

**Minutes of the Bream Bay College  
Board of Trustees  
Held on 15<sup>th</sup> May 2019**

7pm

Jimmy welcomed everyone to the meeting. At this meeting, through promotional emails, three prospective parents joined us for the meeting.  
Introductions took place.

Visitors: Aaron Bird (2<sup>nd</sup> visit), Patrice Edwards, Karen Edwards, Nick Pirihi

Wayne went through the setup of the meeting folders for the visitors.

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

Karakia:

Absent:

Apologies:

Moved:

Seconded:

**BOT 'to do' list**

Permission to present at the PcSchool conference in Australia. Out Tuesday 27<sup>th</sup> August to  
Sunday 1<sup>st</sup> September

Wayne is presenting as a keynote presenter

Moved: M.Swords

Seconded: J.McQueen

Agreed

**Workplan adjustment –**

**Motions:-**

Confirm:

Conflict of Interest: Nil

## Workplan adjustment –

<b>Topic:</b>	Daniel Harrington – HoD PE presentation.		
<b>Discussion:</b>	<p>Wish list for the PE department</p> <ul style="list-style-type: none"> <li>• Upgrade of the changing rooms. Covered in the 5YA but the labs are our next project.</li> <li>• 2<sup>nd</sup> Gym: This would kick in when the roll becomes 850-900. MoE would fund this.</li> <li>• Cover the turf - \$350K</li> <li>• New Gym would be sitting at \$1.5 million to \$2 million</li> <li>• Proposed Ruakaka Hockey turf at the back of the college by removing the hill</li> <li>• Roof cover over a heated pool – maintenance is an issue</li> </ul> <p>Apart from the big ticket items is there any smaller equipment you need. No, we are well resourced.</p> <p>It was asked the congestion in the gym - will that compound in the winter? Yes especially when it rains. Book classroom time to do theory.</p> <p>The board thanked Daniel for his presentation. High performing department.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

COL: No report

Wayne talked to the shared drive and the folders for the visitors attending.

<b>Topic:</b>	<b>Confirmation of Agenda</b>		
<b>Discussion:</b>	Decisions: Nil		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Annual Learning Targets – Term 1</b>		
<b>Discussion:</b>	<p>Wayne explained the analysis on the screen for discussion. 2018 This year is looking good on its averages. Term one looking positive. Maori boys Year 10 – wider differential than we would want Maori girls Year 9 down</p> <p>Character and citizenship are the current focus:</p>		

	<ul style="list-style-type: none"> <li>• Year 7 exceptional</li> <li>• Year 8 pleasing increase shown</li> <li>• LoLs to look at Year 9 differential</li> <li>• Work habits – being used by Deans/DPs to lift areas</li> </ul> <p>Questions Should we be putting in another column for Pasifika? Looking at going across to electronic reporting on spider. Moving Whanau teachers to talking with their students using these stats.</p>
Actions to be taken / motion	
Moved Seconded	

<b>Topic:</b>	<b>Principal Appraisal – plan – to In committee section</b>
<b>Discussion:</b>	
Actions to be taken / motion	
Moved Seconded	

<b>Topic:</b>	<b>Annual Report</b>
<b>Discussion:</b>	Currently with the Auditors
Actions to be taken / motion	
Moved Seconded	Agreed

<b>Topic:</b>	<b>Policy booklet</b>
<b>Discussion:</b>	Changes were made from the last meeting
Actions to be taken / motion	Board accepts changes to 1,-3,5.
Moved Seconded	Agreed

<b>Topic:</b>	<p><b>Principals Report Attachments:</b></p> <p>3a) Assembly presentations: 10.4.19 &amp; 7.5.19  Newsletters: 7.5.19  PTA Min: 10.4.19</p> <p>3b) LOL Minutes: 6.5.19</p> <p>3c) Medical Report</p> <p>3d) Property, Painting &amp; Maintenance &amp; Report</p> <p>3e) BOT Election review</p> <p>3f) FAN – commercial final inspection</p> <p>3g) SPANZ Executive/Tomorrows Schools Review Submission</p> <p>3h) 2018 Prizegiving uniform analysis</p>
<b>Discussion:</b>	Questions:

Sue Sims: broken her hip. Rushing to the staffroom and tripped over her own feet at the rear entrance to the admin block and broke her hip.

She will return in 5 weeks.

Unfortunate with new teacher on board that the department will be covering as follows:-

- Kylie Reynolds – year 8 maths running parallel to Victoria Foster
- Beryl Smith year 9 and 10
- Allan Logan– year 11

### **Inspection Whare**

2 items failed

- The brackets on downpipes have been added
- Matthew and Dion working on the other item.

### **Immunization**

Bream Bay Medical centre were very helpful with vaccinating staff who were enrolled with BB Medical. There were those who wanted to be vaccinated but needed to go to their own doctor.

We have 72 students that aren't vaccinated or we don't know their status re vaccinations,

Deans/DP's making calls to check on these children's status.

We are making sure our data is correct before contacting parents

DHB happy to run a clinic for students not vaccinated or the medical centre have offered to vaccinate students also.

Confirmed mumps case in Waipu

Confirmed chicken pox case at BBC

Next week mumps will show up and probably likely to have chicken pox if we have had contact while the case is contagious.

Have told students that if they are not vaccinated and feel unwell to stay away.

### **Resignation-Science teacher**

Appointed a new chemistry teacher for day 1 next term. Still waiting to notify students. Physics still on track to start week 8.

Year 13 functioning

Year 12 class panicked. Wayne spoke to them and has moved Chris Townshend from his year 8 classes to teach 2 Year 12 classes.

Mason Potich has mentoring students – 3 days a week

Issues with some questions matching a video. Have sorted this.

### **Guns**

Is the staff clear on what they have to do?

Yes.

Discussion around what looks like a real gun or a fake gun.

The police do not know the difference, but they treat every gun as a real gun.

	<p>Is there any point talking to the shop owner?  Nothing illegal about what the shop owner is doing or anyone buying one. Its illegal to point it at someone.  Has been spoken to at Assembly. Wayne will bring it up again.  Interesting conversations have taken place.  The student is no longer with us.</p> <p>Wayne highlighted 3 items of interest for viewing:-</p> <ul style="list-style-type: none"> <li>• Old whare video</li> <li>• Showquest performance</li> <li>• Associate Minister of Education Minister Martin was supposed to be here to present a gifted and talented award to the Panimals for \$5,000 but was called away to Wellington so sent a video message instead.</li> </ul> <p>Like to commend the dance teachers for all their efforts and outcome of Showquest.</p>		
<b>Actions to be taken / motion</b>	Moved that the Principal's report be accepted.		
<b>Moved Seconded</b>	Moved: J.McQueen Seconded: D.Heiwari	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Financial Report</b>		
<b>Discussion:</b>	Direct Credits March & April 2019		
<b>Actions to be taken / motion</b>	<p>1. Moved the Direct credits for March &amp; April 2019 as follows:-</p> <p><b>March 2019</b>  Direct Credits: ASB 30549-30876  TNG: 30551  Westpac Electronic: Nil  Westpac Cheque: Nil</p> <p><b>April 2019</b>  Direct Credits: ASB 30743-31042  TNG: 303330800  Westpac Electronic: 31044-31048  Westpac Cheque: Nil  Moved that the Direct Credits for March &amp; April 2019 be approved.</p>		
<b>Moved Seconded</b>	Moved: J.Miller Seconded:	<b>Results Agreed</b>	
<b>Topic</b>	<p><b>Journal entries March 2019</b>  Payroll Journal 285090 Week Ending 12/3/19 - \$28,995.63  Payroll Journal 285123 Week Ending 26/03/19 - \$31,057.88</p> <p><b>Journal entries April 2019</b></p>		

	Payroll Journal 285929 Week Ending 9/4/19 - \$31,214.96 Payroll Journal 285970 Week Ending 23/4/19 - \$27,735.53		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that Journals for March & April 2019 be passed for payment.		
<b>Moved Seconded</b>	Moved: J.Miller Seconded:	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Cheque No's for January /February 2019</b>		
<b>Discussion:</b>	March: Nil April: Nil Queries:		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved: J. Miller Seconded:	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Fuel Card – Star Card</b>		
<b>Discussion:</b>	March & April 2019		
<b>Actions to be taken / motion</b>	<p>Moved that the Star Card for \$793.20 for March 2019 for be approved for payment.</p> <p>Moved that the BP Fuelcard for \$181.40 for March 2019 be approved for payment</p> <p>Moved that the Star Card for \$223.22 for March 2019 for be approved for payment.</p> <p>Moved that the BP Fuelcard for \$133.86 for April 2019 be approved for payment</p>		
<b>Moved Seconded</b>	Moved: J. Miller Seconded:	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Air NZ Travel Card</b>		
<b>Discussion:</b>	March: \$275.40 April: 1,670.40		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Visa Card transaction</b>		
<b>Discussion:</b>	Approve Visa Card Statement's for card numbers 8106, 6298, 2048, 7419 & 1737 for January & February 2019		
<b>Actions to be taken / motion</b>	<p>Moved the Visa Card for March 2019 for:-</p> <p>... 8106 for \$ 350.00 (W.R. Buckland)</p> <p>... 6298 for \$1,526.53 (K. Sandford)</p> <p>... 2048 for \$ 12.50CR (A. Dalgleish)</p> <p>... 7419 for \$ 12.50CR (M.Bayer)</p> <p>... 1737 for \$ 12.50CR (R.Nathan)</p> <p>Moved the Visa Card for April 2019 for:-</p> <p>... 8106 for \$ 704.19 (W.R. Buckland)</p> <p>... 6298 for \$3,883.64 (K. Sandford)</p> <p>... 2048 for \$ 55.00 (A.Dalgleish)</p> <p>... 7419 for \$ 12.50CR (M.Bayer)</p> <p>... 1737 for \$ 12.50CR (R.Nathan)</p>		
<b>Moved Seconded</b>	<p>Moved that the Visa Card 8106, 6298, 2048, 7419 &amp; 1737 for March/April 2019 be approved for payment.</p> <p>Moved: J. Miller</p> <p>Seconded:</p>	<b>Results</b>	Agreed

<b>Topic:</b>	<b>Funding for Showquest</b>		
<b>Discussion:</b>	<p>Molly raised the question of funding for Showquest. Is there a possibility that there could be some funding in the future? Wayne commented that the Student Council were supposed to put in money for Showquest. He explained that money from mufti days etc goes into the Student Council fund for distribution. Molly to attend the next Student Council meeting with the principal and query funding for Showquest. The other way to apply for funding is through the charities etc.</p> <p>Drone Wayne advised the College purchased a drone to take the video for the school remembering those who passed in the Christchurch Mosque tragedy. It will be used as a controlled device within the school. He did add that it was used for a wedding ceremony in April.</p> <p>Libelle group – Missed a rent payment The Libelle group have been contacted and an automatic payment was put in place.</p> <p>Balance Sheet 2 sets March &amp; April Wayne talked through the balance sheet.</p>		

	Really good work going on. Wayne talked to the financial sub folders Curriculum report Trading report Variance report Capital expenditure Full details P&L		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved: Seconded:		Agreed

<b>Topic:</b>	<b>Inwards /Outwards Correspondence</b>		
<b>Discussion:</b>	<p><b>Inwards Correspondence:</b></p> <ul style="list-style-type: none"> <li>• Lions Foundation for funding towards the Spirit of NZ Voyage.</li> <li>• The Southern Trust for funding towards accommodation costs for the Mixed Hockey team at Tournament week in Taupo.</li> <li>• The Oxford Sports Trust for funding for transport costs of \$1,200.00 for the Mixed Hockey team at Tournament week in Taupo.</li> <li>• Four Winds Foundation for funding for accommodation costs for the Mixed Hockey team to play in the annual AIMS games in Tauranga in September 2019.</li> <li>• Pub Charity Charitable Trust for funding towards transport costs for the Mixed Hockey team to play in the annual AIMS games in Tauranga in September 2019.</li> </ul> <p><b>Outwards Correspondence</b></p> <p><b>Circular Correspondence:</b> STA: 291 (electronic)</p>		
<b>Actions to be taken / motion</b>	Moved that the application for funding letters to the Lions Foundation, The Southern Trust, The Oxford Sports Trust, Four Winds Foundation & Pub Charity Charitable Trust be approved.	<b>Results</b>	
	Moved that the Inwards correspondence be accepted and Outwards correspondence be approved.		
<b>Moved Seconded</b>	Moved: M.Neal Seconded:M.Swords	<b>Results</b> Agreed	

<b>Topic:</b>	Minutes of the last meeting dated 3 <sup>rd</sup> April 2019		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that the minutes 3 <sup>rd</sup> April 2019 be confirmed as a true and correct record.	<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	Moved: J.Cunningham Seconded: M.Neal	<b>Results</b>	Agreed

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

<b>Topic:</b>	<b>Matters Arising</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Wayne passed on his thanks from the board to the LoL group and staff</li> <li>Review of the policies – tweaked it by one word – staff strategic plan</li> <li>Sick leave – bereavement leave compacting with leave being requested – can approve over 5 days. Didn't require a change as the Principal was working on previous policy.</li> <li>Sandra has two students do an analysis of students in or out of uniform in senior &amp; junior. If the board is interested in any future questions around this nature kids happy to do it.</li> </ul>		
<b>Actions to be taken / motion</b>	It was noted that the triennial plan was not put forward into the May folder.		
<b>Moved Seconded</b>		<b>Results Agreed</b>	

<b>Topic:</b>	<b>Agenda setting for next meeting - June Meeting</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Charter consultation</li> <li>Governance 7,9 &amp; 10</li> <li>Special needs report – it was requested if someone could present to the board</li> <li>Budget</li> <li>Auditor issues</li> <li>PPM report</li> <li>Election of officers</li> <li>ERO next year</li> <li>Roll Return 1 June/1 July</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		Carried	

<b>Topic:</b>	<b>General Business</b>		
<b>Discussion:</b>	Remove old trustee register out of the hanging files in google drive.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		WebB	Agreed

<b>Topic:</b>	Triennial Plan		
<b>Discussion:</b>	Boiler – on triennial plan – Wayne to report back to the board		
<b>Actions to be taken / motion</b>			

<b>Moved Seconded</b>			
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Meeting closed at: 8.46pm  
Next BOT meeting calendared for 19<sup>th</sup> June 2019

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J. Miller  
Board Chairperson