

**Minutes of the Bream Bay College
Board of Trustees
Held on 18th February 2014**

Meeting
opened at: 7.00pm

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

Apologies:

Moved:

Karakia: Tivaan Doak Smith

Graham welcomed everyone to the meeting.

Election of Officers

Topic:	Election of Chairperson (confirmation of Deputy Chairperson, Discipline Sub Committee and Finance Sub Committee)
Discussion:	
Actions to be taken / motion	<p>Election of Chairperson:-</p> <p>Graham handed the meeting over to the Board Secretary for election of the Board Chair.</p> <p>Beverley Webb called for nominations for the position of Board Chairperson.</p> <p>Jane McQueen nominated Graham Hargreaves for the position of Board Chair of the Bream Bay College Board of Trustees.</p> <p>Seconded: D.Garner</p> <p>There being no further nominations Graham Hargreaves was duly elected.</p> <p>The meeting was handed over to the newly elected Board Chairperson for the election/confirmation of other officers.</p> <p>Graham talked to succession of the Board Chair role. He advised that this would most likely be his last year as Board Chair and offered to buddy up with others who may like to take on this role.</p> <p>Election of Vice Chairperson:-</p>

Graham Hargreaves called for nominations for the position of Vice Board Chairperson. Mike Swords nominated Peter Van Cingel as Vice Board Chair of the Bream Bay College Board of Trustees.

Seconded: D. Heiwari

There being no further nominations Peter Van Cingel was duly elected.

Discipline Sub Committee:-

Graham Hargreaves called for nominations for the Discipline Sub Committee. Bev was asked to read the minutes from the previous year stating who was nominated and elected for the Discipline Sub Committee. The board were happy that the status quo remained.

Nominations

- Mike Swords
- Jane McQueen
- Graham Hargreaves
- Derek Heiwari
- Denis & Peter available on call

Mike Swords, Derek Heiwari & Graham Hargreaves were confirmed as the three main members of Discipline Sub Committee with any other board member being a member should one of the three not be available.

Moved that the status quo remains.

G.Hargreaves/D.Garner

Graham Hargreaves nominated Mike Swords as Chairperson of the Discipline Sub Committee.

Seconded: D.Heiwari

There being no other nominations Mike Swords as declared duly elected.

Finance Sub Committee:-

Confirmed

- Graham Hargreaves
- Peter Van Cingel
- Denis Garner

Moved that the Status quo remained

G. Hargreaves

Moved
Seconded

All Elections/confirmations were moved unanimously.

Topic:	Minutes of the last meeting dated 17TH December 2013		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 17 th December 2013 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: P.V.Cingel Seconded:D.Heiwari	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"> • Bev is perfecting the art of having all the documentation electronic on google drive. • Uniform policy change: it was asked if there had been any issues with the policy changes. Wayne commented that a young man returned to school with a facial beard but there was no adverse feedback from students. • Discussion point at the moment is taonga, taonga ring, and whether bracelets or bangles can be worn. Nail polish and earrings are also up for discussion. Wayne commented that Whanau teachers are taking a more proactive stance. • Annual plan back for discussion at this meeting. • Updated final diploma pass rate for all. In analysis report. • Finding has been changed to read Funding in para 2. • Costing of wireless network is \$29K. Wayne has received the new SNUP Plan and we should be able to get this under than at by \$6K. He is currently working on the plan. 		
Actions to be taken / motion	Hazard report to be entered on Mark's Triennial Plan.		BayM
Moved Seconded		Results	

Topic:	Confirmation of agenda items Finance <ul style="list-style-type: none"> • Monitor budget BOT/Workplan/Policies <ul style="list-style-type: none"> • Appoint Chairperson / Discipline Sub Comm / Finance Sub Comm • Approve Charter, Annual Plan • Previous Year's EOY Data 		
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	<ul style="list-style-type: none"> • Vocational Pathways update • Delegations of Charter goals sign off <p>General Business It was asked if the BOT member attending a Board Level Conference should give a verbal report at the Board meeting. Discussion took place.</p>
Discussion:	In the in-committee minutes create a new section as follows: Board Level Conference attended by: _____ Date: _____
Actions to be taken / motion	To be reported back to the Board term by term.
Moved Seconded	

Topic:	Financial Report Direct Credits from ASB from 15580-15836, TNG:15920-15924, WBC: 15808 be approved.		
Discussion:			
Actions to be taken / motion	Moved that direct credits for December as follows be approved: Direct Credits: 15580-15836 TNG: 15920-15924 WBC: 15808		
Moved Seconded	Moved: D.Garner Seconded: M.Swords		Agreed

Topic:	Journal entries 167127 [Payroll Journal] be passed for payment.		
Discussion:	Queries:		
Actions to be taken / motion	Moved that Journal entry 167127 [Payroll Journal] be passed for payment.		
Moved Seconded	Moved: D.Garner Seconded: M.Swords	Results	Agreed

Topic:	Cheque No's – December 2013		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque numbers 657732-657734 for December 2013 be approved.		
Moved Seconded	Moved: D.Garner Seconded: M.Swords	Results	Agreed

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card be approved for payment.		

<p>Actions to be taken / motion</p>	<p>Moved that the Star Card for the period 31/10/2013 – 29/11/2013 for \$170.95 be approved for payment.</p> <p>Moved that the Star Card for the period 30/11/2013 – 30/12/2013 for \$442.18 be approved for payment.</p> <p>Query: The question was asked why fuel was purchased on the 23rd & then on 24th of December at two different fuel stops.</p> <p>Wayne explained that this transaction was on his personal fuel card which has been reimbursed to the school. (Payment transaction attached.)</p>		
<p>Moved Seconded</p>	<p>Moved: D.Garner Seconded: M.Swords</p>		<p>Agreed</p>

<p>Topic:</p>	<p>Visa card transaction</p>		
<p>Discussion:</p>	<p>Moved that Visa Card Statement 8106 & 8104</p>		
<p>Actions to be taken / motion</p>	<p>Moved that the Principal Visa Card 8106 for the period 02 November 2013 - 01 December 2013 be approved for payment.</p> <p>Moved that the Principal Visa Card 8106 for the period 02 December 2013 - 01 January 2014 be approved for payment.</p> <p>Moved that the Principal Visa Card 8104 for the period 02 November 2013 - 01 December 2013 be approved for payment.</p> <p>Moved that the Principal Visa Card 8104 for the period 02 December 2013 - 01 January 2014 be approved for payment.</p> <p>Moved that the M Bayer Visa Card statement be approved for payment.</p>		
<p>Moved Seconded</p>	<p>Moved: G. Hargreaves</p>		<p>Agreed</p>

<p>Topic:</p>	<p>Finance</p>		
<p>Discussion:</p>	<p>Annamarie noted that that 2013 reports are still not final. The Accountant will be here in July to do the final journals.</p> <p>Book work not finished for January. Still processing January.</p> <p>Wayne commented that the MOE hasn't finalised banked staffing for last year as yet</p>		

but push may come to shove to get this happening.
Novopay is a major contributor to this.

Do we know where we are with the budget. We should be able to work this out.

Discussion took place.

Anmarie advised that we have reworked the figures on 'best estimates' as per Peter Van Cingel's suggestion.

\$130 cash surplus

\$33 deficit after depreciation

Is that still budgeting on \$160K from the Bus Network? Yes.

Wayne talked to banked staffing figures (2917-0) in the P&L.

From past experience we should wind up in excess of \$90K which is what we wanted to put there.

\$97K will reduce but we will be above \$90K.

Wayne noted that the 2014 Curr report & P&L will be scanned and set out to everyone.

Have more scope with capital budget. As per the last meeting the board suggested that we find more areas to spend capital on.

Wayne named items on the capital expenditure list:

- Pods of computers – draft spend of \$50K
- Spend \$\$ from capital on areas - around \$28K
- Hospitality – upgrade in equipment
- Saw in Hard Materials room
- Treadmill in the gym

PVG: Would like to see a list of items. Was there a capital plan put forward previously. Wayne will have this emailed out.

HOD's provided a list of capital items as per part of the process.

Wayne explained – We look to spend a similar amount on capital items as we allow for as a cash surplus. Other major items will come from cash reserves of which we have over \$300,000 currently. This would be things like a van or Whare.

Do we send fees invoices out to parents?

We send out paper invoices every term?

It was noted that some music tuition invoices were not received by some parents.

Shed – plans attached to Principal's report.

The quote was displayed on the screen.

- Targeted LVL to see if they would do something with us as they are local.
- Low maintenance building.
- Looking at having the ability of having canoes/waka going straight in.
- Tractor bays etc on the side.
- Take the front half and portioned it off as a place for kapahaka. The other half would be for storage.

The other alternative builder is Darrel Trigg with a steel construction maybe around \$170K. Other companies could be comparable.

Not a large number pushing for canoes/waka currently. Vans can be stored in the existing shed.

Feedback:

Wayne commented:-

- Move athletics track to allow space for the new building/shed
- When we put in the electronic sign we upgraded the power cabling and terminated it along the front wall with enough length to go to the shed.
- If we were going to put an area in for kapahaka we would plumb for prep of food but not toilets.
- Maybe \$50-60K to add a toilet block. Probable that we would have to dig up the sewerage line or concrete encase it.

Cost of converting to shed and/or area for Maori Performing Arts – Flooring / Partition it off.

Discussion took place re siting a shed at the front of the school.

It was requested that a concept plan be tabled.

Do we separate the two buildings and have a Whare on the grass area and a shed in another area?

A discussion took place re: a place for overnight visits. Wayne advised we are not insured for overnight stays. The Bream Bay Trust will cover this for us.

The purpose for a new building is for Maori Performing Arts and powhiri. Have a building up front and not out the back.

See that the new building would not be a classroom space like the Whare.

The question was asked:

- Where to from here?
- What do we really want?
- What sort of \$\$ are we talking about.
- Are there any other projects that would benefit the school at all?

Discussion took place.

Talk to LVL for a conceptual drawing of shed / Whare Wananga

	<p>Or approach Darrel Trigg or Architects H&K</p> <p>Explore options – Clearly identify the need before we proceed. Be clear about objectives.</p> <p>Ask Annmarie to give us a breakdown of change in cash position from Dec to now.</p> <p><u>P&L</u></p> <p>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>All noted.</p>		
<p>Actions to be taken / motion</p>	<p>2014 Curriculum report & P&L to be scanned and sent out to everyone. The capital items list to be sent out to the board.</p>	<p>WooA BucW</p>	
<p>Moved Seconded</p>	<p>Moved that the 2013 draft Dec budget be adjusted for actual in tagged areas and that \$20K be spread across the curriculum budgets on a 20% increase basis per area. Moved: P.V.Cingel Seconded: W.Buckland</p> <p>Moved that we give the Principal authority to spend \$5K to pursue concept plans for a Whare/storage shed. Moved: G.Hargreaves Seconded: D.Garner</p>		<p>Agreed Agreed</p>
<p>Topic:</p>	<p>Approve Charter, Annual Plan</p>		
<p>Discussion:</p>	<p>Wayne explained that the 2013 evaluated Annual Plan goes:-</p> <ol style="list-style-type: none"> 1. to the MOE 2. they tick it off but it doesn't go anywhere. <p>Wayne asked: Are you happy with it in its present form. Yes.</p> <p>2014 Annual Plan</p> <p>Wayne advised that the SMT Team did a lot of work on using the objectives in the Charter and created a working document (like the triennial plan) with the aims and interventions. It's a work in progress.</p> <p>It needs to be submitted to the MOE by 1st March.</p>		

	Wayne advised that Jane is doing some wordsmith work on the Charter/Strategic plan. Suggesting that where we have an aim and objective that it is made into a 4-5 line visionary statement.		
	Wayne asked with board's permission to take all Jane's amendments tie them across and take them to the groups working on that area and bring it back with their changes.		
Actions to be taken / motion	Moved that the Board Chair has permission to sign off the document for sending away to the MOE.		
Moved Seconded	Moved: W. Buckland Seconded: J.McQueen	Results	Agreed

Topic:	Previous Year's EOY Data		
Discussion:	Wayne talked through the results shown on the screen and the narrative. <ul style="list-style-type: none"> • It's disappointing to see that we dropped in quality in the senior school when including the externals. • This will be due to students who say they have enough credits to pass. • We need our parents to commit to get their kids to study. • Wayne explained that the Yr 7 cohort is not as academic as previous years. Some students came in really low. • Yr 8 – increase in 100% Club. No Maori boys unfortunately. • Year 8 to 9 – not allowed to drop. Stats near to the bottom- late arrivals. • Year 10 – looking good. • Year 11 – national good. • Year 12 – looking good again. • Year 13 – not too bad. 		
Actions to be taken / motion	Wayne to get Alison to checks grammar in the narrative.	DALA	
Moved Seconded		Results	

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

Topic:	Inwards correspondence		
	1. Nil		
Discussion:	Outwards Correspondence		
Actions to be taken / motion	Oxford Sports applications.		
Moved Seconded	Moved that we accept the Inwards		Agreed

	<p>correspondence be accepted and Outwards be approved.</p> <p>Moved that the Oxford funding application be approved.</p> <p>Moved: G.Hargreaves</p>		<p>Agreed</p>
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Topic:	Principal's Report		
Discussion:	<p>Roll: Wayne advised that every time he weaned down the roll to 460 it went up again. It is settling around 460. Heaps of new enrolments. Mixture of new people in the area. Class sizes: Yr11 English is high. Will know more soon.</p> <p>SNUP: Wayne talked to the cost of the SNUP project. He talked to the way in which the cables have been laid. Will definitely put wireless in first.</p> <p>Project for buildings – looks like 13 March for builders coming on site for the toilet / percussion room and Rm14, 15 &18.</p> <p>Build time: up and done by Wk1, tm4. Property Architects H&K – will meet on site once a week for a project meetings with Wayne.</p> <p>N4L: The new Network is now going good. Will be early March before we will run really fast. Trouble with students connecting with new devices. Wayne explained that it was to do with the Rukus and a limited number for devices. He will go through and clear out any old users.</p>		
Moved Seconded			

Topic:	Agenda setting for next meeting –		
Discussion:	<p>Dates have been set for 2014.</p> <ul style="list-style-type: none"> • Confirm Charter, Annual Plan • Policy booklet review dates to be approved • Governance process and procedures 1-3 • Literacy & Numeracy • Principal appraisal sign off • Appraiser appointment • Principal's curr report • Staff appraisal report for 2013 • Monitor 2014 Budget/ Approved + capital • Accounts to auditor • National Standards Parent reporting 		
Actions to be taken / motion			

Moved Seconded			
Topic:	General Business		
Discussion:	Swimming Pool Having more problems with the pool than we ever have had. Number of issues <ul style="list-style-type: none"> • Not filtering properly • Debris coming into the pool 		
Actions to be taken / motion	Steve to come and meet with Wayne to discuss any issues.	BucW/CorS	
Moved Seconded			

Meeting closed at: 10pm
Next BOT meeting calendared for:

X

G.Hargreaves
Board Chairperson

X

Date