

**Minutes of the Bream Bay College
Board of Trustees
Held on 10th August 2022**

Selina welcomed everyone to the board meeting.

Meeting opened at: 7.30pm

Present: BucW, DoaT (arrived at 8.50pm), GorS, HarJ, JachH, PirN, WhiM, WebB

Via Zoom: EdwK

Visitors: HayS

Karakia: DoaT

Apologies: BirA

Moved: S.Gordon

Seconded:

Agreed

BOT 'to do' list

Workplan adjustment –

Confirmation of Agenda Items/Workplan adjustment

Presentations:

Decisions/Motions:-

Topic:	RAMS: Raglan Surf
Discussion:	Discussion took place. HJ: Update the RAMS form to include the word Full before NZ Drivers Licence. Can a spell check be run on all the lists before submission?

Actions to be taken / motion			
Moved / Seconded	Moved: H.Jacobson Seconded: J.Harvey	Results Agreed	

Topic:	RAMS: Hockey Tournament Week		
Discussion:	Wayne advised that the RAMS for the Hockey Tournament Week were uploaded in their entirety late this afternoon. Discussion took place.		
Actions to be taken / motion	Outcome: The board will vote via an electronic meeting to approve the RAMS form for the Hockey Tournament trip. The trip is calendared for Sunday 28th August - Friday 2nd September 2022.	WebB	
Moved / Seconded	Moved: H.Jacobson Seconded: J.Harvey	Results Agreed	

Topic:	Decisions:		
Discussion:	Changing the constitution from 5 members back to 6 members		
Actions to be taken / motion	Moved that we move the parent representatives from 5 to 6 parent representatives on the board.		
Moved / Seconded	Moved: S Gordon Seconded:	Results	

Conflict of Interest: Nil

Workplan adjustment

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

Topic:	Workplan		
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Discussion:	a) Term 1 & 2 Analysis b) Trustee election update c) Reviewing a Mask Policy/general mask advice/Hon.Titetti letter d) July School Return 2023 e) Otamatea High School Draft Enrolment (*Years 7-15) f) Uniform – sport uniform information g) Equity index information h) Buildings i) Annual account and management letter		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Term 1 & 2 Analysis		
Discussion:	Wayne talked through the Analysis for term 1 & 2		
Actions to be taken / motion	<ul style="list-style-type: none"> • Massive work going on with Academic Coaching • Q: Are we closing the gap with Maori boys? A: No. • Q: Is attendance an issue? • WB: Attendance for Maori students still over 70%. Junie is picking up these students • PATU projects working very well. • Breakfast Club: Talked with the team. Pushing really hard for lunches in schools. • Libelle run lunches in schools, and they lease our CAFÉ. • Looking at structured literacy for 2023. <p>Discussion took place.</p>		
Moved Seconded			

Topic:	Sports uniform		
Discussion:	Discussion took place on the various BBC sport strips and colours. Pictures of the style and colours were shown from the Sports Board report and on the supplier website. Wayne made note that the uniform style sheet has not been returned back into the policy booklet and should we be putting sports uniform back to the uniform policy? WB: Will bring back at the next meeting		

Actions to be taken / motion	Determine colours: View the pictures and samples of same style in the reds and yellows for the next meeting. Consultation to take place. Note: The Magazine quick link is not working		
Moved Seconded			

Topic:	Reviewing the Mask Policy /general mask advice/Hon. Titetti letter		
Discussion:	Masks Selina walked around the school and noted that the Year 7s students were wearing masks and some of the year 8's. Q: Do we police masks under the Uniform policy? Staff perspective <ul style="list-style-type: none"> • Hard to police. No evidence of exemption required • Problems re Lip reading • Higher needs students find it difficult • Technical issues • If it becomes a board policy, then only the board can change it Discussion around the room took place. KE: Not a policy MW: Not a policy NP: Not a policy JH: Not a policy HJ: Not a policy SH: Not a policy WB: Do we need to toughen up in certain areas? HJ: Most important thing is to get students into school and be in a safe environment.		
Actions to be taken / motion	The board agreed with the no mask policy and to be comfortable.		
Moved Seconded			

Topic:	July School Return		
Discussion:	Noted		
Actions to be taken / motion			
Moved Seconded			

Topic:	Otamatea High School Draft Enrolment		
Discussion:	Noted		
Actions to be taken / motion			
Moved Seconded		Results Agreed	

Topic:	Equity index information		
Discussion:	Have no idea where this fits until 1 st September 2022.		
Actions to be taken / motion			
Moved Seconded		Results Agreed	

Topic:	Buildings		
Discussion:	Noted		
Actions to be taken / motion			
Moved Seconded		Results Agreed	

Topic:	Annual account and manager letter		
Discussion:	Signed copy for distribution		
Actions to be taken / motion	HJ: Have the points been resolved? Will check if Jess is visiting once a month. Training? Wayne asked if Heather could come in for an hour to talk with himself and Katrina. 23 rd August between 12midday – 2pm..		
Moved Seconded		Results	

Topic:	Principal's report		
Discussion:	<p>Christy from the MOE walked around the site with Wayne and it has been very beneficial.</p> <p>Dental clinic/kiln room/tin shed: older buildings that need to be redeveloped.</p> <p>A question from the MOE was raised for consideration.</p> <p>Would the board consider the idea of a primary school being built on our site (due to it being such a large site as a secondary school). Discussion around the room took place.</p> <p>It was felt that there was not enough info to make an informed decision.</p> <p>EV car Wayne explained that he understood that plug in model regenerated. The PHEV only charges to run 35km. Looking at purchasing HEV through Hyundai.</p>		
Actions to be taken / motion			
Moved / Seconded	Moved: W.Buckland Seconded: J.Harvey	Agreed	

Broke for supper: 8.56pm
Returned: 9.17am

Topic:	Financial Report		
Discussion:			
Actions to be taken / motion	<p>Moved the Direct credits June 2022 as follows:-</p> <p>June 2022 Direct Credits: ASB 660598 - 661071 TNG as listed: 660630, 660638, 660646 Westpac Electronic: 660162</p>		
Moved / Seconded	Moved: S. Gordon Seconded:	Results Agreed	

Topic	<p>June 2022</p> <ul style="list-style-type: none"> • Payroll Journal 332552 Week Ending 1/6/22 MOE adjustment \$448.44 • Payroll Journal 332590 Week Ending 14/6/22 \$38,847.05 • Payroll Journal 333101 Week Ending 28/06/22 \$53,504.96 		
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:	June 2022		
Actions to be taken / motion	Moved that the BP Fuelcard for \$622.95 for June 2022 be approved for payment. Moved that the Z Fuelcard for \$259.92 for June 2022 be approved for payment.		
Moved / Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Air NZ Travel Card		
Discussion:	June 2022 <ul style="list-style-type: none"> Air New Zealand Travel Card April \$14.00 (Seat reallocation) 		
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 June 2022 for:- 8106 for \$ 2,544.61 (W.R. Buckland) 6298 for \$ 2,649.16 (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 June 2022 be approved for payment. Moved: S. Gordon Seconded:	Results Agreed	

Topic:	Finance		
Discussion:	Heather explained the financial transaction documents to the board.		
Actions to be taken / motion			

Moved Seconded		Agreed	
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Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards Correspondence: <ol style="list-style-type: none"> 1. Letter from Dr Emily Henderson re school investment package project 2. Email update for BOT's on Covid support and mask wearing Term 3 Outwards Correspondence:		
Actions to be taken / motion	Moved that the Inwards correspondence be accepted and the Outwards correspondence be approved	Results	
Moved Seconded	Moved: T.Doak Smith Seconded: H.Jacobson	Results Agreed	

Topic:	Minutes of the last meeting dated 22 nd June 2022		
Discussion:			
Actions to be taken / motion	Moved that the minutes of 22 nd June 2022 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: M.Whitehead Seconded: H.Jacobson	Results Agreed	

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

Topic:	Matters Arising		
Discussion:	SG:Letter to Ari Carrington still to be written.		
Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	General Business		
Discussion:	<ol style="list-style-type: none"> 1. ERO reported back that there is too much detail in the minutes. Discussion was had. 2. Feedback from ERO was very positive. 3. WB: ERO would like to work alongside BBC on structured literacy. 		

	4. Board going out function or Incoming & outgoing function together. To be discussed at the next meeting.		
Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	Agenda setting for next meeting		
Discussion:	<ul style="list-style-type: none"> • Strategic planning • Policy: Governance 7&8 • EOTC report • Maintenance report • Use of the school grounds agreement • September roll return • BOT Meeting review 		
Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	Triennial Plan		
Discussion:			
Actions to be taken / motion			
Moved Seconded		Agreed	

Meeting closed at: pm went to evaluation at 10.33pm

Next BOT meeting calendared for the 28th September 2022

X

S. Gordon
Board Chair

28th September 2022