

**Minutes of the Bream Bay College
Board of Trustees
Held on 22nd February 2023**

Selina welcomed everyone to the board meeting.

Meeting opened at: 6.09pm

Present: AndJ, AshM, BirA, (arrived at 6.30pm), BucW, GorS (Chair), PirN, PirW, ScoE, WebB

Via Zoom:

Visitors: Sandra Hayward

Karakia: Wi Pirihi

Apologies: Nil

Moved:

Seconded:

Conflict of Interest:

W.Buckland – My son in law and a teacher's husband are working on site -BayHomes – Horticulture block project

Mackenzie Ashby- Mackenzie Ashby's partner does MOE contracts for hospitality.

BOT 'to do' list

Workplan adjustment –

Confirmation of Agenda Items/Workplan adjustment

- Election of Officers

Decisions/Motions:-

•

Topic:	Election of Officers
Discussion:	Beverley Webb, the Board Secretary, opened the floor for nominations for the role of Board Chairperson.

Wayne Buckland nominated Selina Gordon as Board Chairperson. There being no further nominations Selina Gordon was duly elected.

Moved: W.Buckland
 Seconded: J.Harvey
 Agreed

The Chairperson, Selina Gordon, called for nominations for the Deputy Chairperson.

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

Moved: Selina Gordon
 Seconded: Wayne Buckland
 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)
- Nick Pirihi
- Aaron Bird
- Wi Pirihi
- Mackenzie Ashby
- Jo Harvey
- Jess Andrews

Finance Sub Committee Sub Committee (meeting Wk6 with Finance manager)

- Mackenzie Ashby
- Nick Pirihi

Property Sub Committee

- Aaron Bird
- Jo Harvey
- Emma Scobie Jennings

COL Steering Group Representative

- The board

Presentations: Nil

Actions to be taken / motion			
Moved Seconded	Moved on bulk for sub-committees Moved: S.Gordon	Approved	

Moved out of general meeting at 6.17pm
 Moved back into general meeting: 7.36pm

Workplan

Topic:	Decisions		
Discussion:	Draft budget & capital		
Actions to be taken / motion	<p>Two amendments</p> <ul style="list-style-type: none"> • Recruitment retention • School wide events <p>Wayne noted that he is currently buying capital items for departments.</p>		
Moved / Seconded	Moved: W.Buckland Seconded: J.Andrews	Results Agreed	

Topic:	Temporary building		
Discussion:	<p>Discussion re a temporary portable office/ building for the Sports Co-ordinator from Space King in Waipu.</p> <p>Discussion took place re where the building would be sited took place.</p> <p>Life span: 5-10 years</p> <p>The capital budget would need to be amended to add this expense.</p>		
Actions to be taken / motion	Moved that amend the capital budget to allow for the purchase of the temporary building.		
Moved / Seconded	Moved: W.Buckland Seconded:W.Pirihi	Results Agreed	

Topic:	Naming of two new blocks		
Discussion:	<p>Blessing will happen before the official opening in the holidays.</p> <p>Floated all 3 ideas with the staff.</p> <p>Selina commented that she would like to see consideration of naming the Science block after ex teacher Kit Singleton.</p> <p>Discussion took place</p> <p>16 years on the site of the college and 27 years in the area in total.</p> <p>Discussion took place re naming the science block after Kit.</p> <p>Suggestions put forward:-</p> <ul style="list-style-type: none"> • Name a lab after him • Name the chemical resource area as you can see his name from everywhere <p>For more information regarding Kit Singleton open the link to his biography in the Bream Bay News.</p> <p>http://www.breambaynews.co.nz/</p> <p>http://www.breambaynews.co.nz/pdf/26_1_23.pdf</p>		

Actions to be taken / motion	The information was not made available within 48 hours for this meeting so this will be readdressed at the next meeting. Wi to explore weaving Singleton and the naming of the Science block name together.	Wi Pirihi	
Moved / Seconded			

Topic:	Tri Plan		
Discussion:	Curriculum to be added to the Tri plan for the next meeting. Sarah to attend the next meeting to present the curriculum report. Principal's appointment: SG: All in play so it won't need to be on the tri plan for discussion. Any new information will be sent to the members via email.		
Actions to be taken / motion	Move that we accept the Tri Plan for 2023.		
Moved / Seconded	Moved: J.Harvey Seconded: N.Pirihi	Agreed	

Topic:	Policy Framework booklet		
Discussion:	Wayne explained the difference between the two Policy Framework booklets on the google board drive. In the most recent booklet names and designations have been updated. Any further updates: <ul style="list-style-type: none"> • Update Email for Aaron.bird@channelnz.com • Update Wayne Buckland, D.Bowden daughter part time teacher of Maths • Update Mackenzie Ashby's partner does MOE contracts for hospitality 		
Actions to be taken / motion	Moved that the amendments to the Policy Framework two tables be accepted.		
Moved / Seconded	Moved: W.Buckland Seconded: E Scobie Jennings	Agreed	

Topic:	5YA		
Discussion:	5YA- works that take place in the next 5 years 10YPP – 10 Year Property Plan		

	<p>Project Management: You have to appoint a project manager for any MOE project over \$50K. Architects H&K charge 7% fee across the whole job for architecture and project managing.</p> <p>N4L: Equipment Replacement Logical Design – Stage 1 Wayne displayed the design. Discussion took place. All access points and switches will be removed and the new cables will be put in. The SNUP people come in and finish their part. New Era will work with N4L together.</p> <p>AB: Concern – not enough throughput.</p> <p>Discussion took place The best going forward is with N4L and then add extra access points as we go on. Will it be future proof? Access points can be added it is the FortiClient that will need to be increased in size.</p> <p>All contracts completed & in before the 14th April 2023.</p> <p>Academic analysis Wayne presented the Academic analysis.</p> <p>Live analysis of BBC against the national average showed that BBC is above national average. Sarah has done work on the academic analysis and has been working with all departments talking about academic rigour. She has the best critical understanding as a curriculum DP. In the next meeting all the curr HODs will report back to her and Wayne and a summary will be presented to the board.</p> <p>JA: Jess talked about students losing motivation. Discussion took place. Not enough emphasis was put on the mocks. As long as there is equality for students who are failing as well as those who want to lift to excellence. Are we doing mocks in 2023? In the auditorium as and when necessary. Changed release time for Year 11 &12s. A solid week of revision for Year 11&12s will take place after year 13s have left.</p>		
Actions to be taken / motion			
Moved / Seconded	Moved: Seconded:	Agreed	

Topic:	Strategic Plan/Annual plan Statement of Variance – goes to the MOE		
Discussion:	It is the same as you saw at the end of 2022.		
Actions to be taken / motion			
Moved Seconded	Moved: Seconded:	Agreed	

Topic:	Strategic Plan 2023-2035		
Discussion:	The in-design graphic table with the values was discussed. WB: The wording has changed slightly. Emma explained that the Te ao Maori strand runs through it although she will be talking with Whaea Junie to tweak the wording and/or graphics. A presentation on Mana values will take place in / around the 3 rd or 4 th meeting.		
Actions to be taken / motion			
Moved Seconded	Moved that we approve the February draft strategic plan		

Topic:	Teachers strike		
Discussion:	Wayne talked to the issues happening for teachers. A beginning teacher comes out earning less than someone on the minimum wage once they take out their student loan payment. Discussion took place 16 th March - 1 strike planned.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Principals Report		
Discussion:	Well done to Emma for her Kahui Ako newsletters. Horticulture building project <ul style="list-style-type: none"> • The board is the project manager for this build • AB: H&S issues • Working under MOE guidelines Pool: Cracks noted. WB: Looking at purchasing a brand new set of starting blocks for the pool.		
Actions to be taken / motion	Moved that the principals report be accepted.		

Moved Seconded	Moved: W.Buckland Seconded: W. Pirihi	Results Agreed	
---------------------------	--	---------------------------	--

Break: 9.15pmm
Reconvened: 9.40pm

Topic:	Financial Report		
Discussion:			
Actions to be taken / motion	Moved the Direct credits November & December 2022 as follows:- November 2022 Direct Credits: ASB 661822 – 662057 TNG as listed: 661823 & 662011 Westpac Electronic: Nil December 2022 Direct Credits: ASB: 662059 - 662291 TNG as listed: 662081, 662095 & 662185 Westpac Electronic: Nil		
Moved Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic	November 2022 <ul style="list-style-type: none"> • Payroll Journal 339162 Week ending 1/11/22 \$37,374.31 • Payroll Journal 339277 Week ending 15/11/22 \$44,182.76 • Payroll Journal 340058 Week ending 29/11/22 \$41,642.70 December 2022 <ul style="list-style-type: none"> • Payroll Journal 341418 Week ending 13/12/2022 \$74,329.91 PPD 202319 Includes Support staff EOY holiday pay and termination pays • Payroll out of cycle adjustment \$428.31 13/12/22 • Payroll Journal 341493 Week ending 22/12/2022 PPD 202320 		
Discussion:			
Actions to be taken / motion	Moved that Journals for November & December 2022 be passed for payment.		
Moved Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Fuel Card – Star Card
---------------	------------------------------

Discussion:	November & December 2022		
Actions to be taken / motion	<p>November 2022 Moved that the BP Fuelcard for \$471.23 for November 2022 be approved for payment. Moved that the Z Fuelcard for \$327.12 for November 2022 be approved for payment.</p> <p>December 2022 Moved that the BP Fuelcard for \$966.94 for December 2022 be approved for payment. Moved that the Z Fuelcard for \$635.58 for December 2022 be approved for payment.</p>		
Moved / Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Air NZ Travel Card		
Discussion:	<p>November 2022 Nil</p> <p>December 2022 Nil</p>		
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, 6003, 2048, 7419 & 2877 for September & October 2022		
Actions to be taken / motion	<p>Moved the Visa Card for November 2022 for:-</p> <p>.... 8106 for \$ 40,472.23 (W.R. Buckland) 6003 for \$ 10,313.61 (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 2022 for:-</p> <p>.... 8106 for \$ 5,037.40 (W.R.Buckland) 6003 for \$ 3,690.45 (K.Sandford) 2048 for \$ 0.00 (A. Dalgleish) 7419 for \$ 0.00 (M.Bayer) 2877 for \$ 0.00 (S.Brown)</p>		

Moved Seconded	Moved that the Visa Card 8106, 6003, 2048, 7419 & 2877 for November & December 2022 be approved for payment. Moved: S.Gordon Seconded:	Results Agreed	
---------------------------	--	---------------------------	--

Topic:	Finance		
Discussion:	Moved that we remove A.Dalgleish from the ASB transactions.		
Actions to be taken / motion			
Moved Seconded	S.Gordon	Agreed	

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

Topic:	Minutes of the last meeting dated 30 th November 2022		
Discussion:			
Actions to be taken / motion	Moved that the minutes of 30 th November 2022 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: E.Scobie Jennings Seconded: J.Andrews	Results Agreed	

Topic:	Amendments to minutes		
Discussion:	Wayne did complete supervision section. Bev amended the RAMS		
Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	Matters Arising		
Discussion:			
Actions to be taken / motion	Wayne to liaise with Sarah Molloy to set up the HOD meetings.	BucW	
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"> • Strategic Plan approval • Section C governance process and procedures • Curriculum report • Staff appraisal report • Budget and capital • Principal appointment short listing • Accounts to the auditor • 1st March Roll Return 		
Actions to be taken / motion	Meeting for the Finance sub-committee week 7or8	WebB	
Moved Seconded		Agreed	

Topic:	Principal's Appointment		
Discussion:	Prospective applicants tour of the school. The board is happy for Wayne to show any prospective applicants around the school. Governance training Wayne to check dates and invite the primary principals to Bream Bay College for training.		
Actions to be taken / motion			
Moved Seconded			

Meeting finished at 10.17pm

Next BOT meeting 5th April 2023

X

S. Gordon
Chairperson

Date: 5th April 2023