

**Minutes of the Bream Bay College
Board of Trustees
Held on 24th June 2014**

Meeting
opened at: 7pm

Present: BucW, DoaT, HarG, McQJ, SwoM, WebB, WiLL, DaIA

Apologies: GarD, HeiD, VCiP

Moved: G.Hargreaves
M.Swords

Visitors:

Karakia: T.Doak Smith

Graham welcomed everyone to the meeting.

Topic:	Minutes of the last meeting dated 20th May 2014		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 20 th May 2014 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: L.Williams Seconded: M.Swords	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 cancelled due to unforeseen circumstances • ½ day Strategic Plan finalised – 25th June, 4pm-8pm. Alison & Sandra have been working on Strategic Planning powerpoint presentation for the first hour of the meeting. • Month end – Annmarie will load up her end of month balances onto google drive. • Highlighting on Yr 8 Cohort tables rectified. • Senior Management triennial plans circled. • Whare – concept plans. Drawings circled but still waiting for plans from Architects 		

	H&K and LVL.		
Actions to be taken / motion			
Moved		Results	
Seconded			

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"> ➤ 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>Bot Workplan – Finance:</p> <p>2. BOT Workplan / Policies:</p> <ul style="list-style-type: none"> ➤ a Supporting Governance 2/ Triennial Plan ➤ b Strategic areas: Personal Welfare ➤ c Whare discussion <p>General Business</p>		
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Discussion:			
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Actions to be taken / motion			
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Moved			
Seconded			

Topic:	Financial Report Direct Credits from ASB for May: 16626-164978, TNG for May: 16972 - 16980, WBC for May: 17024 be approved.		
Discussion:			
Actions to be taken / motion	Moved that direct credits for May as follows be approved: Direct Credits: 16626-164978 TNG: 16972 - 16980 WBC: 17024		
Moved Seconded	Moved: G.Hargreaves Seconded: M. Swords		Agreed

Topic:	Journal entries May: 177875-178993		
Discussion:	Queries:		
Actions to be taken / motion	Moved that Payroll Journal entries 177875-178993 for May be passed for payment.		
Moved Seconded	Moved: G.Hargreaves Seconded: M. Swords	Results	Agreed

Topic:	Cheque No's for May: 657742-657744 be approved.		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque numbers for: May: 657742-657744 be passed for payment		
Moved Seconded	Moved: G.Hargreaves Seconded: M. Swords	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 30/04/2014 – 30/05/2014 for \$245.64.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 April 2014 – 01 May 2014 be approved for payment. Moved that the Principal Visa Card 8104 for the period 02 April 2014 – 01 May 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 Wayne put the Balance Sheet up on the projector.</p> <p>Statement of financial position This is only accurate at the end of the year when all end of year journals are completed. During the year we used the previous journals and current totals to indicate our position</p> <p>Page 2 There are two areas adding into the designated funds which should not be there. We will correct the report.</p> <p>Curriculum Report Summary of all curriculum departments were shown on the projector. Wayne explained what the columns meant and the percentage spent in each curricular area. Social sciences – we have agreed that they can spend more money in environmental studies.</p> <p>Queries:</p> <ul style="list-style-type: none"> • Text books - why so high?? 820 • Drama – nothing has been spent • Yr 7&8 – query this amount. Breakdown for the next meeting. <p>Parent Statement of account – Mike finds 2nd half it hard to read – why?. Possibly needs annotations. Wayne to discuss this with Annmarie.</p> <p>Trading report For CAFÉ</p>

	<p>Variance Report– The board had a look at the variance report and discussed what it meant.</p> <p>Capital Expenditure Report: the board had a look at the modified capital expenditure report.</p> <p>Gazebos showing incorrectly – PTA \$4648.70 should be \$2000 Annmarie to check the amounts entered.</p> <p>Sitech systems working on a quote for electronic scoreboard.</p> <p>It was noted that we don't actually have any spare money in the capital budget. Wayne has indicated to the 2 HODs that they will need to wait until 2015 for :-</p> <ul style="list-style-type: none"> • Lab 1 Desks • Rm 15 Desks • Sewing machines <p>It was noted that the feedback given to the HOD Science, when she was at the board meeting, where she presented, was to see if she needed further capital items. She was not sure why she was asked to look at items to then be declined.</p> <p>Discussion took place. The board remembered asking her if she needed any more capital purchases.</p> <p>Bank staffing letter To be circled in the August folder on Google drive.</p>		
<p>Actions to be taken / motion</p>	<ul style="list-style-type: none"> • Report back re: number of students who had paid their Stage Challenge money - ANS: only 2 with outstanding amounts out of 83. • Yr 7&8 area – breakdown for the next meeting – circled. • Gazebo's PTA: \$4648.70 - Annmarie to check amounts entered – corrected. • Wayne to help Annmarie fix the Financial position statement – waiting on PcSchool. • Bank staffing letter to be circled – ANS was circled the previous meeting. 	<p>WooA</p> <p>WooA</p> <p>WooA BucW/WooA</p> <p>WooA</p>	
<p>Moved Seconded</p>	<p>Moved that capital budget be increased by \$10,000 to allow for the purchase of desks for Lab 1, Rm15 & Sewing machines.</p> <p>Moved: G.Hargreaves Seconded: L.Williams</p>		<p>Agreed</p>

<p>Topic</p>	<p>Supporting Governance 2 / Triennial Plan</p>
<p>Discussion</p>	<p>Suggestion for further meetings –</p> <ul style="list-style-type: none"> • Finance to be dropped down after the category workplan.

	<ul style="list-style-type: none"> • Fix this to fit into triennial review. • Discussion took place. • Bev & Wayne are finding it much easier with google drive. • Dates for 2015 – select dates over the year that fit in with the Board pack. preparation timeframe for Wayne & Bev. 5/2 and 4/1. Flexibility agreed. • Health services – Kyle Eggleton to present at the next meeting. 		
Actions to be taken / motion			
Moved Seconded		Results	

Topic	Strategic areas: Personal Welfare		
Discussion	<p>Review of the strategic area.</p> <p>Current Snapshot Surveys were displayed on request: It would be good to see a summary of overall findings – similar to academic tracking. Add in attendance and co-curricular as well as Rubicon.</p> <p>Discussion took place re: Surveys</p>		
Actions to be taken / motion	Student Welfare summary report to be made and reported quarterly.	BucW	
	ANS: Reports have been designed. DP's are working on their first drafts which "may" be attached to the Principal's report.		
Moved Seconded		Results	

Topic	Whare discussion		
Discussion	<p>Discussion around what uses would we get from the Whare overall.</p> <p>A drawing of a base building was shown.</p> <p>If this drawing can be put into a concept plan it would show what we would be getting.</p> <p>Discussion took place.</p> <p>Feedback was that the board is happy if this takes more time to get a plan drawn up.</p> <p>Drawings from Architects H&K & costings from LVL haven't arrived for the meeting.</p> <p>An email from the architect was tabled of what he had put together today.</p> <p>Wayne is working with Carter Holt for</p> <ul style="list-style-type: none"> • Fully erected shell price • Put roof on • Wall cladding • Flooring <p>Convinced it can be done as a community project.</p> <p>Sale of houses</p>		

	Wayne advised that this is still sitting in letter form. Waiting to get agreement on what concept the board is happy with before we go forward. There is 65 Ruakaka Beach Road that could also be sold if required.		
	Wayne asked Mike Swords if he would be happy to sit in on these meetings with Graham and Wayne. Yes. Discussion took place re the possibility of seeking funding from: <ul style="list-style-type: none"> • Lotteries • ASB • Oxford Trust Would be worth investigating.		
Actions to be taken / motion	Work in progress. Just ask for more time if it is needed. ANS: Still working with CHF who are working on a design.	BucW	
Moved Seconded		Results	

- Commented [WB1]: Ent
- Commented [BW2R1]:
- Commented [BW3R1]:

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

Topic:	Inwards correspondence		
Discussion:	1. Letter from Rose Waerea. Outwards Correspondence 1. Applications to the Pub Charities Trust applying for funding for:- <ul style="list-style-type: none"> a. Travel costs for the BBC Boys and Girls Hockey teams to travel to Tauranga for tournament week. b. Travel costs for the Netball Team to Auckland for tournament week. 		
Actions to be taken / motion			
Moved Seconded	Moved that we accept the Inwards correspondence be accepted and Outwards be approved. Moved that the Pub Charities applications be approved.		Agreed

Moved: W.Buckland Seconded: M.Swords	Agreed
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Topic:	Principal's Report		
Discussion:	Attachments: <ul style="list-style-type: none"> ➤ A Special Needs Report ➤ b Code for the Pastoral Care of International Students ➤ c 1st June Roll Return ➤ d1 Senior Managers Triennial Plans -- Curriculum ➤ d2 Senior Managers Triennial Plans – Pastoral Care ➤ d3 Senior Managers Triennial Plans – Co-curricula ➤ e Building on Success Action Plan ➤ f ECCA BBC Summary of Findings ➤ g ECCA BBC Lighting MOU ➤ ga Torque IP ➤ h PTA Minutes 14.5.14 ➤ i Staff Meeting Minutes – 25.5.14 ➤ j-n Assembly Presentations ➤ o BBC Board Triennial Plan 		
Moved Seconded	Moved that the Principal's report be accepted. Moved: W.Buckland Seconded: G.Hargreaves		Agreed

Topic:	Building on Success (BOS)		
Discussion:	<p>Wayne explained that Daryl, Elizabeth McKinley & Camilla Highfield visited and looked at what we are doing in the school context.</p> <p>Wayne talked to the action plan as circulated and fleshed out all the areas for the Board.</p> <p>Wayne advised that Mary Libby from BOS is talking our language and she is to run the PD session on the last Thursday of the holidays for the middle managers.</p> <p>Carolyn Stuart, N4L, making us a lead school for the N4L portal.</p> <p>Wayne is attending a meeting this Thursday in Auckland with the Ministry re: Going truly digital.</p>		

	<p>ECCA Audit</p> <p>Wayne felt that this was worth progressing forward with and fed back the benefits of what this could do for the school.</p> <p>If we were going with ECCA we would be committing capital money which would offset ourselves in 5 years. How much would the board invest in processing ECCA to the start process?</p> <p>Discussion took place.</p> <p>Mike Swords to feedback to Wayne his thoughts. After skimming the document it was noted the initial financial outlay this year would be relatively low if we were to proceed so the major costs would be programmed into the 2015 budget round.</p> <p>Wayne to talk with Mike and Graham and bring this item back to the next meeting.</p>		
Actions to be taken / motion	ECCA to be placed in the Principal's report to feedback where to from here. Mike to be invited to a property meeting.	WebB/BucW WebB	
Moved Seconded			

Topic:	Agenda setting for next meeting – Triennial Plan update		
Discussion:	<p>Dates have been set for 2014</p> <ul style="list-style-type: none"> • Presentation by Kyle Eggleton – Health services • Charter consultation • Bicultural curriculum • Annual Learning Targets Analysis – 2/Attendance/Pastoral/CoCurricular/Rubicon • Chair Interim report • Student Trustee Election 		
Actions to be taken / motion	Moved that we appoint Bev Webb as Returning Officer for the Student Trustee Election.		
Moved Seconded	Moved: W. Buckland Seconded: G. Hargreaves		Agreed

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

Meeting closed at: 9.05pm
Next BOT meeting calendared for: 5 August 2014

X

G.Harqreaves
Board Chairperson

X

Date

