

**Minutes of the Bream Bay College
Board of Trustees
Held on 28th September 2022**

Heather welcomed everyone to the board meeting.

Meeting opened at: 7.43pm

Present: AndJ, BirA, BucW, DoaT (arrived at 8.55pm), Jach (Chair), ScoE, WebB

Via Zoom:

Visitors: HayS

Karakia:

Apologies: EdwK, GorS, PirN

Moved: H.Jacobson

Seconded:

Conflict of Interest: Nil

BOT 'to do' list

Workplan adjustment –

Confirmation of Agenda Items/Workplan adjustment

Decisions/Motions:-

Topic:	Decisions:		
Discussion:	Electronic board meeting Year 7&8 furniture Electronic board meeting Hockey Electronic board meeting Triennial Elections – change of timeline.		
Actions to be taken / motion	The Electronic board minutes have been recorded as passed as follows. <ol style="list-style-type: none"> 1. RAMS for Hockey Tournament Week: 22nd August 2022 2. Year 7&8 furniture: 2nd September 2022 		

	3. Elections - changed timeline: 7 th September 2022.		
Moved Seconded	Moved: S.Gordon		

Topic:	Presentation: EOTC by Sandra Hayward		
Discussion	<p>Sandra presented the EOTC powerpoint presentation which it is available to view on the google drive.</p> <p>Next year – overnight camps will be back in operation.</p> <p>Year 12 Outdoor Ed will be more local in 2023.</p> <p>Looking at applying through our local trusts for funding.</p> <p>RAMS:</p> <p>Q: Are you going with a new set of RAMS.</p> <p>A: Yes. The template will be generic to all trips.</p> <p>Noho Marae trip</p> <p>The board did not accept the RAMS for the trip because they were not in the new format and didn't have enough information.</p> <p>Sandra will work with Whaea Raewyn to rewrite the RAMS in the new format.</p> <p>To be presented back to the board via an electronic meeting.</p>		
Actions to be taken/motion	Moved that the RAMS for the Noho Marae trip be approved.	Person(s) Responsible	
Moved Seconded	H. Jacobson	Results Declined	

Workplan

Topic:	Uniform policy		
Discussion:	<p>Sports strip Discussion regarding local provider can design any Tee in any colour, style etc. Survey monkey results were tabled.</p> <p>Uniform policy Jewellery & Cosmetics: Update the policy to read:- Remove the word "single" and replace with small and discreet earrings (2) in each ear. Add: That uniform must comply with Health & Safety regulations.</p> <p>School teams strip Update the policy to read:- Strips are made from the colours black, red and/ or yellow with white piping.</p>		

	Year 13 Uniform Jerseys/Jackets: Update the policy to read: Remove "no hoods".		
Actions to be taken / motion	Moved that the Uniform policy be approved with the above amendments.		
Moved / Seconded	Moved: W. Buckland Seconded: J. Andrews	Results Agreed	

Topic:	Art designs for the new build		
Discussion:	Wayne showed the drawings of the artwork from Wheku design on the new buildings and explained the patterns and how they will look.		
Actions to be taken / motion			
Moved / Seconded		Results	
Topic:	Furniture plan		
Discussion:	For the boards information there are live hyperlinks in the furniture plan for you to have a look around.		
Actions to be taken / motion			
Moved / Seconded			

Topic:	Staffing		
Discussion:	Wayne talked through the funding entitlement for staffing and explained the equity index that has come into place.		
Actions to be taken / motion			
Moved / Seconded			

Topic:	Strategic Plan		
Discussion:	Wayne talked to the updated Strategic Plan and has moved this for further discussion in the November 2022 meeting.		
Actions to be taken / motion			
Moved / Seconded			

Topic:	Equity funding		
Discussion:	Noted.		

Actions to be taken / motion			
Moved / Seconded			

Topic:	Buildings		
Discussion:	Final BOT approval letter. To be signed and returned.		
Actions to be taken / motion	Moved that the amended 10YPP be accepted.		
Moved / Seconded	Moved: W.Buckland Seconded: E.Scobie Jennings.	Results Agreed	

Topic:	Governance Policies		
Discussion:	To be rolled over until the next meeting.		
Actions to be taken / motion			
Moved / Seconded		Results Agreed	

Broke for supper: 8.47pm

Returned: 9.03pm

Topic:	Principals Report		
Discussion:	<p>Roll numbers Wayne talked to the current roll numbers and the numbers for 2023. Health & Safety: Sandra picking up on any issues.</p> <p>Buildings Wayne explained that the kiln shed / old dental clinic & tin shed will be redeveloped into storage and call out rooms.</p> <p>Assembly files on the google drive Some of the files are too large to even open. These will be printed to PDF so the board can open for viewing.</p>		
Actions to be taken / motion	Alarm in the gym not working. To be followed up.	BucW	
Moved / Seconded	Moved: W.Buckland Seconded: T.Doak Smith	Results Agreed	

Topic:	Principal eligibility criteria		
Discussion:	Wayne talked to the criteria and commented that Boards are being encouraged to use this information.		

Actions to be taken / motion			
Moved Seconded			

Topic:	ERO draft report		
Discussion:	Wayne spoke to the draft ERO report.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Financial Report		
Discussion:			
Actions to be taken / motion	Moved the Direct credits July & August 2022 as follows:- July 2022 Direct Credits: ASB 6661011-661168 TNG as listed: Nil Westpac Electronic: 661170 & 661171 August 2022 Direct Credits: ASB: 661103 – 661404, 661411 ASB: payment 335299 (transfer to KS Visa) TNG as listed: 661112, 661295, 661408 Westpac Electronic: 660162		
Moved Seconded	Moved: J.Andrews Seconded: T.Doak-Smith	Results Agreed	

Topic	July 2022 <ul style="list-style-type: none"> • Payroll Journal 333320 Week ending 12/7/22 \$42,557.18 • Payroll Journal 333375 Week ending 26/7/22 \$26,190.95 August 2022 <ul style="list-style-type: none"> • Payroll Journal 335200 Week ending 9/8/22: \$39,886.54 • Payroll Journal 335238 MOE adjustment 12/8/22: \$585.53 out of cycle payment • Payroll Journal 335295 Week ending 23/8/22: \$36,913.45 • Payroll Journal 335303 MOE adjustment 24/8/22: \$199.66 out of cycle payment
Discussion:	

Actions to be taken / motion	Moved that Journals for July & August 2022 be passed for payment.		
Moved / Seconded	Moved: J.Andrews Seconded: T.Doak-Smith	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	July & August 2022		
Actions to be taken / motion	<p>July 2022 Moved that the BP Fuelcard for \$778.93 for July 2022 be approved for payment. Moved that the Z Fuelcard for \$387.27 for July 2022 be approved for payment.</p> <p>August 2022 Moved that the BP Fuelcard for \$284.47 for August 2022 be approved for payment. Moved that the Z Fuelcard for \$230.64 for August 2022 be approved for payment.</p>		
Moved / Seconded	Moved: J.Andrews Seconded: T.Doak-Smith	Results Agreed	

Topic:	Air NZ Travel Card		
Discussion:	<p>July 2022 Air New Zealand Travel Card for July: \$468.20</p> <p>August 2022 Air New Zealand Travel Card for August: \$10.00</p>		
Actions to be taken / motion			
Moved / Seconded	Moved: J.Andrews Seconded: T.Doak-Smith	Agreed	

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	<p>Moved the Visa Card for July 2022 for:-</p> <p>.... 8106 for \$ 7,122.92 (W.R. Buckland) 6298 for \$ 2,499.31 (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 August 2022 for:-</p>		

 8106 for \$ 3,601.92 (W.R. Buckland) 6298 for \$ 6,046.10 (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 July & August 2022 be approved for payment. Moved: J.Andrews Seconded: T.Doak-Smith	Results Agreed	

Topic:	Finance		
Discussion:	Potential fraud risk was discussed. Prezzie cards. Wayne advised that LVL paid the money up front. GST Accounting basis for GST. Heather explained that BBC has requested to change to use the Invoice accounting basis effective 1 st September 2022. This was approved by IRD and was done to comply with the tax laws on the auditor's recommendation.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards Correspondence: 1. IRD change letter Outwards Correspondence:		
Actions to be taken / motion	Moved that the Inwards correspondence be accepted and the Outwards correspondence be approved	Results	
Moved Seconded	Moved: A.Bird Seconded: E.Scobie	Results Agreed	

Topic:	Minutes of the last meeting dated 10 th August 2022		
Discussion:			
Actions to be taken / motion	Moved that the minutes of 10 th August 2022 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: H.Jacobson Seconded:	Results Agreed	

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

Meeting closed at: 9.55pm

Next BOT meeting calendared for the 30th November 2022

H.Jacobson
Acting Chairperson

30th November 2022