

**Minutes of the Bream Bay College
Board of Trustees
Held on 23rd February 2022**

Heather welcomed everyone to the board meeting.

Meeting opened at: 7.05pm

Present: BucW, BirA, DoaT, PirN, JacH, HarvJ, WhiM, EdwK (arrived 8.15pm)

Visitors: Sank

Karakia: DoaT

Absent:

Apologies: CarA, GorS, WebB

Moved: Heather Jacobson

Seconded: Wayne Buckland

The meeting moved to in-committee at 7.08pm

Moved back to general meeting 7.48pm

BOT 'to do' list

Workplan adjustment –

Confirmation of Agenda Items/Workplan adjustment

- Election of Officers

- Chairperson & Deputy Chairperson – from 2021

Katrina Sandford, the Acting Board Secretary, opened the floor for nominations for the role of Board Chairperson.

Aaron Bird nominated Selina Gordon as Board Chairperson.
There being no further nominations Selina Gordon was duly elected.

Moved: A.Bird

Seconded: H.Jacobson

Agreed

The Acting Chairperson, Wayne Buckland, called for nominations for the Deputy Chairperson. Nick Pirihi nominated Heather Jacobson as Board Deputy Chairperson. There being no further nominations Heather Jacobson was duly elected.

Moved: A. Bird
Seconded: H. Jacobson

Agreed

The meeting moved to In-committee at 7.07pm

Confirm Sub Committee delegations

Discipline Sub Committee (quorum of 2 trustees or more)

- Selina Gordon (Chair)
- Heather Jacobson
- Nick Pirihi
- Karen Edwards
- Aaron Bird
- Ari Carrington
- Tivaan Doak Smith
- Jo Harvey
- Max Whitehead

Finance Sub Committee Sub Committee

- Heather Jacobson
- Nick Pirihi

Property Sub Committee

- Aaron Bird
- Ari Carrington

COL Steering Group Representative

Aaron Bird would like to participate for 2022.

Presentations: Nil

Moved on bulk for sub-committees

Moved: H.Jacobson
Seconded: J.Harvey

Decisions/Motions:-

RAMS: Year 13 Camp RAMS

\$2000 subsidy can now be used for Leadership activities for Y13 throughout the year as was not used at the camp.

Y12 students are feeling flat and so we are looking at ways to get them involved in more activities.

Max commented that things are going well that they are working well as a group.

Conflict of Interest: Nil

Workplan adjustment

Topic:	Workplan		
Discussion:	a) Elections – Board Chair, Discipline Committee, Finance Committee, COL Representative b) 2021 Analysis of Variance (2021 Annual plan final) c) Annual Plan 2022 d) EOY data Analysis e) Approve 2020 Annual accounts f) Swimming pool agreement g) Roading redevelopment h) 10YPP / 5YA		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Workplan 2021 Analysis of Variance (2021 Annual plan final)		
Discussion:	b) Results showing are still the pre UEG results. Analysis are not the updated ones - this will be in March. Wayne discussed the results analysis. Wayne pointed out that they are our analysis results not the Ministry's.		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Workplan Annual Plan 2022		
Discussion:			
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	EOY Results Analysis		
Discussion:	Wayne talked to the EOY results analysis.		
Actions to be taken / motion			
Moved Seconded		Results	
Topic:	Approve 2020 accounts		

Discussion:	Management letter and audit report are in the pack.		
Actions to be taken / motion	To be posted on our website. Katrina will get Megan Lea to post this.	SanK	
Moved / Seconded	Moved: J.Harvey Seconded: H. Jacobson	Results Agreed	

Topic:	Swimming Pool Agreement		
	<p>The WDC has provided funding. BBC have paid for all of the costs of running the pool. The pool 'occupy' document is in the folder. If the board agrees we would apply to the Lotteries Commission for painting and sand and also apply for running costs. BB Swim Club have been quite anti to the community pool idea. NP -Can we better accommodate the Swim Club?</p> <p>The Club would need to negotiate the pool usage with CLM. The issue is that CLM have exclusive usage document. The Club has been using the pool exclusively for their own use without assisting to include any outside community involvement. There are now only 3 students from BBC who are actively involved the rest attend either Otamatea or Whangarei Schools.</p> <p>If we want to purchase our own lane ropes the cost would be \$6,500. This is due to the Club taking their gear.</p>		
Actions to be taken / motion	Moved that we apply for funding to open the pool at Christmas 2022/23 and seek to renew the licence to occupy with CLM for the 2022/2023 summer season.		
Moved / Seconded	Moved: T. Doak Smith Seconded: W. Buckland	Results Agreed	

Topic:	Roading Re-development		
Discussion:	<p>Wayne showed the proposal to the Board and where they are adding median barriers. He has asked them to look at the drain next to our Whare/Hort area. Hope to get them to form some sort of bus bay with extra parking on the eastern side for future access and parking.</p> <p>Wayne asked if the Bot would like to consult further. If the property sub-committee work with the Council to ensure the extra parking area as above. Get on with the process asap. When the revised proposal is sent it will be shared with the BOT.</p>		
Actions to be taken / motion			
Moved / Seconded	Moved: H. Jacobson Seconded:	Agreed	

Topic:	10YPP / 5YA
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Discussion	Wayne tabled the document for discussion. This is a draft document. Do the BOT wish to re order the list? Griffiths & Assoc have been working on this with Wayne.		
Actions to be taken / motion	The BOT are happy for the sub committee to work on this report back.		
Moved / Seconded	Moved: Seconded:	Agreed	

Topic:	Principal's report		
	Wayne tabled the report.		
Actions to be taken / motion	<p>10ypp already discussed above.</p> <p>Art-work for new builds as proposed by Wheku design. Questions: Max asked about the size of the artwork? Is it big enough? Other questions around the design. "Is it too simple"?</p> <p>Outcome: Members thought the designs will be good - not to overpowering.</p> <p>Roll number is about what expected. We have not had the new enrolments but neither have Ruakaka, OTP or Waipu. House prices and rental prices has had an impact and potentially too expensive for young families. This will affect the budget based on March roll return. TD transition days are planned earlier in the year provided Covid allows this to happen. One has already been postponed for term 1.</p> <p>Mana values happy with this new concept.</p> <p>Wayne Moved that Bev Webb to be appointed as Returning Officer for the 2022 BOT general and Student and Staff elections</p> <p>Moved: W.Buckland Seconded N. Pirihi</p> <p>Moved back to In-committee 8.58pm</p> <p>SLT succession discussion</p>	Agreed	

	<p>SLT are getting into their new roles with things going well. Looking at options for Te Reo teaching.</p> <p>Medical report not as much detail as usual. Only had February to report back on - nothing since Wk 7 T4 2021. Wayne to follow up.</p> <p>Farnet busy working OLC staffing leadership roles centrally.</p>	BucW	
Moved Seconded	Moved: W.Buckland Seconded: H.Jacobson	Agreed	

Topic:	Financial Report		
Discussion:	Direct Credits		
Actions to be taken / motion	<p>Moved the Direct credits November/December 2021 & January 2022 as follows:-</p> <p>November 2021 Direct Credits: ASB 659280 - 659615 TNG as listed 659372 - 659473 Westpac Electronic: 659619</p> <p>December 2021 Direct Credits: ASB 658866-659127 TNG as listed 658896 Westpac Electronic: 659243</p> <p>January 2022 Direct Credits: ASB 659622 - 659784 TNG as listed Nil Westpac Electronic: 659787</p>		
Moved Seconded	Moved: H. Jacobson Seconded:	Results Agreed	

Topic	<p>November 2021</p> <ul style="list-style-type: none"> Payroll Journal 326378 Week Ending 02/11/21 \$33,581.47 Payroll Journal 326403 Week Ending 16/11/21 \$39,036.50 Payroll Journal 326423 Week Ending 30/11/21 \$28,547.79 <p>December 2021</p> <ul style="list-style-type: none"> Payroll Journal 326572 Week Ending 14/12/21 \$64,214.30 (includes all support staff holiday pay)
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	<ul style="list-style-type: none"> Payroll Journal 327055 Week Ending 23/12/21 \$16,406.27 <p>January 2022</p> <ul style="list-style-type: none"> Payroll Journal 327424 Week Ending 11/1/22 \$16,135.66 Payroll Journal 327437 Week Ending 25/01/22 \$16,841.29 		
Discussion:			
Actions to be taken / motion	Moved that Journals for November/December 2021 & January 2022 be passed for payment.		
Moved / Seconded	Moved: H. Jacobson Seconded:	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	November/December 2021 & February 2022		
Actions to be taken / motion	<p>November 2021 Moved that the BP Fuelcard for \$0.00 for November 2021 be approved for payment. Moved that the Z Fuelcard for \$0.00 for November 2021 be approved for payment.</p> <p>December 2021 Moved that the BP Fuelcard for \$346.47 for December 2021 be approved for payment. Moved that the Z Fuelcard for \$ 336.55 for December 2021 be approved for payment</p> <p>January 2022 Moved that the BP Fuelcard for \$299.54 for October\$346.47 2021 be approved for payment. Moved that the Z Fuelcard for \$59.47 for January 2021 be approved for payment.</p>		
Moved / Seconded	Moved: H.Jacobson Seconded:	Results Agreed	

Topic:	Air NZ Travel Card		
Discussion:	November/December 2022 & January 2022 Nil		
Actions to be taken / motion			
Moved / Seconded	Moved: Seconded:		

Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8106, 6298, 2048, 7419 & 2877 for November/December 2021 & January 2022		

Actions to be taken / motion	<p>Moved the Visa Card for November 2021 for:-</p> <p>.... 8106 for \$ 733.15 (W.R. Buckland) 6298 for \$ 679.40 (K.Sandford) 2048 for \$ 0.00 (A. Dalgleish) 7419 for \$ 0.00 (M.Bayer) 2877 for \$ 0.00 (S.Brown)</p> <p>Moved the Visa Card for December 2021 for:-</p> <p>.... 8106 for \$ 1,455.95 (W.R. Buckland) 6298 for \$ 4,116.59 (K.Sandford) 2048 for \$ 0.00 (A. Dalgleish) 7419 for \$ 0.00 (M.Bayer) 2877 for \$ 0.00 (S.Brown)</p> <p>Moved the Visa Card for January 2022 for:-</p> <p>.... 8106 for \$ 811.08 (W.R. Buckland) 6298 for \$ 1,140.90 (K.Sandford) 2048 for \$ 0.00 (A. Dalgleish) 7419 for \$ 0.00 (M.Bayer) 2877 for \$ 0.00 (S.Brown)</p>		
Moved Seconded	<p>Moved that the Visa Card 8106, 6298, 2048, 7419 & 2877 for November/December 2021 & January 2022 be approved for payment. Moved: H.Jacobson Seconded:</p>	Results Agreed	

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

Topic:	Inwards /Outwards Correspondence		
Discussion:	<p>Inwards Correspondence:</p> <p>1. Letter from the PPTA re Paid Union Meeting on the 25th February 2022.</p> <p>Outwards Correspondence:</p> <p>1. Letter stating that BBC is in support of the Pool Proposal to have the College pool run by CLM and managed by Sport Northland as a community pool.</p>		

Actions to be taken / motion		Results	
Moved Seconded	Moved: W Buckland Seconded: A Bird	Results Agreed	

Topic:			
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: W Buckland Seconded: A Bird	Results Agreed	

Topic:	Minutes of the last meeting 1 st December 2021		
Discussion:			
Actions to be taken / motion	Moved that the minutes of 1 st December 2021 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: H.Jacobson Seconded:	Results Agreed	

Topic:	Amendments to minutes		
Discussion:	Bream Bay News comment HOD comment		
Actions to be taken / motion	Wording adjustment to be made to both. Wayne to discuss with S Gordon and B Webb	BucW	
Moved Seconded	Moved: H Jacobson (with amendments)	Agreed	

Topic:	Matters Arising		
Discussion:	Behaviour notes		
Actions to be taken / motion	Wayne said this is still not working at present. Did members want him to spend any more time on searching. Consensus to leave as is.		
Moved Seconded		Agreed	

Topic:	Matters Arising		
Discussion:	Wheku Design for new build		
Actions to be taken / motion	Wayne displayed concept plans. Discussion took place re design.		
Moved Seconded		Agreed	
Topic:	Matters Arising		
Discussion:	Minutes discussion		
Actions to be taken / motion	Selina to vet minutes re HOD's and BB News, less discussion to be detailed.		
Moved Seconded		Agreed	

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

Topic:	Triennial Plan		
Discussion:	Checking on the policy numbering. Bot elections to be moved Months to be updated ERO are due and we are waiting to hear Principal appraisal survey monkey SANK to collate for Selina		
Actions to be taken / motion			
Moved Seconded			

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

Meeting closed at: 10.15pm

Next BOT meeting calendared for 6th April 2022

Topic:	Triennial Workplan: Update/Agenda Setting		
Discussion:	Finance sub committee meeting		

Actions to be taken / motion	To be held during week 6. Between 7 th -11 th March.		
Moved Seconded		Agreed	

X

H.Jacobson
Vice Board Chair

X

S. Gordon
Board Chair

6th April 2022

Topic:	Evaluation		
Discussion	<p>Aaron B: Great meeting great to see everyone back look forward to an exciting year. Jo Harvey: Enjoyed 1st meeting over and had a good 2nd meeting looked at docs prior to meeting. Max W: like that is is my 2nd meeting like Jo. Happy with how things went. Karen E: Big year ahead lots happening with covid and vaccines and staff movement and succession planning - always need to be on our game. Thanks Heather and Wayne and look forward to 2022. Nick P: Nice to be back as Karen said - its going to be another one of those years. WB: Talking to a lot of Principals over time and I am very lucky to have such an experienced capable BOT a pleasure to have you all back. KS: Thanks for having me. Its been nice to visit and thanks to Bev to the minutes template. HJ: Great team and you have been great with your input and questions so you are all much appreciated and always ask questions.</p> <p>See you all in April.</p>		
Actions to be taken / motion			
Moved Seconded		Agreed	

Meeting 10.15pm