy</p> <p>Amended approved policy to be circled for the 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>All noted.</p>		
<p>Actions to be taken / motion</p>	<p>Finance Sub Committee: Meeting to be arranged to discuss the issues raised around the Accountant and accruals. Further item for discussion: Budget for depreciation for teachers salaries.</p> <p>Asset Protection Policy: Amended approved policy to be circled for the next meeting.</p>	<p>WebB</p> <p>BucW/WebB</p>	
<p>Moved Seconded</p>	<p>Moved that budget be approved as showing in the accounts with a cash surplus of \$125,840.00 prior to accounting accruals. Moved: G.Hargreaves Seconded: D.Garner</p> <p>Moved that the capital budget of \$133,398.35 be approved.</p>		<p>Agreed</p> <p>Agreed</p>

	G.Hargreaves/M.Swords Moved that the amended Asset Disposal policy be accepted. J.McQueen/D.Garner		Agreed
Topic:	Confirm Charter, Annual Plan		
Discussion:	<p>2013 Strategic Plan – as discussed at previous meeting –was circled showing alterations.</p> <p>Proposed 2014 Strategic Plan was very good Like new targets section Bi cultural section Vision statements above all areas</p> <p>Ministry will no longer give us suggestions of areas that need working on. They just say that the charter is compliant or work with us if there is problems.</p> <p>The only thing we haven't done is to decide which sections of the Strategic Plan that need to be reviewed at which time.</p>		
Actions to be taken / motion	Wayne to check the narrative around the SARS students in Strategic Plan.	BucW	
Moved Seconded		Results	

Topic:	Policies for approval		
Discussion:	<p>Policy Booklet review dates to be approved</p> <p>Governance Process & Procedures 1-3</p>		
Actions to be taken / motion	<p>Governance Process & Procedures 1-3 direct from policy booklet</p> <p>Wayne talked through the proposed changes. Bottom section had been formatted as numbers when it should have been bullet points.</p> <p>Review committee Terms and reference of a review committee Do we consider this to be 'committee operational' and policies are run through the board.</p> <p>Disciplinary Committee Match what we do.</p> <p>Finance Committee Match what we do. Ensure we are checking off the check lists via the Triennial</p>		

	Plan. Complaints process. Match what we do. Bev to update policy booklet.				WebB
Moved Seconded	Moved that the changes to the Policy booklet be approved Moved: M.Swords Seconded: D.Heiwari				Agreed

Topic:	Principal's Curriculum report				
Discussion:	Alison & Gwyneth presented the Curriculum report. Very good report. Wayne advised that on the last two days of the holidays the SMT team will get together to work on: <ul style="list-style-type: none"> • Charter/Strategic with a speaker to attend the session • ... Wayne also advised that a leader in changing pedagogy from Canada has been invited to speak to the staff and starting a pilot across Northland.				
Actions to be taken / motion					
Moved Seconded		Results			

Topic:	Delegations – formal approval				
Discussion:					
Actions to be taken / motion	Move this approval to the first meeting in the year. Wayne to update the triennial plan to reflect this.		BucW/WebB		
Moved Seconded	Moved that the delegations as listed in the policy document be approved Moved: W. Buckland Seconded: D. Garner	Results			Agreed

Topic:	Inwards correspondence				
	1. MOE 2014 Provisional Staffing Entitlement Discussion re smaller class sizes took place.				
	Outwards Correspondence				
	1. Application to the Oxford Sports Trust applying for funding for purchasing 4 new gazebo's for school events.				

Discussion:			
Actions to be taken / motion	Wayne to email information on class sizes to board members	BucW	
Moved Seconded	Moved that we accept the Inwards correspondence be accepted and Outwards be approved. Moved that the Oxford funding application be approved. Moved: P. Van Cingel Seconded: M.Swords		Agreed Agreed

Topic:	Principal's Report
Discussion:	<p>Attachments:</p> <ul style="list-style-type: none"> ➤ Health & Safety report M. Bayer – Report on Health and Safety checks ➤ BBC Workplace Hazard Inspection Checklists ➤ Hazard Inspection Report BBC (Gym & Pool) ➤ Medical incidents report – Report from the office ➤ Whare funding proposal – Discussion around possible funding of a Whare ➤ BBC Whare Wananga - Tikanga Roopu report on the value of a Whare ➤ LOL Minutes <p>A big thank you to our consultants for going around with Mark re Health & Safety.</p> <ul style="list-style-type: none"> • Wayne advised there had been a flurry of getting things organised and put away. • Chemicals in the pool area – outside people came in and approved the area. • Signage – 6 signs to be put up. • Derek did say it could be anyone to walk around with the checklist. Wayne has asked if we would be consistent and have Derek do this again • PD request – Mark Bayer to do PD for Sealth & safety. Wayne asked if Mark could have a walk around Refining NZ <p>Whare</p> <p>Wayne has been talking with Geoff King from Architects H+K regarding a Whare and talked to the plans as tabled.</p> <p>Funding discussion</p> <ul style="list-style-type: none"> • Take out of cash reserves – detect that there are mixed opinions as to whether we do this.

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

Meeting closed at: 11.05pm
 Next BOT meeting calendared for: 20 May 2014

X	X
G.Hargreaves	Date
Board Chairperson	