

**Minutes of the Bream Bay College  
Board of Trustees  
Held on 16<sup>th</sup> May 2018**

Meeting 7pm

Present: BucW, CunJ, DalA, GorS, Jach, HeiD, McQJ, MilJ, SwoM, WebB,

Karakia: Everyone

Absent:

Apologies: PirR, HeiT

Visitors:

Moved: S.Gordon

Seconded: J. McQueen

<b>Topic:</b>	<b>Confirmation of Agenda</b>
<b>Discussion:</b>	<p><b>Confirmation of agenda items:</b></p> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>a) Motion to approve RAMS forms for the overnight Ruapehu Geography trip (approved by electronic email).</li> <li>b) Motion to approve RAMS forms for the overnight Music trip to visit MAINZ in Auckland and Hamilton (approved by electronic email).</li> </ul> <p><b>Conflict of Interest: Nil</b> Wayne registered a related parties conflict of interest. Adam Bowden – chippie working on the Whare for 2 weeks is his son in law.</p> <p><b>BOT Workplan adjustment:</b></p> <ul style="list-style-type: none"> <li>a) Results Analysis Term 1</li> <li>b) Transport Network Direct Resourcing Constitution for approval</li> <li>c) Nag changes – discussion</li> <li>d) Health Programme Consultation</li> <li>e) Boiler/5YA – in Principal’s report</li> </ul>

<b>Actions to be taken / motion</b>	<b>Decisions:</b> RAMS form for the overnight Ruapehu Geo trip and overnight Music trip in Auckland/Hamilton were confirmed as approved electronically. Mike Swords (who went on the trip) reported back that the Geo/Ruapehu trip was very well organised. All the students were happy and he felt they were the best behaved group ever. He asked if these comments could be passed back to Holly and the other teachers/sport coordinator who went on the trip.			
<b>Moved Seconded</b>	Moved: J.Miller Seconded:		Agreed	

<b>Topic:</b>	<b>Mother's Day - Panimama's &amp; Steel Pandad's Day</b>			
<b>Discussion:</b>	Jane commented that it was the best day.			
<b>Actions to be taken / motion</b>	Discussion took place. Bev to arrange for the videos link to be uploaded to the web page.	WebB		
<b>Moved Seconded</b>		<b>Results</b>		

<b>Topic:</b>	<b>Results Analysis – Term 1</b>			
<b>Discussion:</b>	Wayne talked to the results analysis for Term 1. Interesting set of results in that we have a Year 8 class that is lower than its year 7 results. In the process of doing tracking back <ul style="list-style-type: none"> <li>• Maori boys – contains lots of yellow in the results data</li> <li>• Year 7's are above target. Wayne showed the data to support this.</li> <li>• Year 8 bilingual performing very badly at the moment. We are tracking why this is. Could be that we two behavioural students in this Year 8 class that are pulling the rest of the class down.</li> </ul> Discussion took place. Year 8 Bilingual are right at the bottom. Wayne advised that Ben Tou (who was with us 2017) is coming back on board as a teacher aide, for 15 hours with the bilingual class and we have another teacher aide Emil Pittman who has 10 hours with them as well. This is to try and improve student behaviour, motivation and participation.  Gwyneth doing research again this year, she is just starting this exercise <ul style="list-style-type: none"> <li>• Is the auditorium space causing a problem?</li> <li>• Year 7's above target and in the same environment as the Year 8s</li> <li>• 3 classes are actually in the auditorium</li> </ul> Year 12 data– seems to have improved.			

	National Standard Pages – Wayne asked the question of the board “shall I remove National Standards” from the results analysis report.		
Actions to be taken / motion	Moved that the National Standards information be removed from the Results Analysis form.		
Moved / Seconded	Moved: D.Heiwari Seconded: M.Swords		Agreed

<b>Topic:</b>	<b>Transport Network Direct Resourcing Constitution for approval</b>		
<b>Discussion:</b>	MOE requires us now to have a constitution. Jane raised the wording of “Controller to Controller”		
Actions to be taken / motion	Moved that the Transport Network Direct Resourcing Constitution is approved.		
Moved	Moved: J.McQueen Seconded: M.Swords	Results	

<b>Topic:</b>	<b>NAG changes</b>		
<b>Discussion:</b>	Wayne talked through the changes as shown in the MOE document NAG 1, NAG 2, on the google drive. NAG 3,4,& 5 haven’t changed.  To answer the board’s question, Yes, we are doing CORE business as per the NAGs.		
Actions to be taken / motion	Bring policy #13 back to the next board meeting for a review. Note drug free, H&S at work act, update point 6 to comply with 4 and 5. Happy for go ahead for it to go out to the community. No presentation required		
Moved		Results	

<b>Topic:</b>	<b>Health Programme Consultation</b>		
<b>Discussion:</b>	In the Health & Safety Policy #7 Health to be reviewed every 2 years.  Health Programme which covers Year 7,8,& 9. The Year 10 is Jumbo days.  Wayne asked if the board are happy to have a quick look at it or do we have the HoD come and present to the board.  Where did the 2 year frequency come from. A mandated requirement.		
Actions to be taken / motion			

<b>Moved</b>		<b>Results</b>	
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<b>Topic:</b>	<b>Principal's Report</b>		
	<b>Attachments:</b>		
	<ul style="list-style-type: none"> <li>a. Assembly presentations: Mar 20, Apr 3 &amp; 11, May 8</li> <li>b. Newsletters:, Mar 16 &amp; 29, Apr 13</li> <li>c. PTA Minutes: Mar 14</li> </ul>		
<b>Discussion:</b>	<b>Project brief form</b>		
	Wayne's commented that this was one of his holiday jobs Wayne talked through the document and explained that he has submitted the form to the MOE to check we are ticking off the boxes but still has a page or so to go to complete it.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results Agreed</b>	

<b>Topic:</b>	<b>Boiler/5YA</b>		
<b>Discussion:</b>	Tubman heating booked either this week or next week. Underway. They did the visual inspection when they put the new pump in.		
	5YA Not spending any of the 5YA until confirmation has come back from the MOE re roll growth classrooms.		
<b>Actions to be taken / motion</b>	Moved that the Principal's report be accepted.		
<b>Moved Seconded</b>	Moved: S.Gordon Seconded: M.Swords	<b>Results Agreed</b>	

<b>Topic:</b>	<b>COL</b>		
<b>Discussion:</b>	Wayne reported that he toured all three primary schools and 4 ECE's and this went incredibly well. The COL is moving on from not going ahead to making progress. After walking around BBC the ECE's they are having frequent conversations with their parents as to how well BBC is working and how their practices are similar. The forming of the CoL has resulted for the first time that ECEs are not in competition with each other.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results Agreed</b>	

<b>Topic:</b>	<b>Bus Incident</b>		
<b>Discussion:</b>	This incident will be discussed at the next Transport meeting in Week 6 of this term. Communication from the driver worked well. BBC was taken to task for not getting a statement to parents/caregivers until 10am. This was due to an ANZAC service for the school at 8.30am. The process has been discussed and we will prepare a common statement that all the schools will use for future incidents. Wayne advised that next time we would despatch a van and DP to go to the site.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results Agreed</b>	

<b>Topic:</b>	<b>Lockdown Brochure</b>		
<b>Discussion:</b>	Bring back to the next meeting and customise it to BBC.		
<b>Actions to be taken / motion</b>	Bring brochure back to the next meeting.	BucW	
<b>Moved Seconded</b>		<b>Results Agreed</b>	

<b>Topic:</b>	<b>Financial Report</b>		
<b>Discussion:</b>	Direct Credits – March and April 2018		
<b>Actions to be taken / motion</b>	1. Moved the Direct credits for March & April 2018 as follows:-  <b>March 2018</b> Direct Credits: ASB 27356-27870, 1, 27872 TNG: 27379 Westpac Cheque: Westpac Electronic: 27876-27878  <b>April 2018</b> Direct Credits: ASB 27665-27948 TNG: 27685 Westpac Cheque: WBE: 27991 Moved that the Direct Credits for March / April 2018 be approved.		
<b>Moved Seconded</b>	Moved: D.Heiwari Seconded: M.Swords	<b>Results Agreed</b>	
<b>Topic:</b>	<b>Journal entries March 2018</b> Payroll Journal 260891 Week Ending 13/3/18 \$28,052.84		

	Payroll Journal 261652 Week Ending 27/3/18 \$29,474.49		
	<b>Journal entries April 2018</b>		
	Payroll Journal 263156 Week Ending 10/4/18 \$25,785.91		
	Payroll Journal 263313 Week Ending 24/04/18 \$19,401.27		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that Journals for March & April be passed for payment.		
<b>Moved Seconded</b>	Moved: D.Heiwari Seconded: M.Swords	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Cheque No's for March/April 2018</b>		
<b>Discussion:</b>	Nil Queries: Nil		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved: D.Heiwari Seconded: M.Swords	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Fuel Card – Star Card</b>		
<b>Discussion:</b>	Moved that the Caltex Star Card for March/April 2018		
<b>Actions to be taken / motion</b>	Moved that the Star Card for March 2018 for \$1,128.11 be approved for payment. Moved that the Star Card for April 2018 for \$489.46 be approved for payment.		
<b>Moved Seconded</b>	Moved: D.Heiwari Seconded: M.Swords	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Air NZ Travel Card –March/April 2018</b>		
<b>Discussion:</b>	March:\$580.00 April: \$720.93		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved: Seconded:	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Visa Card transaction</b>		
<b>Discussion:</b>	Approve Visa Card Statement's for card numbers 8106, 2213, 2048, 7419 & 1737 for August, September & October 2017.		
<b>Actions to be taken / motion</b>	Moved the Visa Card for February 2018/March 2018 for:- ... 8106 for \$3,663.16 (W.R. Buckland) ... 2213 for \$4,370.48 (K. Sandford)		

	<p>.... 2048 for \$ Nil (A. Dalgleish)  .... 7419 for \$ Nil (M.Bayer)  .... 1737 for \$ Nil (R.Nathan)</p> <p>Moved the Visa Card for March/April2018 for:-  .... 8106 for \$2,417.34 (W.R. Buckland)  .... 2213 for \$4,376.46 (K. Sandford)  .... 2048 for \$ Nil (A. Dalgleish)  .... 7419 for \$ Nil (M.Bayer)  .... 1737 for \$ Nil (R.Nathan)</p> <p>Moved the Visa Card for April/May 2018 for:-  .... 8106 for \$1,202.27 (W.R. Buckland)  .... 2213 for \$3,024.66 (K. Sandford)  .... 2048 for \$ 15.00 (A. Dalgleish)  .... 7419 for \$ 15.00 (M.Bayer)  .... 1737 for \$ 15.00 (R.Nathan)</p>		
<b>Moved Seconded</b>	Moved that the Visa Card 8106, 2213, 2048, 7419 & 1737 for March/April/May 2018 be approved for payment. Moved: H.Jacobson Seconded: J.Cunningham	<b>Results</b>  Agreed	

<b>Topic:</b>	<b>Finance</b>		
<b>Discussion:</b>	Jimmy requested a variance report which would be helpful. Question: FarNet up considerably in P&L re Income. <ul style="list-style-type: none"> <li>Wayne explained the increase in income from the FarNet report. He suggested to Heather to come over to talk with Katrina and himself and to set up a time with Bev.</li> <li>Heather commented - well done – parent contributions up.</li> <li>Staffing entitlement – student names to be removed.</li> </ul>		
<b>Actions to be taken / motion</b>	Heather to come over and discuss with Katrina and Wayne.	Jach	
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Inwards /Outwards Correspondence</b>		
<b>Discussion:</b>	<b>Inwards Correspondence:</b> 1. Letter from the MOE regarding the Application for centrally funded Professional Learning and Development (PLD).  <b>Outwards Correspondence</b> Nil  <b>Circular Correspondence:</b>		

	STA: 280/281 (electronic)		
<b>Actions to be taken / motion</b>	Moved that the Inwards correspondence be accepted and Outwards correspondence be approved.	<b>Results</b>	
<b>Moved Seconded</b>	Moved: D.Heiwari Seconded: M.Swords	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Minutes of the last meeting date 28<sup>th</sup> March 2018</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that the minutes of the meeting dated 28 <sup>th</sup> March 2018 be confirmed as a true and correct record.	<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	Moved: D.Heiwari Seconded: W.Buckland	<b>Results</b> Agreed	

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

<b>Topic:</b>	<b>Matters Arising</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Remove Alison as present at the last meeting.</li> </ul>		
<b>Actions to be taken / motion</b>	Bev to make change that Alison was not present at the last meeting.	WebB	
<b>Moved Seconded</b>		<b>Results</b> Agreed	

<b>Topic:</b>	<b>Agenda setting for next meeting –</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Setup for the meetings coming up</li> <li>Operational Policies 9-16 (#13 already there)</li> <li>Other policies 1-3</li> <li>Principal's Appraisal report. Committee met and report being submitted for the next meeting.</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			Carried

<b>Topic:</b>	<b>General Business</b>		
<b>Discussion:</b>	<p><b>Standardisation of Rams</b> MS: Some sections I like but the actual rams form not uniform. Derek has put his hand up to assist Mark post shut down. Wayne asked also be present at the meeting. Derek to book time with Wayne.</p> <p><b>Spirit of NZ Voyage</b></p>		

	<p>Wayne commented that a letter was prepared for Pub Charities but it wasn't sent. A discussion took place regarding process and how was it that the letter was not sent to Pub Charity's for consideration.</p> <ul style="list-style-type: none"> <li>Concerning thing is that is not just targeted at families who can afford it so finding opportunities to have sponsorship is important.</li> <li>It was thought that Pub Charities did have \$6,000 in their pool but didn't receive a letter.</li> <li>A group of students represented the College at a Lions dinner function on Tuesday night and they were donated \$100 per student. The students gave a presentation &amp; talked with members as well as working on the night. They were impressed and really appreciated the presentation. Well mannered students.</li> <li>Wayne acknowledged that the Waipu Car show dittoed the same remarks.</li> <li>Is there a consistent approach?</li> <li>Wayne will ask Mark &amp; Megan to attend the next meeting with a presentation on the process around funding applications.</li> <li>Do we need to set a criteria/parameter's to get consistency.</li> <li>Is there a company who will fund the school for these sorts of things</li> <li>Discussion around whether this was the last year that the spirit challenge would be offered?</li> <li>Wayne to check whether it is a teacher or parent that goes on the trip.</li> </ul> <p><b>PTA/BOT get together</b></p> <p>Wayne reported that after the PTA meeting it was mooted that it is incredibly difficult for the PTA to find a date due to so many members being tied up with other extra curricular activities so would rather it be a BOT only function.</p> <p>Bev to organise a function.</p>		
<p>Actions to be taken / motion</p>	<p>Moved that we standardised the RAMS form.</p> <p>Megan &amp; Mark to present at the next meeting re process of funding applications.</p>		
<p>Moved Seconded</p>	<p>Moved: M. Swords Seconded: S.Gordon</p>		<p>Agreed</p>

Meeting closed at: 8.40pm  
Next BOT meeting calendared for 27<sup>th</sup> June 2018

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J. Miller  
Board Chairperson

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Date: / / 2018