

**Minutes of the Bream Bay College
Board of Trustees
Held on 17th December 2013**

Meeting
opened at: 7.05pm

Present: BucW, DoaT, GarD, HarG, HeiD, McQJ, SwoM, VCiP, WebB, WiL, DaIA, WooA

Apologies:

Moved: G.Hargreaves/M.Swords

Karakia: DH

Topic:	Minutes of the last meeting dated 29th October 2013		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 29 th October 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"> • Behaviour Management Booklet – Given back to the Pastoral Team to action - ongoing • Mock version of Uni of Auckland Charter. • Wayne advised that the ERO team said our Charter was fine except that we need to write up a te reo section in the values area in front of the Charter. This has been handed back to Tikanga Group to action. Wayne commented he has made no changes to structure. It was questioned as to whether we are making changes to the existing charter tonight. Jane to call in to discuss changes with Wayne. • What does the board want to do re: charter? Discussion took place. • Discussed at length last meeting – make small changes. • Short and simple – get together to make it a bit more meaningful and measurable.

	<ul style="list-style-type: none"> • Needs improving. • Newer version shorter and concise but like what ERO is saying. • ERO did say they liked the charter but they may change their minds. • Talked about it at SMT Meeting last Thursday with DP's – made modifications to layout. Layout of annual plan in parts to be modified for flow on. Reporting back needed tidying. • Strong appetite to restructure it but in time. Share the workload. Simplify it. Our founding document for the school to share it with the community. Work towards changing it. • Management document – make it clearer – more flow on. • Fix up what needs this year but look at restructuring next year. • Is it a board doc or staff/student doc? • Wayne explained that the existing text in the document needs to be somewhere. Goals messy. The new one is in a format that is easier to follow with goals. <p>Decision</p> <ul style="list-style-type: none"> • Run with what we have, go to consultation and come back and mould it into something we want. • Come back and deal with the tweaking to make it happen. • WebB: Policy Framework Booklet: Governance 4,6,8 updated, Trustee Register updated, Contents page updated. • Uniform policy updated - passed back to student body. 		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	<p>Confirmation of agenda items</p> <ul style="list-style-type: none"> • Analysis of Variance • Annual Plan draft • 2014 Charter goals • EOY data analysis • BOT Chair/Principal Appraisal report back – to in committee • 2014 draft budget approved meeting to be arranged • National Standards reporting – Wayne will have these prepared • ERO feedback <p>Surveys to be added as an agenda item.</p>		
Discussion:			
Actions to be taken / motion			
Moved Seconded			

Topic:	Financial Report Direct Credits from ASB from 15176-15598, TNG:15372-15626, WBC: 15384 & 15628 to be approved.		
Discussion:			
Actions to be taken / motion	Moved that direct credits for September as follows be approved: Direct Credits:15176-15598 TNG: 15372-15626 WBC: 15384 & 15628		
Moved Seconded	Moved: G.Hargreaves Seconded: L. Williams		Agreed

Topic:	Journal entries 163544,164448,166043,166112 [Payroll Journals] be passed for payment.		
Discussion:	Queries:		
Actions to be taken / motion	Moved that Journals entries 163544,164448,166043,166112 [Payroll Journals] be passed for payment.		
Moved Seconded	Moved: G.Hargreaves Seconded: L. Williams	Results	Agreed

Topic:	Cheque No's - September 2013		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque numbers 657718-657731 for be approved.		
Moved Seconded	Moved: G.Hargreaves Seconded: L. Williams	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 31/08/2013 – 29/09/2013 for \$181.90 be approved for payment.		
Moved Seconded	Moved: G.Hargreaves Seconded: L. Williams		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 September 2013 - 01 November 2013 be approved for payment. Moved that the Principal Visa Card 8104 for the period 2 September 2013 - 01 November 2013 be approved for		

	payment.		
Moved Seconded	Moved: G. Hargreaves		Agreed

Topic:	Finance
Discussion:	<p>BOT Trading Curriculum</p> <p><u>P&L</u></p> <p>Annmarie reported:- Transport network sitting on \$144,914.00 and will probably increase by \$20K in 2014. Wayne commented that the transport network may need to pay for another bus as we are accumulating a lot of money. Reason why we have a healthy surplus is the way we set up our contracts. Discussion took place.</p> <p>Special Ed CYFS funding Not actually balanced. Just got sorted re: money coming through.</p> <p>Student Council: Surplus \$4,000</p> <p>The Student Council has met and they will spend this money. Wayne will signal to the Councils that if they don't spend their money over the year, as opposed to spending it all in one lump sum at the end of the year, that it will come back to the Principal to spend on their behalf. Alison spoke to how it was run and they rationalised spending the money.</p> <p>Fuel The heat / light & water is over because the diesel tank has been filled and the timing is out of sync.</p> <p>The question was asked: What expected surplus/deficit for the year. Annmarie replied that she doesn't know – just working day to day getting everything in. Wayne commented:</p> <ul style="list-style-type: none"> • Should be on target or just over target. • Looking at either \$80/\$90 and we are on target. • Adding to our surplus. <p>Alison and Annmarie met with the HoD's at the LOL meeting to talk budgets. They rationalised it back to a breakdown of costs for 'students per hour'. On this basis science was being significantly underfunded and some other departmental areas overfunded. Budgets were adjusted.</p>

Alison advised that it took a bit of work to get them to that point – had difficulty pruning – had their own wish lists. Learning curve for all of us. Good PD for everyone but everyone did leave mostly happy. Anything extra would be allocated by a general percentage increase.

With going digital next year and giving away photocopying will this be redistributed evenly? Being practical could increase more. This could be a time for open discussion.

Rates: Sewerage levy on 65 Ruakaka Beach Road – unbudgeted for this year but will be budgeted next year.

Financial position

Currently cash rich and we could be more cash rich next year. Use your best estimates for your budget and if it turns out pessimistic we have a buffer.

Wayne commented we budget on GMFS and make adjustments on 1 March roll. Don't think leaving \$\$ in the bank is productive when we can spend it on resources.

If we are running at a roll of 450 increase budgets by 10%.

Spend it on Capital items across the school.

Discussion took place re possible ways of spending a surplus.

- Projects
- Van
- shed with Whare at the front in the front of school.
- t/aides
- resources
- focussing on lifting achievement with Maori boys
- air con for classrooms

At a roll of 465 then we go into roll growth classrooms.

Would the bot be in favour of chasing the concept of a new Whare/shed at the front of the school. Within current surpluses and it is a safe bet.

Tivaan said that past and present students would like to see the Whare brought into the grounds.

Sown the seed out in the community in terms of building a Whare/wanaga – the structure we had designed with LVL is fine. Have a shed to store vans / equipment etc. Kitchenette can be added but not toilets.

From last meeting if the bot was happy Wayne would like to firm up some costs and estimates to bring back to the next meeting.

Cost out a wooden floor as opposed to a concrete floor. Proceed with that and put out a good draft proposal to get community feedback.

Original costing was around \$80/90K.

The board is happy for Wayne to pursue getting figures and designs to bring back to the next meeting.

The question was asked re: going digital and some parents not being able to finance purchasing tablets etc. Is there money to help these parents? Wayne advised that we have some ETL money sitting in the bank and that it could be put towards this and the

parents asked to pay ½ back. We could also get computers in homes back again. We have pods of 10 computers in the classrooms.

What about subject choices? Can E learning be developed more?
 Given away .1 of staffing – given away 2 classes, Lucy our E dean – can put anyone on VC learning if there is a clash.

Discussion took place re benefits of more students to reduce clashes

Draft budget – to keep board abreast of where we are – still in draft.
 Wayne talked to the proposed cash surplus of \$113,553.00
 \$80,000 tagged for staffing which leaves a \$33,000 cash surplus
 But if we take into account that the Transport Network figure being higher it will bring us back to a \$50k surplus.

GMFS is our best estimate which is the safest scenario.

Amounts outstanding over a period of time to be written off
 Annmarie talked to money from unpaid charges that have been in the system for a long time. She explained that the losses have already been incurred over the period 2010-2012.
 Annmarie explained that the areas were predominately TFEA assisted Uniform related issues and music lessons.
 Two changes to the system have occurred to the systems so that it won't let this happen again. The Music Itinerants will be given a roll of students who have paid to be in their class and only those students who have paid will be accepted into the classes.

The board's consensus was to write off outstanding amounts for the 2010-2012 year of students who have left for \$2552.98
 and
 to write off outstanding amounts for current students that amount to \$25 or below totalling \$283.15.

Bank Reconciliations:-

- 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 /	1. Moved that we approve the draft budget as distributed.		Agreed
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motion	<p>2. Moved that we write off outstanding amounts for the 2010-2012 year of students who have left for \$2552.98. Moved that we write off outstanding amounts that amount to \$25 or below for current students totalling \$283.15.</p> <p>The board is happy for Wayne to pursue getting figures and designs to bring back to the next meeting.</p>		<p>Agreed</p> <p>Agreed</p>
Moved Seconded	<p>1. G.Hargreaves / P.Van Cingel</p> <p>2. W.Buckland / D.Garner</p>		<p>Agreed</p> <p>Agreed</p>

Topic:	2014 Charter goals		
Discussion:	<p>Into the google drive this afternoon we dropped in two documents</p> <ul style="list-style-type: none"> • Charter strategic plan • Statement of variance <p>Wayne advised that:</p> <ul style="list-style-type: none"> • BOT working on a triennial plan • LOL working on triennial plan • Worked with SMT on triennial planning within their portfolios • Taken existing annual plan for 2013 and written up most of this up • Tidying up will happen to bring back to the next meeting. Note to change heading to reflect area. <p>What we are doing is following the structure of the board for the other areas of the school. Wayne talked to the areas of Curr/Co Curr/Pastoral and their development of each of their triennial plans which bore down into our annual goals.</p> <p>Wayne advised that the fire alarms connected into the security system– previously the MoE and Fire service said it didn't count but now they are saying that we have to report in a total different way. It involves an external person every here every 3 months and more work for the caretaker.</p>		
Actions to be taken / motion	<p>Note: Hazard report to be submitted at each bot meeting.</p> <p>Annual Plan to be brought back to the next meeting in its final form.</p>	WebB BucW	
Moved Seconded		Results	

Topic:	EOY data analysis		
Discussion:	Wayne talked through the 2013 Results EOY Analysis Summary.		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	National Standards reporting		
Discussion:	<p>Wayne talked the board through the tables. Comment was made that the results are disappointing and Wayne said they don't make sense. He will be able to report back more accurately once he has the PACT tool.</p> <p>Annual Plan 2013 ERO asked for evaluated reporting specifically asking what cohorts previously to now and what next in the reporting.</p> <p>2014 Annual Goals Wayne talked to the 2014 version of the Annual Plan adding a base line data/final data box.</p> <p>Comment was that I like the structure but in the longer term we need to have less objectives.</p>		
Actions to be taken / motion	<p>Wayne to update 2013 final Diploma pass rate data for All</p> <p>Finding should read funding in para 2.</p> <p>Wayne asked that if the board have any suggested changes to notify him. SMT still to have input. Once this is completed a final draft to be made available for the next meeting.</p> <p>Wayne asked if the consensus was to run with this format.</p> <p>Wayne has placed in the google drive folder for you to look over</p> <ul style="list-style-type: none"> • Analysis of Variance • National Standards 	<p>BucW</p> <p>WebB</p> <p>BOT</p>	
Moved			
Seconded			

Topic:	Surveys
Discussion:	<p>Noted that HoDs had opted for 360 appraisal surveys These have gone out to selected staff for comment.</p> <p>Yr 7&8 snapshot survey Had a request to do this survey</p>

	Wayne describe how to make sense of the survey, 5 is high and 1 is low, the timing of the survey.		
	Wayne talked to the Senior Leavers survey/Senior End of year Survey and the results. Looking for patterns that identify trends. <ul style="list-style-type: none"> • Paper form for 5 years • Electronic for 3 years • And have reported back in the last Bream Bay News on results 		
Actions to be taken / motion			
Moved			
Seconded			

Topic:	ERO		
Discussion:	Wayne advised that he met with the ERO team before they met with the Board and SMT. He asked that IF Shane and Sue had any concerns at all please raise them so we could sort them. They had none.		
	They feedback that was quite obvious that we couldn't have covered all the improvements in the last 6 months. They were extremely positive at all the meetings and they were raving about the students.		
	Wayne will be meeting with MOE Advisor, Tanya Petrove, to ensure that we are all on the same page before submitting the Analysis of Variance to the Ministry.		
Actions to be taken / motion			
Moved			
Seconded			

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

Topic:	Inwards correspondence 1. Letter from MOE re PLD. Noted. 2. Education Circular bulletin. Noted. NZWA MNA report. Lucy will identify issues that need action. STA News: 239 Circulated electronically to board members. Noted.		
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Discussion:	Outwards Correspondence		
Actions to be taken / motion	Oxford sports applications.		
Moved Seconded	Moved that we accept the inwards correspondence be accepted and outwards be approved. G.Hargreaves/P.V.Cingel		Agreed
	Moved that the Oxford funding applications be approved. G.Hargreaves/P.V.Cingel		Agreed

Topic:	Principal's Report		
Discussion:	<p>SNUP</p> <p>Wayne talked to the SNUP project. The MOE have paid for torque IP to do a SNUP survey of the school.</p> <p>Results:</p> <ul style="list-style-type: none"> • Specified that the admin block be re wired. • Server room – the cabinet should be using only 60% capacity – want another free standing cabinet beside our existing one • Air con unit – not mounted over the cabinets • UPS box not in the room • <p>Wayne has spoken to the MOE regarding SNUP and fed back to them that it is rubbish. It is quite possible that we put in our own wireless system.</p> <p>Discussion took place.</p> <p>New enrolment listings</p> <p>Wayne talked to the enrolment listing of next year's student and the "new" column.</p>		
Actions to be taken / motion	Moved that Wayne pursue costing a wireless network for the College and bring it back to the next meeting.	BucW	
Moved Seconded	G.Hargreaves/D.Garner		Agreed

Topic:	Agenda setting for next meeting – dates have been set for 2014		
Discussion:	<p>February 2014:</p> <p>Wayne requested that for the December Board meeting can we make the cut off a week later for getting the pack out to everyone due to deadlines.</p> <ul style="list-style-type: none"> • Analysis of Variance • Annual Plan Draft 2014 Charter goals 		

	<ul style="list-style-type: none"> • Previous years EOY data analysis • BOT Chair Principal Appraisal report back • 2014 Draft Budget approved. • National Standards reporting 		
Actions to be taken / motion			
Moved			
Seconded			

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

Meeting closed at:10.45pm
Next BOT meeting calendared for: 17th December, 2013

X

G.Hargreaves
Board Chairperson

X

Date