

**Minutes of the Bream Bay College  
Board of Trustees  
Held on 9<sup>th</sup> September 2014**

Meeting  
opened at: 7.05pm

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

Apologies: Stevie Ryland

Moved:

Visitors: Heath Kewene – candidate for Student Trustee 2014/2015

Karakia: Derek Heiwari

Welcome to Heath Kewene.

<b>Topic</b>	Presentation by Stevie Ryland – Technology Department		
Discussion	Stevie was unable to attend the meeting - to be slotted back into the work plan.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Minutes of the last meeting dated 5<sup>th</sup> August 2014</b>		
Discussion:			
<b>Actions to be taken / motion</b>	Moved that the minutes of the meeting dated 5 <sup>th</sup> August 2014 be confirmed as a true and correct record.	<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	Moved: P.Van Cingel Seconded: L.Williams	<b>Results</b>	Agreed

<b>Topic:</b>	<b>Amendments to minutes</b>		
Discussion:	EECA: recommends that anything that takes less than 5 years is worth doing Refer to Charter meeting 2.  Refund 'ALL' initiative money of \$7265.22. This has been picked up by Annmarie to make repayment Discussion took place.		
<b>Actions to be taken / motion</b>			
<b>Moved</b>		<b>Results</b>	

Seconded			
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Topic:	<b>Matters Arising</b>		
Discussion:	GATE Report already presented STARPATH Report to be attached for the next meeting		
Actions to be taken / motion	Starpath report to be attached for the October Meeting.	BucW/WebB	
Moved Seconded		Results	

Topic:	<p><b>Confirmation of agenda items</b></p> <p>Finance</p> <ul style="list-style-type: none"> <li>➤ Month end Approvals and Reports</li> </ul> <p>BOT/Workplan/Finance</p> <ul style="list-style-type: none"> <li>➤ a Month end Approvals and Reports</li> </ul> <p>Finance Attachments</p> <ul style="list-style-type: none"> <li>➤ a2 Balance sheet</li> <li>➤ a3 Curriculum report</li> <li>➤ a4 Trading report</li> <li>➤ a5 Variance report</li> <li>➤ a6 Capital Expenditure</li> <li>➤ a7 Banked Staffing Letter</li> </ul> <p><b>Bot Workplan – Finance:</b></p> <p><b>2. BOT Workplan / Policies:</b></p> <ul style="list-style-type: none"> <li>➤ a Presentation by Stevie Ryland – HOD Technology</li> <li>➤ b National Standards (In-committee)</li> <li>➤ c IES – Investing in Education Success</li> <li>➤ d Whare update/Building update</li> <li>➤ e Co Curricula-Strategic area</li> <li>➤ f Student Trustee Election Update</li> </ul>		
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	<b>General Business</b>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Financial Report</b> Direct Credits from ASB for July: 17218-17490, TNG for July: 17492-17553, WBC: 17492 be approved.		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that direct credits for May as follows be approved: Direct Credits: 17218-17490 TNG: 17492-17553 WBC: 17492		
<b>Moved Seconded</b>	Moved: D.Garner Seconded: P.Van Cingel		Agreed

<b>Topic:</b>	<b>Journal entries July</b> Journals:181427-181447 Payroll: 182179 Correction Westpac Journal: 182178		
<b>Discussion:</b>	Queries:		
<b>Actions to be taken / motion</b>	Moved that ASB Journal for July: 181427-181447 Payroll Journal entries for July: 182179 Correction Westpac Journal: 182178 be passed for payment.		
<b>Moved Seconded</b>	Moved: D.Garner Seconded: P.Van Cingel	<b>Results</b>	Agreed

<b>Topic:</b>	<b>Cheque No's</b> for July: 657751-657752 be approved.		
<b>Discussion:</b>	Queries:		
<b>Actions to be taken / motion</b>	Moved that cheque numbers for July: 657751-657752 be passed for payment		
<b>Moved Seconded</b>	Moved: D.Garner Seconded: P.Van Cingel	<b>Results</b>	Agreed

<b>Topic:</b>	<b>Fuel Card – Star Card</b>		
<b>Discussion:</b>	Moved that the Caltex Star Card be approved for payment.		
<b>Actions to be taken / motion</b>	Moved that the Star Card for the period 30/06/2014 – 30/07/2014 for \$293.27.be approved for payment.		
<b>Moved Seconded</b>	Moved: G.Hargreaves Seconded: M. Swords		Agreed

<b>Topic:</b>	<b>Visa card transaction</b>		
<b>Discussion:</b>	Moved that Visa Card Statement <b>8106 &amp; 8104</b>		
<b>Actions to be taken / motion</b>	Moved that the Principal Visa Card <b>8106</b> for the period 02 June 2014 – 01 July 2014 be approved for payment.		
	Moved that the Principal Visa Card <b>8104</b> for the period 02 June 2014 – 01 July 2014 be approved for payment.		
	M Bayer Visa Card – not in use currently.		
<b>Moved Seconded</b>	Moved: G. Hargreaves		Agreed

<b>Topic:</b>	<b>Finance</b>		
<b>Discussion:</b>	<p>Discussion took place about the reports presented</p> <p>Bank Reconciliations</p> <p><b>Balance Sheet</b></p> <p>MOE furniture grant – figure out why this is not going anywhere</p> <p><b>Curriculum Report</b></p> <p>Percentages of spending</p> <ul style="list-style-type: none"> <li>• Text books – 820% - gets capitalised at the end of the year</li> </ul> <p>Yr 7&amp;8 back to 64%</p> <ul style="list-style-type: none"> <li>• Camp in's and out's</li> </ul> <p>Question re: students not going on camp</p> <p>Possibly more fundraising activities are needed – currently the only fundraiser is the Yr 7&amp;8 Market Day. Challenge is getting all students to participate. Shakespear tutors are expensive. Section of community happy for cost/Middle struggle to make it happen. Grant money has come through for camp.</p> <p><b>Trading report</b></p> <p>All of accounts where we have income and expenses</p> <p>Van is behind – spent \$2-3K on rust plus damage that was done to van – should be neutral by end of year</p> <p>CAFÉ – looking better</p> <p>Student Council: still to spend their \$\$</p> <p>Updated Capital report</p> <p>Corrected Electronic scoreboard</p> <p>55" LED TV for Gym</p> <p>Wayne explained that the Ministry require all cables/leads/labelling etc to be tested</p>		

	<p>before being plugged in. We have an external provider to do this but Matthew the caretaker can do this for us. To purchase a testing apparatus is \$1300.00 Denis to check at home for one and advise. (Tester purchased)</p> <p>P&amp;L detailed          Spreadsheet with writing out the side with the ups and downs</p> <p>Corrections:          Reconciliation was up on the wrong date</p> <p><b>Variance Report</b></p> <p><b>Capital Expenditure Report:</b></p> <p><b>Queries:</b></p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved: Seconded:		Agreed

<b>Topic</b>	<b>Results analysis</b>
Discussion	<p>Wayne talked to the target analysis as viewed on the projector. Discussion took place. National standards still up in the air and debatable whether it is useful. Standards at year 8 and 9 appear to be too hard. Aspirational.</p> <p>Primary school's results do not match our results. Wayne in discussion with Primary schools. To lift our game we will need help from the Primary schools.</p> <p>Actual standards exemplar sheets displayed</p> <p>Work in progress</p> <p>Not anywhere near our 80% @ or above target</p> <p>Senior school</p> <ul style="list-style-type: none"> <li>• Students at Risk: 39 identified from last year now 36</li> <li>• Deans and DP's working with those students who have dropped a Diploma level also</li> </ul>

	<ul style="list-style-type: none"> <li>All teachers have been emailed the 'students at risk' list</li> </ul> <p>Wayne displayed a report designed to show the total number of incidents - house by house.</p> <p>Discussion took place.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic</b>	<b>IES</b>		
Discussion	<p>Wayne brought up on the projector an IES update.</p> <p>Wayne talked to the different roles and the money being tagged to those positions.</p> <ul style="list-style-type: none"> <li>Extra salary goes to the individual</li> <li>Contact time goes to the school</li> </ul> <p>Wayne has asked that this comes up on the agenda again and the boards sits down and works out exactly what we really want.</p> <p>As a board we need to either pursue it or wait another year.</p> <p>It was noted that the 3 Primary's won't enter into any further discussions until after Elections</p> <ul style="list-style-type: none"> <li>It will kick off next year</li> <li>Registration of interest is open now</li> <li>Wayne will have discussions at the NSSPA conference this week</li> </ul> <p>Discussion took place</p> <ul style="list-style-type: none"> <li>There are opportunities to be had</li> <li>Clusters - have to be done vertically</li> <li>Unless our primary's come on board we are hamstrung</li> <li>Have to register as a cluster</li> </ul>		
<b>Actions to be taken / motion</b>	To be placed on the agenda for discussion at the next meeting	BucW/WebB	
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic</b>			
Discussion	<p>Thanks to Mike and Graham for attending meeting re Whare</p> <p>Apologies the 3D image missed being up loaded onto google drive.</p> <p>Architects H&amp;K supplied 3D image with portals but you could not build this for \$300K.</p> <p>Wayne talked through the images on the screen.</p>		

Concept plan

Mike Swords met with GJ Gardner's

He will contact Wayne with a GJ Gardner contact who will do a couple of concept plans for \$200

Keen to go with LVL

At Property Forum Wayne met with Sandra Orr and Mike Glover and in return they met with Wayne here at BBC to continue their discussions.

They confirmed that the MOE will pay out 50% of the money for the sale of the school houses for us to put into the Whare.

Rule change now allows us to get 100% of school house money but it has to go into 5YA.

Further building Conditions:

- Has to happen under a Project Manager
- Has to go up on GETS
- Can't do it ourselves

We can go to ASB for funding after we have plans.

Selling 2 school houses will give us \$300 - 400K

If you sell off our other 3 houses and put it into 5YA and we would be looking at \$1,200,000

With this we could build a new Yr 7&8 block

Issues: 2 prefabs with old fibrelight board with asbestos

Need to be deconstructed on site – cost approx. \$40K

Discussion took place

What is 5YA

Maintenance/depreciation and modernisation component

Discussion re teaching spaces took place.

Go ahead and sell the 2 school houses as discussed.

Go with GJ Gardner/LVL and get a concept that we can go with for \$300K. We can pretty it up to look smart.

Should we consider getting rid of the other 3 schoolhouses with a view to actually building a new Yr 7&8 block in the middle of the school.

Will the MOE build a new block of 8 classrooms if we wait? This depends on roll growth.

Conclusion:

Short term - progress the Whare

Long term - wait and see.

	Think about the long term proposal.		
<b>Actions to be taken / motion</b>	Go ahead and sell 2 school houses as discussed. Wait and see what happens with roll growth before going ahead with a yr 7&8 block in the middle of the school.		
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic</b>	<b>Co curricular</b>		
<b>Discussion</b>	<p>Apologies that the finished Co Curricula report was not uploaded.</p> <p>Yr 9&amp;10 separate inter-house competition was really well received. Last inter-house activity was volleyball</p> <p>Kia Maia/Tumuaki are given out at Year 9&amp;10 – different coloured bars as to Yr 7&amp;8</p> <p>Discussion took place around creating a position like Head of Yr 7&amp;8 area but for the middle school (yr 9&amp;10) It would need us to have roll growth so we can offer more units for a Head of this area.</p>		
<b>Actions to be taken / motion</b>	Wayne to write up more about Kia Maia/Tumuaki at Year 9&10 in the newsletter	BucW	
<b>Moved Seconded</b>		<b>Results</b>	Agreed

<b>Topic:</b>	<b>Policies for approval</b>		
<b>Discussion:</b>	<p>Policy Booklet review additions to be approved</p> <p>Finance Sub Committee saw a couple of policies to be reviewed at the next meeting</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Inwards correspondence</b>		
<b>Discussion:</b>	<p>1. <b>Outwards Correspondence</b></p> <p>1. Application to the pub charities applying for funding for:-</p> <p>a. Travel costs for the Year 9 trip to Wellington</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved that we accept the Inwards correspondence be accepted and Outwards be approved. D.Garner		Agreed



	M.Swords  Moved that the Oxford Sport Trust application be approved. Moved: D.Garner Seconded: M Swords		Agreed
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<b>Topic:</b>	<b>Principal's Report</b>		
<b>Discussion:</b>	<b>Attachments:</b> <b>4.</b> <ul style="list-style-type: none"> <li>➤ a International Report</li> <li>➤ b Co-curricular report</li> <li>➤ c LOL Minutes 22.07.14</li> <li>➤ d BBC Board Triennial Plan</li> <li>➤ e-h Assembly Presentations</li> </ul>		
<b>Moved Seconded</b>	Moved that the Principal's report be accepted. Moved: W.Buckland Seconded: G.Hargreaves		Agreed

<b>Topic:</b>	<b>EECA</b>		
<b>Discussion:</b>	Wayne advised that Jack Tan asked us to wait before proceeding with the EECA proposal presented at the last meeting.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Heating / Boiler</b>		
<b>Discussion:</b>	Wayne advised that Alan from TubMan Heating has been on site to do an inspection of the boiler. He is an expert on S68 schools. He was looking at ways to make it run cheaper. <ul style="list-style-type: none"> <li>• The situation is that the boiler is on its last legs</li> <li>• This will be an amendment to 5YA</li> <li>• Class 1 category Health and Safety for 5 year agreement money</li> <li>• Fire bricks issue as black soot coming out – leaking</li> </ul> Discussion took place.		
<b>Actions to be taken / motion</b>	A quote is being prepared from Tubman.		
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Graffiti Hit</b>		
<b>Discussion:</b>	<p>Wayne explained we had a huge graffiti hit over the weekend. Probably the worst ever. He handed around a booklet of what took place.</p> <ul style="list-style-type: none"> <li>• We have substantial footage on camera</li> <li>• Have identified 1 person</li> <li>• Police have all our footage</li> </ul> <p>Discussion took place.</p> <p>Do we need better lighting? Sensor lighting may be a good idea.</p> <p>The caretaker did an amazing job of cleaning all the graffiti off with 3 boys and 1 man helping by Saturday afternoon. What will police do? The graffiti hit itself would have resulted in youth aide but because they have made threats then it jumps up in the system.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Agenda setting for next meeting – Triennial Plan update</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Triennial Plan update</li> <li>• Supporting Education Success as Maori- possible discussion item for next meeting (see October folder)</li> <li>• Whare update</li> <li>• Insurances review – as attachment to Principal’s Report for next meeting – move to Oct meeting</li> <li>• New trustee induction – moves from year to year</li> <li>• Set another Strategic Plan meeting – Wed 24<sup>th</sup> Sept</li> </ul>		
<b>Actions to be taken / motion</b>	Strategic Plan meeting 24 <sup>th</sup> September @ 5pm.		
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Evaluation</b>		
<b>Discussion:</b>	<p>Review of the term</p> <ul style="list-style-type: none"> <li>• Disappointed Whare drawings have taken so long – getting plans/concept together – felt it meant that we had failed as a board</li> <li>• In general: good discussion going on, managing time better, going in positive direction</li> <li>• Endorse all the points above that were said – good working cohesion, have come a long way</li> </ul>		

- Not much to add
- Ditto – liking the fastness of the meetings. Where – signed off in first couple of meetings but still haven't got proper plans
- Re Where – frustration with not getting plans from Carters / should have gone with someone else – hopefully we can start moving forward. At meetings we start talking about an item but we get off track and we don't close off.
- Initiative overload and we don't focus on delivering one thing. Need clear strategies to deliver as a board. Bouncing all over the show – 2 or 3 new items come to the meeting that divert us. Focus on 1 or 2 things. Not seeing a sense of achievement. Like to see more progress.
- Have made progress but would like to see robust debative board members – what difference have we made as board members. What added value have we made? Take more info as read and debate as view points. Be disciplined – keen to see strategies evolve. Re Where what are the key objectives for this building. See this in many things – not a clear direction in where we are going. See some progress but would like to see more.
- Still struggle with what is management and what is board. The board is not seeing what is bottom up instead of top down. Agree in meetings that we go around in circles. In secondary concept targeting funds is different.
- Architects did let us down badly
  - Need to lift discussion to governance level
  - Be prescriptive about raising it to governance level
  - If we are going to discuss something in depth then the chair can call it as governance or management
  - Is it a discussion at governance level we want here
  - Would it be useful in the agenda to have pre done motions for the board
  - Not saying the Principal is not working hard is he doing too much
  - set up sub-committees?
  - Us as a board - how can we operate better
  - What we are doing is good for unifying the board
- Discussion on strategic placement re governing and managing. We have a board that sits itself as 8/10 (10 – high trust governance only)
  - Not necessarily clear at times what 8/10 means
  - Often go from 1/10 to 10/10 in some things
  - Don't have a clear Strategic Plan – too many goals
  - Need for the board is to have a much more defined Strategic Plan
  - Other things to happen at management level
  - We report too much to the board
  - Summary from the Principal – look at National standards information – instead of 4 pages of data re National Standards would have been easier to read
  - Explained that the information supply was as requested by a BOT member to the chair
  - Some felt it was more efficient to have background /summary and then draw a conclusion less detail
  - Board to discuss front summary page rather than what is behind in assessment analysis

	<p>Difficult to pitch how much information as the board often requested highly specific detail info and at other times only wants a summary</p> <p>Suggested that if any bot member raise a hand and ask if its governance and be clear if we need to discuss further.</p> <p>As a board we can drill down but it's the chair who needs to be keep the board on track.</p> <p>Feel we bring the same items back for discussion meeting after meeting. Backwards and forwards. Thought we had made a decision.</p> <p>Pushed for a concept to see what we were getting.</p> <p>Playing filed keeps changing field which is frustrating both ways.</p> <p>Useful to have board members forming a sub committee for property.</p> <p>Involve community.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved</b>			
<b>Seconded</b>			

Meeting closed at: 10pm

Next BOT meeting calendared for: 9<sup>th</sup> September, 2014

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J Kduj uhdyhv  
Erduq#Fkdushwrc

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