

**Minutes of the Bream Bay College  
Board of Trustees  
Held on 22<sup>nd</sup> September 2021**

Selina welcomed everyone to the board meeting.

Meeting opened at: 8.27 pm

Present: BucW, BirA, GorS, PirN, Jach, WebB, DoaT, HikT, CunJ, EdwK

Visitors:

Karakia:

Absent: Ari Carrington

Apologies: Alison Dalgleish

Moved:

Seconded:

**BOT 'to do' list**

**Workplan adjustment –**

Presentations: Nil

**Decisions/Motions:-**

- RAMS Surfing
- Appoint a Returning Officer – Staff Trustee Election

Confirm:

Conflict of Interest: Nil

**Workplan adjustment**

<b>Topic:</b>	<b>Workplan</b>		
<b>Discussion:</b>	a) Operational Policies: Section D: 6-13 b) Buildings c) Succession Planning for 2022 BOT Elections d) NZQA MMA Report e) September Roll Return		
<b>Actions to be taken / motion</b>			
<b>Moved / Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Decisions/Motions</b>		
<b>Discussion:</b>	<p>RAMS – Unfortunately we can't move through with this trip due to border closures. Wayne commented that he had hoped to travel to Gisborne to hand over Gwyneth to Lytton High School and, even went to the top of Parliament, it was not granted.</p> <p>Sandra Hayward has put her hand up to take over the H&amp;S, Co Curricular area. She used to be an auditor for these types of roles and is keen to pick this up. This is a work in progress and she is coming up to speed. She will pick this up from next term. Mark has asked to pick up Pastoral. He will be working closely with Ella and will be in charge next term. Sarah has moved into Curriculum.</p> <p>RAMS you have seen are what you expected to see.</p> <p>Daniel has stepped up to take over the Senior Leadership Camp. He is talking with Year 12s talking about what the leadership camp looks like next year.</p> <p>Pass on a thank-you to Tivaan and Junie who picked up the challenge re: RAMS for the Gisborne/Rotorua trip based on a revised ratio of 7 staff and 1 in reserve.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved / Seconded</b>	Moved: Seconded:	Agreed	

<b>Topic:</b>	<p><b>Policy Review:</b> Section D: Operational policies #6-13  Wayne advised that we have a very astute Chair who picked up that we had missed policy #5, Protection and Sharing policy at our weekly meeting. It was agreed that there weren't any changes to make.  Well picked up Selina.  Wayne worked through the policies D6-13.</p>		
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	Discussion took place the other policies that follow on from the NZSTA policies: <ul style="list-style-type: none"> <li>• Gifts &amp; Entertainment</li> <li>• Confidentiality policy</li> <li>• Protected disclosures policy (not sure why NZSTA don't have one)</li> <li>• Fees protection policy – need to have this for overseas students</li> </ul>		
<b>Discussion</b>			
<b>Actions to be taken / motion</b>	Moved that we accept the changes to the policies as shown.		
<b>Moved / Seconded</b>	Moved: N Pirihi Seconded: K.Edwards	<b>Agreed</b>	

<b>Topic:</b>	<b>Principal's report</b>
	<p><b>Buildings</b>  Fencing up by the Whare.  Concrete by the Gym done.  NPM on site – finished job in a week.  Moving 2 classrooms behind the Music block and will refurbish the inside.  Remove the old prefab off site.  Fencing: The student who is the runner has moved to Kerikeri High school, so Wayne contacted the MOE in time, and they have withdrawn the contract. Just under \$1M.  AB: The fencing report highlighted some areas where there are fences in need of maintenance. Do these go into another maintenance plan?  WB: We have some students coming in a few years and will look at this then.</p> <p><b>Succession planning</b>  Next year is the election year:-</p> <ul style="list-style-type: none"> <li>• We need to start actively thinking of what we will do to promote being a trustee to the community and invite them to the meeting in term 4 / first two terms next year.</li> <li>• Looking to replace: 2 Trustees (Heather &amp; Penny).</li> <li>• When answering questions explain that there is no liability to board members – it's the Principal who takes ownership. Useful for them to know that.</li> <li>• AB: Do we market it out in the newsletters?</li> <li>• Come and meet the board evening.</li> <li>• Put on food.</li> <li>• Begin canvassing next year March 2022.</li> <li>• Appoint last meeting this year or first meeting next year.</li> </ul> <p>Timeline for next year's election</p> <ul style="list-style-type: none"> <li>• Put on FB page</li> <li>• Newsletter – invite to one meeting next year and swop "in committee" and "general" around.</li> <li>• Ask for them to make contact and indicate their attendance.</li> </ul> <p>NZQA  Congrats to everyone involved.  Superb compliments back to Gwyneth, Tracey and LoLs.</p>

	<p>Roll Return Acknowledgement that this has been done.</p> <p>On-line learning</p> <ul style="list-style-type: none"> <li>• BBC did COVID online teaching very well</li> <li>• Glad my kids come here</li> <li>• Can't thank the teachers enough for doing such a good job</li> <li>• Thankful for the holiday – 4 day Labour weekend. Wayne will pass on the board's compliments to staff.</li> </ul> <p>Kathryn Berkett presentation – postponed. It has been rescheduled to October 27th – Wednesday evening @ BBC. Thursday 28<sup>th</sup> – at Whangarei Boys High. This is specific training for high needs kids, 4pm-5.30pm and then an evening presentation. If we are still in level 2 it will be postponed to 2022.</p> <p>Science boxes –filled with forensic gear for forensic studies – cards etc and in te reo. Once finished it is put back in box and it gets sent back. Help and support / professional development for primary teachers has been put in place for the next 2 years. Confident that there will be 100% take up. Science should become really popular Thanks to the team for their different input.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved: W.Buckland Seconded: H.Jacobson	Agreed	

<b>Topic:</b>	<b>Financial Report</b>		
<b>Discussion:</b>	Direct Credits		
<b>Actions to be taken / motion</b>	<p>1. Moved the Direct credits for July &amp; August 2021 as follows:-</p> <p><b>July 2021</b> Direct Credits: ASB 658193-658540 TNG as listed 6658267 658275 658494 Westpac Electronic: 658543</p> <p><b>August</b> Direct Credits: ASB 658516-658730 TNG as listed 658512 Westpac Electronic: 658737</p>		
<b>Moved Seconded</b>	Moved: S Gordon Seconded:	<b>Results</b> Agreed	

<b>Topic</b>	July <ul style="list-style-type: none"> <li>• Payroll Journal 323092 Week Ending 10/08/21 \$35,410.19</li> <li>• Payroll Journal 323150 Week Ending 24/08/21 \$39,119.31</li> </ul> August <ul style="list-style-type: none"> <li>• Payroll Journal 323092 Week Ending 10/08/21 \$35,410.19</li> <li>• Payroll Journal 323150 Week Ending 24/08/21 \$39,119.31</li> </ul>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that Journals for July & August 2021 be passed for payment.		
<b>Moved / Seconded</b>	Moved: S.Gordon Seconded:	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Fuel Card – Star Card</b>		
<b>Discussion:</b>	July & August 2021		
<b>Actions to be taken / motion</b>	<b>July 2021</b> Moved that the BP Fuelcard for \$283.74 for July 2021 be approved for payment. Moved that the Z Fuelcard for \$192.09 for July 2021 be approved for payment.  <b>August 2021</b> Moved that the BP Fuelcard for \$0.00 for July 2021 be approved for payment. Moved that the Z Fuelcard for \$305.50 for July 2021 be approved for payment		
<b>Moved / Seconded</b>	Moved: W.Buckland Seconded: NP	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Air NZ Travel Card</b>		
<b>Discussion:</b>	July & August: Nil		
<b>Actions to be taken / motion</b>			
<b>Moved / Seconded</b>	Moved: Seconded:		

<b>Topic:</b>	<b>Visa Card transaction</b>		
<b>Discussion:</b>	Approve Visa Card Statement's for card numbers 8106, 6298, 2048, 7419 & 2877 for June 2021		

<b>Actions to be taken / motion</b>	<p>Moved the Visa Card for July 2021 for:-</p> <p>... 8106 for \$ 1,306.53 (W.R. Buckland)</p> <p>... 6298 for \$ \$2,422.35 (K.Sandford) <b>(includes \$1,099.82 for 2 new outdoor heaters for canopy \$549 each)</b></p> <p>... 2048 for \$ 0.00 (A. Dalglish)</p> <p>... 7419 for \$ 0.00 (M.Bayer)</p> <p>... 2877 for \$ 0.00 (S.Brown)</p> <p>Moved the Visa Card for August 2021 for:-</p> <p>... 8106 for \$ 276.44 (W.R. Buckland)</p> <p>... 6298 for \$ 2,495.66 (K.Sandford) <b>(includes \$1,021.98 for 2 Swimming pool pumps \$510 each)</b></p> <p>... 2048 for \$ 0.00 (A. Dalglish)</p> <p>... 7419 for \$ 0.00 (M.Bayer)</p> <p>... 2877 for \$ 0.00 (S.Brown)</p>		
<b>Moved Seconded</b>	<p>Moved that the Visa Card 8106, 6298, 2048, 7419 &amp; 2877 for July &amp; August 2021 be approved for payment.</p> <p>Moved: S.Gordon</p> <p>Seconded:</p>	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Finance</b>
<b>Discussion:</b>	<p>H.Jacobson: Letter from Libelle asking for a rental holiday. Wayne explained the situation and confirmed that it is not a problem.</p> <p>Insurance info Wayne advised that we have kept cyber insurance in. Turf invoice – so you can see. Lights did catch on fire – have been replaced with LEDs. Auditor: BDO good choice. Only danger is that you need to change auditors regularly. BDO have done this with rotating with their Kerikeri office.</p> <p>Fundraiser carwash Wayne explained that a staff members car was damaged by students using scrapers that were used that scratched the paintwork. Quote from the insurers fyi.</p> <p>Board curriculum variance report In surplus rather than an overspend. With MLP we generally wind up with budgets that are generous. Probably will have a look here for purchasing furniture.</p>

	The other department in surplus was Year 7&8. Surplus would be to do with Shakespear Camp.		
	Milford money Just over \$10K		
Actions to be taken / motion			
Moved Seconded		Agreed	

<b>Topic:</b>	<b>Inwards /Outwards Correspondence</b>		
<b>Discussion:</b>	Inwards Correspondence: Nil		
<b>Actions to be taken / motion</b>	Moved that the Inwards correspondence be accepted, and the Outwards correspondence be approved.	<b>Results</b>	
<b>Moved Seconded</b>	Moved: S.Gordon Seconded:	<b>Results Agreed</b>	

<b>Topic:</b>	Minutes of the last meeting 11 <sup>th</sup> August 2021		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that the minutes of 11 <sup>th</sup> August 2021 be confirmed as a true and correct record.	<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	Moved: T.Hiki Seconded: J.Cunningham	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Amendments to minutes</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Matters Arising</b>		
<b>Discussion:</b>	Change end of meeting time to 10pm.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		Agreed	

<b>Topic:</b>	<b>Agenda setting for next meeting</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>			

Moved Seconded			Carried
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<b>Topic:</b>	<b>Triennial Plan</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Strategic plan</li> <li>• Draft analysis</li> <li>• Learning target</li> <li>• Appraisal</li> <li>• Draft budget</li> <li>• H&amp;S</li> <li>• Roll growth</li> <li>• Property</li> <li>• New trustee induction</li> <li>• Set date for elections 2022</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>General Business</b>		
Discussion	<p><b>Buses</b>          Waipu Primary sent out newsletter and talked to the bus routes/easy bus.          Bus routes can be seen in a folder via BBC website.          New manager, Greig Neilson, has set up easy bus which he manages.</p> <p><b>Swimming Club</b>          In the BOT folder is a section under Swimming Club.          Informal -ish agreement.          We need to operate under MOE agreement.          AB: Read something about the pool coming out of the Bream Bay News – bought by the community / should be used by the community.          This can be covered off in the agreement. We could do that with the community, but we need someone who has the knowledge etc to do this.          WB: We worked on the basis that students from BBC use the pool but now there are other kids from other schools in there.          Outcome:          Follow agreement.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		Agreed	

Meeting closed at: 9.50pm

Next BOT meeting calendared for 1<sup>st</sup> December 2021

<b>Discussion:</b>	Thank you to Tanielle for all your contribution to the board.
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	<p>Thank you, John, for your contribution to the board both inside and outside the classroom. Rubbed off on the kids and your cross curriculum is stunning and the kids loved it.</p> <p>TH: Really interesting time and I've learnt a lot about governance. Tx for the opportunity.</p> <p>TDS: Good meeting &amp; good finish time.</p> <p>NP: Two good presentations. Tx John and Tenielle best of luck for the future.</p> <p>HJ: Really good presentations – passionate and awesome to see. Tx Tenielle and pleased you had a good voice. Obviously known you for a long time.</p> <p>Not afraid to speak up and give a voice of reason from the staff good luck. John, hope covid behaves and you get your walk in.</p> <p>AB: Concur with everyone. Good luck John and finally my son likes English and you're leaving. Just kidding. Tx Tenielle - a year already. John, you came in and it was a hard start. Great meeting.</p> <p>JC: Apologise for not attending last Friday night. Pretty unwell. More importantly. Don't know how long I've been on the board. Selina confirmed 6 years. Tx for everything really enjoyed it and learnt a lot. Good conversations. Wish everyone the best for the future.</p> <p>WB: Tx Tenielle - really good student trustee. Sitting beside a previous trustee – Tivaan.</p> <p>John - Been a pleasure having you in the school. Never regretted having you as an HoD and on the board. You and Gwyneth have given your all. Really appreciate everything you have done. Don't hesitate to use me for a referee. Go for a DP job.</p> <p>BW: Firstly, Tenielle thanks for standing and you have been an excellent student trustee. Best wishes for the future and maybe sailing on the high seas. John, I remember when you arrived as a fresh young man, and I showed you around to area to find suitable accommodation for you. Enjoy walking from the tip to the toe of NZ. Take care.</p> <p>SG: Presentations great tonight. Not just in school in the whole community. Humming in both departments. Good discussion as per usual. Good to finish early.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved / Seconded</b>		<b>Agreed</b>	

**X**

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S. Gordon  
Board Chair

1/12/2021