

**Minutes of the Bream Bay College
Board of Trustees
Held on 13th August 2013**

Meeting
opened at: 7pm

Present: BucW, GarD, GilK, HarG, HeiD, McQJ, SwoM, VCiP, WebB, Will,

Apologies: WooA

Moved: G.Hargreaves/M.Swords

Visitors: Alison Dalglish

Karakia: D.Heiwari

Graham welcomed Alan Logan, HoD Maths, to the meeting and introduced him to the board.

Alan presented the Maths department report to the board.

Topic:	Minutes of the last meeting dated 25th June 2013		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 25 th June 2013 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: M.Swords Seconded: D.Garner	Results	Agreed

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

Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> Dating of the cover page of the Credit Analysis booklet when updated. This has been done. 		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Confirmation of agenda items		
Discussion:	<ul style="list-style-type: none"> • Maths presentation – HoD Alan Logan • Term 2 data analysis • Strategic Aims 5&6 progress report • Emergent review: Recruiting & Managing School Staff • Elect Returning Officer for Student Trustee elections • Consultations: Hui update, proposed charter consultation • Move Depreciation into the Principal's Report 		
Actions to be taken / motion			
Moved Seconded			

Topic:	Finance		
Discussion:	<p>Wayne apologised for Annmarie being absent. She had the opportunity to travel to Australia to be with her husband as he was unable to travel to NZ on this rotation.</p> <p>Finance Sub Committee met on last Friday of term (12/7/13). From that meeting it was decided to:</p> <ul style="list-style-type: none"> • Move the financial information into a more user friendly format. • The report tabled is in the new format. More focus on the P&L account. • We had dropped off all the annotations that have been there previously. Wayne will ask for this to be re-instated. <p>Peter Van Cingel emailed questions:</p> <ul style="list-style-type: none"> • Grants from other departments. • \$30,000 variance is made up of many other departments. • Wayne raised whether using our summary report was best as opposed to our full report which answered all of the questions. • Time consuming for Annmarie to annotate the summary report. • Bot happy to keep summary with comments. <p>Questions</p> <ul style="list-style-type: none"> ○ Parental contributions: always about timing. ○ What would be the return from parental contributions? Approx 16% . ○ Do we budget for this? ○ Do we invoice more than once a year. Yes. ○ We send statements out every term. ○ Having eftpos has lifted this a little. ○ The Transport Network has buffeted us. ○ Contributions seem to be very low compared to Primary schools. <p>Overseas students 1 extra in term 1 which meant more \$\$.</p> <p>Curricular spending Have asked all HODs to only do essential spending.</p>		

WB: To meet the figure of increasing the cash surplus by \$50,000 I need to get more income and do less spending. We are looking at reducing spending by \$35K to \$40K. Question re lower spending in curriculum. HODs told to only buy essential items

Discussion

- Focussing on decreasing in curriculum, is this a good idea?
- As depreciation is a paper figure – you should be working more on your cash figure.
- Extra capital has come from the transport network surpluses which we have used to buy discretionary items.
- The roll decreased by .9 of a teacher so the board agreed to subsidise a staff member. Last 2 years extra money from the transport network has subsidised staffing.
- Should depreciation be taken off the P&L and put into the balance sheet

STAR variance

- We will check with A. Woods
- \$8465 variance – most likely a coding or timing issue.

Overseas student programme costs variance

- \$8,000 variance. Most likely accommodation. We will check with Annmarie.
- Teacher cost to go on Japan trip
 - Accommodation.
 - Bought 2 laptops for our Japanese students as part of the agreement.
 - Will ask for a department report to be run.

Surplus deficit cash only added - Depreciation comes after that.

Payments questions:

Page 1: 14252 – Annmarie has been putting as much money as possible into fixed deposit accounts and this caused a MOE debit salary transaction to bounce. The payment shown is a manual payment for this.

Page 3: 40232 @2844.18- North Tec courses

Peter raised the question re: applying for funding for kayaks. We now have 5 kayaks but we applied for 10 and a trailer. What now?

Ans: We will apply for more kayaks in 2014. They are nice but not hi priority or essential.

Reminder re the newer finance format.

The Bot still needs to be assured that all the finance transactions within the Finance report are checked as everyone is accountable at the end of the day.

Actions to be taken / motion	Reinstate annotations into the new format. Annmarie to run a STAR and Overseas students department report for the board to check coding and timing issues	BucW/WooA WooA	
Moved Seconded		Results	

Topic:	Financial Report Direct Credits from ASB: 14226-14484, TNG: 14444-14446, WBC: 14486 to be approved.		
Discussion:			
Actions to be taken / motion	Moved that direct credits as follows be approved: ASB: 14226-14484 TNG: 14444-14446 WBC: 14486		
Moved Seconded	Moved: G.Hargreaves Seconded: D.Garner		Agreed

Topic:	Journal entries 155056 [Payroll Journals] be passed for payment.		
Discussion:	Queries:		
Actions to be taken / motion	Moved that Journals entries 155056[Payroll Journals] be passed for payment.		
Moved Seconded	Moved: G.Hargreaves Seconded: D.Garner	Results	Agreed

Topic:	Cheque No's 657699-657703 for approval		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque numbers 657699-657703 be approved.		
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 30/05/2013 – 30/6/2013 for \$146.74 be approved for payment.		
Moved Seconded	Moved: G. Hargreaves Seconded: D.Garner		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 2 June 2013 – 1 July 2013 be approved for payment. Moved that the Principal Visa Card 8104 for the period 2 June 2013 – 1 July 2013 be approved for payment.		
Moved Seconded	Moved: G. Hargreaves		Agreed

Topic:	Finance		
Discussion:	BOT Trading Curriculum P&L Bank Reconciliations:- <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 All noted.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Result Analysis booklet		
Discussion:	Wayne went through the result analysis booklet, via the projector, talking to the results as shown in each year level report.		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	"Recruiting & Managing School Staff " booklet		
Discussion:	Circulated to all board members. The MOE and STA are getting insistent that boards look at other functions and roles. Wayne had highlighted a number of things in the booklet and one of the key sections he talked about is that we work alongside the NZSTA framework and on page 36/37 is the approved personnel and appointment policy which complies with all the legislative policy. At the NZSTA meeting in Rodney "Welcome Aboard" Page 6 , paragraph 3 – "Good Employer" We tend to move back to the agreement booklets.		

	<p>Wayne talked to the process of advertising for positions. Police vetting of Secondary Teachers is vetted by the Teachers Council but unfortunately they won't release the result. Support Staff – police vetted and we do get to see the results if there are any incidents.</p> <p>2nd part to booklet Anything that you do with managing staff issues and complaints – you will see the process we go through when Eric Woodward visits to talk “industrial process”. Requirement of the employee and employer to be open/honest/communicative and engage on issues at the earliest possible times.</p> <p>Wayne talked through the application form we use for job vacancies. Wayne to make a change re Police vetting on the application form.</p> <p>Wayne asked that the topic of BBC vetting teachers be held over for Eric Woodward to answer.</p> <p>What is a Personal Grievance We are not a court of law. Eric Woodward can answer any questions in his next visit.</p>		
Actions to be taken / motion	Wayne to make a change to the application form re: Police vetting.	BucW	
Moved Seconded			

Topic:	Annual Plan – Strategic Aims 5&6
Discussion:	<p>Peter Van Cingel requested a covering note re: expectations.</p> <p>Goal 5: Quality Service survey</p> <p>Staff – Wayne has emailed this to staff. Maori consultation – included narrative. Waiting for Maori staff to feedback into Maori terms. Whanau Support Group – after Mana tu Day he will look at getting WSG back up and running. Will look at putting in place a strategic plan for this group.</p> <p>Remainder of the discussion was around buildings.</p> <p>Toilets Gym toilets are a separate contract. This contract is on hold while the other projects are in action. We can't have all our toilets out at the same time.</p> <p>Wayne talked to refining the annual plan with school wide goals and targets. Suggested we look at this in a few meetings time and decide on what we do for our community consultation process as well.</p>

	<p>Questions:</p> <p>Dental clinic – changing this to a percussion room</p> <p>Quality Service survey discussion</p> <p>The survey results have been split so that the board can see responses from the community for those who think things are going well and those who think things are not as they would like. The reason for doing this is that the numerical results are lost for those parents who were unsatisfied by the bulk of the positive results but the unsatisfied parents comments were as many as the satisfied parents comments and thus they give false picture in the reverse way.</p> <p>Quality Surveys are usually structured on 14 questions. This is a much more detailed survey which has broken the questions down into 4 to 8 points</p> <p>Discussion</p> <ul style="list-style-type: none"> • Feedback on the results to the community is important. • Safety was raised in the survey. Do we answer these issues when raised in a survey? • In terms of safety – this refers to the Stage Challenge performance where BBC was placed in the old Library and had to walk to the foyer of Forum North. • Kelly reported that if this was to happen in 2014 that parents could come to venue that we use as our base and not have the kids walking to and fro. • Obviously repeated comments. • It was suggested that in the next newsletter the board chair could answer some of the concerns raised in the survey. • Upgrading the survey monkey to another version would allow us to do comment analysis. • Racism was mentioned. Is it looking like we are running 2 schools? • Better clarity of reporting back to the community. • Wayne explained that we have lost the ability to write other than a very small amount to the community by going to the 1 page newsletter in the Bream Bay News. • Suggestions: <ul style="list-style-type: none"> ○ Use the website more? ○ Email on our parent tree that we have posted a report on the website. <p>Board to go through and pick the 3-5 topics most important to them to send to Bev to be included in the next meeting pack.</p> <p>The Chairman to write an article answering concerns to be sent out on the email tree.</p>		
<p>Actions to be taken / motion</p>	<p>Create a strategic purpose for the Whanau Support Group.</p> <p>Look at refining the Annual Plan in a few meetings time with the school goals & targets & consider a community consultation as well.</p> <p>Board Chair to feedback to the community in next</p>	<p>BucW BucW HarG</p>	

	newsletter of topics discussed at the BOT meeting.		
Moved Seconded		Results	

Topic:	Policy/ies for approval this year		
	12 Feb – Policy Review Dates - completed 9 April – Governance 1-3 & 5, Operational 5-Principal reporting to the board 25 June - Governance 7, 9 &10 29 Oct - Governance 4-6,8,Trustee Register		
Discussion:			
Actions to be taken / motion			
Moved Seconded			

Topic:	Inwards correspondence 1. Letters from the Sports Coordinator requesting permission to apply for funding from Oxford Sports Trust and Pub Charity's for:- <ul style="list-style-type: none"> • Funding towards accommodation costs for the BBC girls Netball team for the National Hockey tournament in September, 2013 • Funding towards travelling costs for the Yr 7&8 to travel to Matakohe for a sports exchange. • Funding towards flight costs for the Yr9 Wellington trip in December. • Funding towards travelling costs for the Yr 7&8 to travel to Kaiwaka for a sports day. • Funding towards bus costs for the Yr9 Wellington trip in December. 2. Letter from the MOE acknowledging receipt of Annual Report 3. Letter from architects h&K re: re-roof projects. Discussion re the process of how the funding letters are approved and passed took place. STA News: 235 Noted.		
Discussion:	Outwards Correspondence 1. Letters to Oxford Sports Trust and Pub Charity's requesting funding as above.		
Actions to be taken / motion	Moved the inwards correspondence be accepted and the outwards correspondence be approved.		
Moved Seconded	Moved: G.Hargreaves Seconded: M.Swords Funding applications letters to the Oxford Sports Trust & Pub Charity's be approved. Moved: W.Buckland Seconded:N.Garner		Agreed Agreed

	Bev to check the dates of the letters requesting funding and approval letters. Wayne to change the way letters are compiled.	BucW/WebB	
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Topic:	Principal's Report
Discussion:	<p>Attachments to the Principal's Report:-</p> <ul style="list-style-type: none"> • Leg Meeting Minutes: 25th June 2013 • Reunion Minutes: 30th July 2013 • Bus Network Minutes: 11th July 2013 <p>Depreciation Page 52</p> <p>Table at the top in terms of deficits is from Post Primary Teachers Association.</p> <p>Wayne explained that this gives you an average look at deficits in various decile schools.</p> <p>Discretionary money</p> <p>Some of the items bought from the transport money are listed below:</p> <ul style="list-style-type: none"> • Van • Lighting - tennis court • Playground equipment • Steel drum set • Electronic sign - Discussion re: investigation into costings of the sign took place and we discovered that the amount capitalised had \$2k of GST and the \$3500 for cabling for the shed. Have gone back and checked other projects and they are in order. We are looking to claim the \$2k+ back • Air conditioning Units x 7 • Hypoxicater equipment • Mavis Beacon for Information Technology dept (now obsolete) <p>The money for the purchases above has come from trust applications or discretionary funding. These extra discretionary purchases have led to a much higher depreciation figure.</p> <p>Discussion took place.</p> <p>Previously we have worked on a \$80,00 deficit with a \$80,000 cash surplus.</p> <p>Wayne raised the question for the board to think about: In light of the more detailed information on our asset register is the board still expecting us increase the cash surplus by \$50,000.</p>

	<ul style="list-style-type: none"> • Concern was raised that the biggest hit is coming off our area of curriculum which should have a high priority of spending. • What is the curriculum budget used for: Science gear/7&8's pens, pads/English - more photocopying, resources, books. <p>Depreciation is book money – it's not real and if you are funding a substantial amount from the Transport Network surplus - it is distorted.</p> <p>Discussion took place to offset the budget to neutral.</p> <ul style="list-style-type: none"> • Need to decide on our own strategy • Also recognise to build up savings to replace those goods. • Not to slash and burn budget by \$50,000 (maybe \$30,000) and work on a longer term to build up reserves. <p>Questions:</p> <p>Anymore feedback re Stage Challenge?</p> <ul style="list-style-type: none"> • National coordinator says it's within the national rules - so tough. Will discuss with local Principal's to see if they want to run another event. • Discussion took place. <p>Health & Safety</p> <p>Can we get a hazard checklist for the Board? Sickbay report – Bev will supply this before the next meeting</p> <p>Peter asked was REDG meant? Ruakaka Economic Development Group.</p> <p>Wayne reported back from the REDG meeting</p> <ul style="list-style-type: none"> • Cable coming in to Uretiti - earthquake • Possible Data centre linked to this • Green energy company linked to this - Recycled wood products for energy • Cruise liners – coming into the port – possible 10 per year, what opportunities? • North Holding subdivision – approval for 5 show homes \$400k to \$600k • Refinery is clearing out paddocks on Mair road, possibly around 100 more people to be employed 		
Actions to be taken / motion	Wayne to ask DP, Mark Bayer, for a hazard report. Beverley Webb to email a sickbay report to the board.	BucW/BayM WebB	
Moved Seconded	Moved that we increase the budgeted \$60,000 cash surplus to \$90,000 as opposed to the \$110,000 as previously amended based on the more detailed asset register information.		

Moved:D.Garner Seconded:P.V.Cingel		Agreed
Moved that we elect Beverley Webb as Returning Officer for Student Election and approve the timeline.		
Moved:W.Buckland Seconded: J.McQueen		Agreed

Topic:	Agenda setting for next meeting		
Discussion:	<p>17 September 2013:</p> <ul style="list-style-type: none"> • Charter & Surveys • Strategic Aims 1&2 • GATE • Monitor insurances report • Emergent Review: "Building inclusive schools" • Emergent review: ERO • New Trustee Induction <p>Restorative Justice training– Pastoral team to organise for a separate night. Wayne to distribute some pre reading.</p> <p>Peter asked for an update on how our NCEA results are performing vs other schools in the area.</p> <p>Wayne replied that this was covered in the first two meetings of the year. He will re send the information to you. Wayne will get the NZQA analysis link from Starpath and circulate it to board members.</p>		
Actions to be taken / motion	<p>Restorative Justice training To be referred to the Pastoral team to organise training for a separate night.</p> <p>Wayne to email/distribute some reading to the board.</p> <p>NCEA Results compared to other schools in the area Wayne to re-send the information regarding results to Peter Van Cingel.</p> <p>Wayne to send a link from Starpath and circulate to the board.</p>	<p>Pastoral Team</p> <p>BucW</p> <p>BucW BucW</p>	
Moved Seconded			

Topic:	General Business		
Discussion:	<p>Evaluation of this meeting A very long and full meeting, but with good input and discussion. Open robust discussion, healthy, stay on task to avoid wondering off the topic. Good to get response to surveys, communicate answers back to the community. Agree re feeding back to the community, getting more robust discussion and, in time, these sessions will get a little less taxing. Finance booklet a good start with all the important stuff up front. Knowledge increasing over time of what has happened previously and where the board is at. Good questions, good discussion. No issues, went well. Plenty of discussion robust, worth spending the time to discuss. Principal was concerned that we are providing you with so much information which could leave you all feeling swamped. Trying to figure a way of keeping the pack more concise and compact.</p>		
Actions to be taken / motion			
Moved			
Seconded			

Meeting closed at: 10.15pm
Next BOT meeting calendared for: 17th September, 2013

X

G. Hargreaves
Board Chairperson

X

Date

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