

**Minutes of the Bream Bay College
Board of Trustees
Held on 22nd June 2022**

Selina welcomed everyone to the board meeting.

Meeting opened at: 7.00pm

Present: BucW, DoaT, GorS, HarJ, JacH, WhiM (arrived 9.12pm), Sank

Visitors: BayM

Karakia: DoaT

Absent:

Apologies: BirA, EdwK, PirN, WebB

Moved: H.Jacobson

Seconded: T. Doak Smith

Agreed

BOT 'to do' list

Workplan adjustment –

Confirmation of Agenda Items/Workplan adjustment

Presentations: Technology – S. Ryland
Curriculum report (to be discussed under Term 1 Analysis)

Decisions/Motions:-

Conflict of Interest: Nil

Workplan adjustment

Topic:	Technology presentation: Stevie Ryland
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<p>Discussion:</p>	<p>Stevie shared a Powerpoint presentation.</p> <p>Questions:</p> <p>Stevie made a point of safety with hoodies and non-uniform jackets and that she is keeping an eye on this.</p> <p>How is the Hybrid learning working? Reasonably well especially the post ball Covid situation for her and other students still isolating at home. Stevie was able to zoom from home with a reliever in class that meant they were able to use the tools.</p> <p>How is Rochelle doing? Rochelle is doing great. Slight culture environment differences in the structure she has been used to. Relaxed students are different for her. She is settling well and doing a great job.</p> <p>Richard has settled in well as an extra teacher in Digitech as well as some Food tech classes.</p> <p>How many are still not with a device? Not many but some students are still not bringing them to class. Stevie would like this followed up.</p> <p>Do you need any other resources?</p> <p>Stevie would like new ovens. Wayne said this was on the list but waiting for 5YA upgrade/refurbishment in 2023.</p> <p>Selina expressed thanks from the BOT to your team. Especially the Hybrid learning, and technology being used.</p> <p>Presentation ended 7.30pm</p>		
<p>Actions to be taken / motion</p>			
<p>Moved Seconded</p>		<p>Results Agreed</p>	

Moved out of the general meeting at 7.30 pm to enter In-committee 7.32pm
 Moved back into the general meeting at 7.48pm

<p>Topic:</p>	<p>Workplan</p>		
<p>Discussion:</p>	<p>a) Term 1 Analysis / Curriculum reporting changes b) Governance 5&6/Uniform policy/sports uniform c) Annual Accounts approval d) Attendance Engagement Strategy</p>		

	e) Transport Network Agreement f) School Progress Reporting (SPR) g) ERO improvement framework		
Actions to be taken / motion	a) Wayne highlighted suggestions for changes to policies. Question on the new board take over date and election date.		
Moved / Seconded	Moved the changes to the policies as highlighted. Moved: W.Buckland Seconded: H.Jacobson	Results	
		Agreed	

Topic:	Decisions:		
Discussion:			
Actions to be taken / motion			
Moved / Seconded		Results	

Topic:	Term 1 Analysis/Curriculum report changes		
Discussion:	Diploma pass rates were discussed, and further discussion followed. Changes to the regrading system was presented by Wayne. The Board wish to complement Victoria and the team on the Collaboration Year 5&6 day. This was a great success. Wayne to pass this on.		
Actions to be taken / motion	2022 Results Analysis for Term 1 to be sent out as soon as its completed.	BucW	
Moved / Seconded			

Topic:	Policies: Governance 5&6 /Uniform policy/Sports uniform		
Discussion:	1. Governance: The highlighted policies circulated were approved by the Board Chair. 2. Sports Uniform Selina read an email response from Megan Carran. Question for the BOT- do we want to specify changes to our sports uniform in our uniform policy? Selina moved that the sports uniform becomes part of the uniform policy.		
Actions to be taken / motion	WB to present the draft Uniform policy with two options in the sports uniform eg: one being yellow/black and one being red/black		

Moved Seconded	<p>1. Moved the Governance Policies as highlighted be accepted. Moved: S.Gordon</p> <p>2. Moved that the sports uniform becomes part of the uniform policy. Moved: S.Gordon</p>	Agreed	
		Agreed	

Topic:	Annual Accounts approval		
Discussion:	Selina moved the annual accounts be accepted.		
Actions to be taken / motion	WB to upload to SDP. (Student Data Portal)	BucW	
Moved Seconded	Moved: S.Gordon	Results Agreed	

Topic:	Attendance Engagement Strategy		
Discussion:	Wayne mentioned a lot of media and MOE discussion on attendance on average at 56%. An ongoing programme. Wayne presented analysis on attendance. Looking at funding for Kahui Ako for our own attendance initiative.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Transport Network Agreement this moved to In-committee at 8.50pm-9pm		
Discussion:	This topic was moved to In-committee to discuss confidential details.		
Actions to be taken / motion			
Moved Seconded		Results Agreed	

Topic:	School Progress Reporting (SPR)		
Discussion:	Information for the board to look at.		
Actions to be taken / motion			
Moved Seconded		Results Agreed	

Topic:	ERO improvement framework		
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Discussion:	ERO will be using this framework when they visit the school. Wayne suggested that if the BOT wish to meet with ERO in with the reflections meeting Wednesday Pd5 that an invite will be sent to the BOT.		
Actions to be taken / motion	WB/BW to invite BOT members for Wednesday reflections meeting in Period 5.	BucW/Webb	
Moved / Seconded		Results Agreed	
Topic:	Principal's report		
Discussion:	Wayne talked to his report. PST Day: General comment was made that it is a good idea to have a compressed day based on Bot feedback - that was the better option. School ball noted it was a great event. Pool painting: Wayne wants to book this but if we do not get Lotteries funding then we would have to self-fund. Science slab: Pipes laid are wrong, so they have to be removed and replaced. Y7&8 slab progressing well.		
Actions to be taken / motion	Pass the thanks to the team for great work re: PST Day.		
Moved / Seconded	Moved: W.Buckland Seconded: J. Harvey	Agreed	

Meeting stopped for a break @ 9.15pm (Max arrived 9.15pm)
Meeting resumed @ 9.37pm

Topic:	Financial Report		
Discussion:			
Actions to be taken / motion	Moved the Direct credits May 2022 as follows:- May 2022 Direct Credits: ASB 660396 - 660728 TNG as listed: 660448 Westpac Electronic: 660734 & 660735 Heather questioned the \$1,000 Koha for numeracy. Westpac electronic payments 10 x \$100 for people involved in the packs being made up and distributed.		
Moved / Seconded	Moved: S. Gordon Seconded:	Results Agreed	

Topic	May 2022 <ul style="list-style-type: none"> Payroll Journal 331911 Week Ending 3/5/22 \$23,709.20 Payroll Journal 331941 Week Ending 17/5/22 \$35,450.43 Payroll Journal 331945 Week Ending 3/5/22 \$5.52 MOE adjustment
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	<ul style="list-style-type: none"> Payroll Journal 331999 Week Ending 31/5/22 \$37,167.27 		
Discussion:			
Actions to be taken / motion	Moved that Journals for May 2022 be passed for payment.		
Moved / Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	May 2022		
Actions to be taken / motion	Moved that the BP Fuelcard for \$544.72 for May 2022 be approved for payment. Moved that the Z Fuelcard for \$97.93 for May 2022 be approved for payment.		
Moved / Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Air NZ Travel Card		
Discussion:	May 2022 <ul style="list-style-type: none"> Air New Zealand Travel Card April \$445.00 		
Actions to be taken / motion			
Moved / Seconded	Moved: S. Gordon Seconded:		

Topic:	Visa Card transaction		
Discussion:	Visa Card Statement's for card numbers 8106, 6298, 2048, 7419 & 2877 for May 2022		
Actions to be taken / motion	Moved the Visa Card for May 2022 for:- 8106 for \$ 3,533.10 (W.R. Buckland) 6298 for \$ 5,759.30 (K.Sandford) 2048 for \$ 0.00 (A. Dalgleish) 7419 for \$ 0.00 (M.Bayer) 2877 for \$ 0.00 (S.Brown)		
Moved / Seconded	Moved that the Visa Card 8106, 6298, 2048, 7419 & 2877 for May 2022 be approved for payment. Moved: S. Gordon Seconded:	Results Agreed	

Topic:	Finance		
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Discussion:	Wayne discussed the Banked staffing underuse - letter tabled in the file.		
	Direct Credits Some of the members would like to spend some time looking at the P&L at the next meeting to familiarise themselves on how this works.		
Actions to be taken / motion			
Moved / Seconded		Agreed	

Topic:	Inwards / Outwards Correspondence		
Discussion:	Inwards Correspondence: Resignation letter – Ari Carrington (should have been in the minutes from the last meeting?) Outwards Correspondence:		
Actions to be taken / motion	Moved that the resignation from Ari Carrington be accepted. Selina will write a letter of thanks to Ari for his contribution.	Results GorS	
Moved / Seconded	S.Gordon	Results Agreed	

Topic:	Inwards and Outwards correspondence		
Discussion:	Moved that the Inwards correspondence be accepted and the Outwards correspondence be approved		
Actions to be taken / motion		Person(s) Responsible	
Moved / Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Minutes of the last meeting dated 18 th May 2022		
Discussion:			
Actions to be taken / motion	Moved that the minutes of 18 th May 2022 be confirmed as a true and correct record.	Person(s) Responsible	
Moved / Seconded	Moved: T.Doak Smith Seconded: J.Harvey	Results Agreed	

Topic:	Amendments to minutes		
Discussion:			
Actions to be taken / motion	Correction Ari is not an apology as he had already resigned.		
Moved / Seconded		Agreed	

Topic:	Matters Arising		
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Discussion:	Selina has spoken to Sandra re targeting outside providers for the seniors Wayne has spoken to Daniel and Sandra passing on the Board's compliments for their presentations.		
Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	Agenda setting for next meeting		
Discussion:			
Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	Triennial Plan		
Discussion:	Uniform policy needs to go to August meeting Y7&8 in September was already discussed at this meeting Election dates need updating Ask Raewyn to report with Junie on the PTB		
Actions to be taken / motion	WB to update the election dates on the triennial plan.	BucW	
Moved Seconded		Agreed	

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

Meeting closed at: 10.05pm

Next BOT meeting calendared for 10th August 2022

X

S. Gordon
Board Chair

10th August 2022