

**Minutes of the Bream Bay College
Board of Trustees
Held on 30th November 2022**

Heather welcomed everyone to the board meeting.

Meeting opened at: 8pm

Present: AndJ, AshM, BirA, BucW, GorS (Chair), PirN, PirW, ScoE, WebB

Via Zoom:

Visitors: Junie Shelford

Karakia:

Apologies:

Moved:

Seconded:

Conflict of Interest: Nil

Ezy bus BB info to bot members

BOT `to do` list

Workplan adjustment –

Confirmation of Agenda Items/Workplan adjustment

Decisions/Motions:-

- RAMS for Year 13 Leadership Camp
- Approve draft budget

Topic:	Decisions:		
Discussion:	Electronic board meeting: Transport Year 9&10 Students 3 excursions outside of school Electronic board meeting: Noho Marae Trip Electronic board meeting: Refreshment Leave		
Actions to be taken / motion	The Electronic board minutes have been recorded as passed as follows.		

	<ol style="list-style-type: none"> 1. Funding application to transport Year 9&10 Students 3 excursions outside of school 2. RAMS forms for the Noho Marae Trip 3. Request for refreshment leave 2023. <p>RAMS form for the Year 13 Leadership Camp</p> <p>Nick made note that the supervision section is incomplete. Wayne to take back for this to be completed.</p> <p>Draft budget Wayne talked to the capital and minor capital budget and the main financial budget figures. Discussion took place. TFEA heading needs to go.</p>		
Moved Seconded	<p>Moved that the board approves the RAMS forms for the 2023 Leadership Camp. Moved: S.Gordon Seconded:</p> <p>Draft budget Moved that the board approves the draft budget. Moved: N.Pirihi Sec: J.Andrews</p> <p>Thank you to Katrina for her contribution to the budget figures.</p>	<p>Approved</p> <p>Approved</p>	

Topic:	Principal timeline for Principal appointment
Discussion:	<p>Selina asked the board:-</p> <ul style="list-style-type: none"> • What are we looking for in a new principal? • Selina suggested a presentation evening to cover off what Wayne does so the board can decide if this is the track we are going to go down for the new principal. • Decide of how we make the appointment: whole board, sub committee, external. <p>ESJ: Recommend an external consultant supporting the board with the process.</p> <p>Discussion around a presentation evening from teachers to the Board took place. Go ahead with a presentation evening.</p> <p>When is the board available? Wednesday 7th December @ 5pm</p>

	<p>10-15 minutes per presenter Q&A session Happy for the SLT to list nice to have/must have SLT & Emma to talk to staff re presenters & topics: Pastoral team, NPDL, Hybrid, ILE, Te Ao Maori, Deep Learning, Whanau structure, Kahui Ako, Sport, Co Curr, Leadership, M People.</p> <p>Kai: Bev & Wayne</p> <p>Principal's Timeline: 2 terms notice Most likely is start of term 3 less likely term 4</p> <p>The timeline chart was discussed. Added complexity that the Principal's PA has indicated that she would like to finish at the end of Term 2 with a handover.</p> <p>Discussion took place.</p> <p>Selina to look into appointing a consultant regarding the principal appointment and to be involved in the timeline.</p> <p>Food: Table food. Continuous. Whare or staffroom? Staffroom.</p>		
Actions to be taken / motion			
Moved Seconded			

Workplan

Topic:	Strategic Plan Update		
Discussion:	<p>Wayne talked through the Strategic/Annual Plan. This will come to the first meeting in 2023 to be approved. Any questions: It builds on what we are already doing.</p> <p>Thanks to the SLT team for the writing up the current plan and the staff for their contribution.</p>		
Actions to be taken / motion	The board are happy for Wayne to proceed and get consultation back.		

Moved Seconded	Moved: Seconded:	Results Agreed	
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Topic:	Term 3 Learning Targets		
Discussion:	Wayne talked to the Term 3 Learning targets. Discussion took place. Having exams not put into the programme meant that internals and externals were happening at the same time. Covid did play an element. Results were the results. Can't fault the staff. Identified the problem. Apologies for the downturn in results.		
Actions to be taken / motion			
Moved Seconded	Moved: Seconded:	Results	

Topic:	Re-development of the Music block		
Discussion:	Wayne talked to the redevelopment of the music block. Dental Clinic and kiln room to be redesigned Timeline: Start early 2023.		
Actions to be taken / motion			
Moved Seconded	Moved: Seconded:		

Topic:	Opening of the new buildings		
Discussion:			
Actions to be taken / motion	Moved that the opening of the new builds will be the 26 th April, 2023.		
Moved Seconded	Moved: W.Buckland Seconded: J.Andrews	Agreed	

Broke for supper: 8.47pm

Returned: 9.03pm

Topic:	Principals Report		
Discussion:	<ul style="list-style-type: none"> • Recombining of Senior and Junior prizegiving 's for 2023 • New GMFS Funding – successful. Funding on 561 students. • Opening of new builds 2023 • Donation Scheme spreadsheet • Trades Academy spreadsheet 		

	<p>Kahui Ako 2023 Shirley Winters: has been appointed as Lead Principal for the Kahui Ako Emma Scobie: has been appointed as across school teacher Alex Murrie: has been appointed as across school teacher</p> <p>Prizegiving's JA: Year 12s wanted to see the Year 13 prizegiving. The Year 11 students should be involved in the senior prizegiving so they can see what scholarships there are and who received what.</p> <p>ES: A whole school PG and a special prizegiving ceremony AB: Agree with Jess. In Australia seniors come back in the new year for prizegiving's. MA: Ditto. Like the special ceremony idea. SG: Will the whole school fit in the auditorium with a combined prizegiving. JS: This year was awesome but would like to combine the whole school and also a special ceremony. Jo: Ditto. Like the special ceremony idea. Wi: Ditto. Like the special ceremony idea. Selina: Will look at having Year 11/12/13 prizegiving and then have a specials ceremony. Ask the student body what they would like. WB: DP team really involved with this. Have something put together for meeting in February.</p> <p>Fraud risk. There are no identified fraud risks.</p>		
Actions to be taken / motion	Moved that the principals report be accepted.		
Moved / Seconded	Moved: W.Buckland Seconded: N.Pirihi	Results Agreed	

Break: 9.47pm
 Reconvened: 10pm

Topic:	Financial Report		
Discussion:			
Actions to be taken / motion	Moved the Direct credits September & October 2022 as follows:- September 2022 Direct Credits: ASB 6661011-661168 TNG as listed: Nil Westpac Electronic: 661170 & 661171 October 2022		

	Direct Credits: ASB: 661670 - 661862 TNG as listed: 661812 Westpac Electronic: Nil		
Moved Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic	September 2022 <ul style="list-style-type: none"> • Payroll Journal 336689 Week ending 6/9/22 \$35,622.64 • Payroll Journal 336718 Week ending 20/9/22 \$37,266.43 October 2022 <ul style="list-style-type: none"> • Payroll Journal 337264 Week ending 4/10/22 \$34,382.76 • Payroll Journal 337342 Week ending 18/10/22 \$57,069.77 and MOE Adjustments \$536.16 (Pay equity backpay support staff) 		
Discussion:			
Actions to be taken / motion	Moved that Journals for September & October 2022 be passed for payment.		
Moved Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	September & October 2022		
Actions to be taken / motion	September 2022 Moved that the BP Fuelcard for \$1,170.04 for September 2022 be approved for payment. Moved that the Z Fuelcard for \$374.31 for September 2022 be approved for payment. October 2022 Moved that the BP Fuelcard for \$825.43 for October 2022 be approved for payment. Moved that the Z Fuelcard for \$374.36 for October 2022 be approved for payment.		
Moved Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Air NZ Travel Card		
Discussion:	September 2022 Nil October 2022 Nil		

Actions to be taken / motion			
Moved Seconded	Moved: S.Gordon Seconded:	Agreed	

Topic:	Visa Card transaction		
Discussion:	Visa Card Statement's for card numbers 8106, 6298, 2048, 7419 & 2877 for September & October 2022		
Actions to be taken / motion	Moved the Visa Card for September 2022 for:- ... 8106 for \$ 1,047.66 (W.R. Buckland) ... 6298 for \$ 5,660.09 (K.Sandford) ... 2048 for \$ 0.00 (A. Dalgleish) ... 7419 for \$ 0.00 (M.Bayer) ... 2877 for \$ 0.00 (S.Brown) Moved the Visa Card for October 2022 for:- ... 8106 for \$ 1,026.43 (W.R. Buckland) ... 6298 for \$ 3,048.85 (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 September & October 2022 be approved for payment. Moved: S.Gordon Seconded:	Results Agreed	

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

Topic:	Inwards / Outwards Correspondence		
Discussion:	Inwards Correspondence: Outwards Correspondence: <ol style="list-style-type: none"> Signed off Approval for the BBC 2022/23 10YPP Letter to Pub Charity Charitable Trust for transport costs for the Year 13 Leadership Camp. Letter to Four Winds Foundation for funding for sport team uniforms. 		
Actions to be taken / motion	Moved that the Inwards correspondence be accepted and the Outwards correspondence be approved.	Results	

Moved Seconded	Move that we approve the funding applications to Pub Charities and Four Winds Foundation. Moved: W.Buckland Seconded: J.Andrews Move that we approve the Correspondence Moved: E.Scobie Jennings Seconded: J.Harvey	Results Agreed	
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Topic:	Minutes of the last meeting dated 28 th September 2022		
Discussion:			
Actions to be taken / motion	Moved that the minutes of 28 th September 2022 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: A.Bird Seconded: E.Scobie Jennings	Results Agreed	

Topic:	Amendments to minutes		
Discussion:	Junie was not involved with the RAMS re noho marae trip/change to Whaea Raewyn.		
Actions to be taken / motion	Bev to make change.	WebB	
Moved Seconded		Agreed	

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

Topic:	General Business		
Discussion:			
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:	Wayne will update the Triennial Plan before the first meeting on 22 nd February 2023. <ul style="list-style-type: none"> • Annual plan • Analysis of Variance • Draft Strategic Plan • Policy booklet • EOY Data analysis • Principal appointment • Appoint Chair 		
Actions to be taken / motion	Sarah to set up the HOD presentations.	Mols	
Moved / Seconded		Agreed	

Meeting finished at 10.35pm

Next BOT meeting calendared for the 22nd February 2023

X

S. Gordon
Chairperson

Date:22 February 2023