

**Minutes of the Bream Bay College  
Board of Trustees  
Held on 24<sup>th</sup> February 2021**

An invitation was extended to all members of the board for a buildings tour and update @ 6.30pm.

Selina welcomed everyone to the board meeting.

Meeting opened at: 7pm

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

Visitors: Alison Dalgleish

Karakia: DoaT  
Wayne advised that the Karakia had been updated.

Absent:

Apologies: CarA

Moved: S. Gordon

Seconded:

**BOT 'to do' list**

**Workplan adjustment –**

- Election of Officers
- Board Chairperson & Vice Chairperson

Beverley Webb, the Board Secretary, opened the floor for nominations for the role of Board Chairperson.

Heather Jacobson nominated Selina Gordon as Board Chairperson.  
There being no further nominations Selina Gordon was duly elected.

Moved: H Jacobson

Seconded: A. Bird

Agreed

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

Nick Pirihi nominated Heather Jacobson as Board Vice Chairperson.  
There being no further nominations Heather Jacobson was duly elected.

Moved: N. Pirihi  
Seconded: K.Edwards

Agreed

Confirm:

- **Confirm Sub Committee delegations**

Discipline Sub Committee (quorum of 2 but preferred 3)

- Selina Gordon (Chair)
- Heather Jacobson
- Nick Pirihi
- Karen Edwards
- Aaron Bird
- Ari Carrington
- Tivaan Doak-Smith
- John Cunningham
- Tenielle Hiki

Finance Sub Committee Sub Committee

- Heather Jacobson
- Nick Pirihi

Property Sub Committee

- Aaron Bird
- Karen Edwards

Moved that the sub committees be accepted as above.

Moved: W.Buckland  
Seconded: T. Doak-Smith

Agreed

COL: 1 per term – held on a Monday of Week 5 each term.

First meeting: Monday 1.3.2021 @ 4.30pm in the BBC Boardroom

4 Meetings per year

- Aaron Bird

Moved: S.Gordon

Agreed

## **Decisions/Motions:-**

- RAMS forms: Year 13 Leadership Camp (Electronic)

- RAMS forms: Year 9 Kaipara Camp
- RAMS forms: M People Camp
- Budget for Student Welfare /Common Room – Refer to 2h1 in BOT Workplan folder

Confirm:

Conflict of Interest: Nil

## Workplan adjustment

<b>Topic:</b>	<b>Workplan</b>		
<b>Discussion:</b>	a) Strategic Plan/2020 Annual Plan b) Analysis of Variance 2020 c) Data Results Analysis Term 4 plus EOY 2020 d) Policy booklet review – Section A: Annually approved 1 to 4 e) Property: <ul style="list-style-type: none"> <li>• 5YA update</li> <li>• Roll growth classrooms design updates: Refer to 2e2 &amp; 2e3 in BOT Workplan folder</li> <li>• 7 &amp; 8 area: Refer to 2e2 – Roll Growth in BOT Workplan folder</li> <li>• Labs: Refer to 2e3 – Roll Growth in BOT Workplan folder</li> <li>• Decks: Refer to 2e4 in BOT Workplan folder</li> <li>• Common room: Refer to 2e4 in BOT Workplan folder</li> <li>• Gym: Refer to 2e1 in BOT Workplan folder</li> <li>• Shade: Refer to Principal’s report</li> <li>• Airconditioning: Refer to Principal’s report</li> </ul> f) NELP g) Principal’s Appraisal – discussion h) Budget		
<b>Actions to be taken / motion</b>			
<b>Moved Secoded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Decisions/Motions</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• RAMS forms: Year 13 Leadership Camp (Electronic).</li> <li>• RAMS forms: Year 9 Kaipara Camp</li> <li>• RAMS forms: M People Camp</li> <li>• Budget for Student Welfare /Common Room – Refer to 2h1 in BOT Workplan folder</li> </ul>		
<b>Actions to be taken / motion</b>	A discussion took place regarding adding a COVID-19 plan to the RAMS forms.	BucW/BayM	

	Wayne to talk with Mark re an EOTC COVID plan.		
<b>Moved Seconded</b>	<p>Moved that the RAMS forms for the following trips be approved:</p> <ul style="list-style-type: none"> <li>• Year 13 Leadership Camp (Electronic)</li> <li>• Year 9 Kaipara Camp</li> <li>• M People Camp</li> <li>• Budget for Student Welfare /Common Room</li> </ul> <p>Moved: S.Gordon Seconded:</p>	<b>Results</b>	
		Agreed	

<b>Topic:</b>	<b>Budget</b>
Discussion	<p><b>Budget:</b> Wayne talked to the Major Capital Request 2021 Excel sheet.</p> <p>Welfare/Common Room Issues</p> <ul style="list-style-type: none"> <li>• Held up due to resource consents.</li> <li>• NPM didn't get the application for the building consent into the Council until the 24.12.20 when it closed on the 20<sup>th</sup>.</li> <li>• Wayne arrived for a site meeting on the 5<sup>th</sup> Jan at 8am but NPM didn't show.</li> </ul> <p>Questions: Where are staff working from in the interim? Moved Fiona Heiwari, Nurses and Rubicon Counsellors to the Auditorium. Deans are operating out of Room 2 in Whānau time. Is that working ok? Yes. Working much better than in the admin block.</p> <p>Capital requests:</p> <ul style="list-style-type: none"> <li>• Outdoor Leadership course - packs etc. These will be retained at BBC.</li> <li>• Wayne advised there has been a contingency of \$25K added to the Plan.</li> <li>• Wayne talked through the financial accounts so the Board could see the where the school is sitting financially.</li> <li>• Painting of the Swimming Pool.</li> <li>• It was discussed that this should be painted over winter if we have the money.</li> </ul> <p>Discussion re the Common Room took place. The windows need to be replaced with safety glass due to the building sitting alongside the football turf. Dion has been painting inside the Common Room</p>

	Discussion took place.		
Actions to be taken / motion	Moved the Capital budget be accepted.		
Moved Seconded	Moved: H.Jacobson Seconded: N.Pirihi	Agreed	

<b>Topic:</b>	<b>Strategic Plan/2020 Annual Plan Analysis of Variance 2020</b>		
<b>Discussion:</b>	<p>Wayne conveyed his apologies to the board as the wrong report had been uploaded. Those who looked at the Strategic Plan 2021 would see a blank 2020 report. He has replaced with correct report.</p> <p>Results: Waiting for an updated NZQA report as some of our grades were not entered in 2020</p> <p>Updated different sections re planning Ongoing of the Strategic Plan over the next 3 years.</p> <p>Strategic Plan 2020 Attendance data entered Term 4 results not entered waiting for NZQA report</p> <p>Grades issue was with BBC.</p> <ul style="list-style-type: none"> <li>• 40 grades not entered.</li> <li>• Refreshed NZQA data hasn't come through as yet and we haven't had notification of when this will happen.</li> <li>• Analysis of Variance – most of this was done in the Term 4 and the analysis of results will need to go by March 2021.</li> </ul>		
<b>Actions to be taken / motion</b>	Rename folders eg: anuual to annual		
	Moved that we delegate authority for the Chair to approve the statement of variance once it has been updated with the correct NZQA results		
<b>Moved Seconded</b>	Moved: W.Buckland Seconded: H.Jacobson	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Analysis of results: Term 4 plus EOY 2020</b>		
<b>Discussion</b>	<p>Wayne advised the board that he was more than a little surprised when he ran the results. Predicted results are generally accurate.</p> <p>Discussion took place.</p> <p>How were the results looking from term 3 to final results after externals due to us doing it differently this year?</p> <p>We expected our results to be higher.</p>		

	<p>Gwyneth has gone back to the LOLs and they have looked at results in all the subject areas in the senior school checking where students were sitting - above or below expectations? Good discussions coming out of the group.</p> <p>The House DPs have gone back through all the students in Year 11,12,13 looking at all the students who went up and down.</p> <p>Wayne explained the data. The DP team are in the process of talking to the students who have gone down in gpa to get a feel of why. Gwyneth is completing an analysis. 5 to 10 credit drop. Looking at these across the board.</p> <p>NZQA stats: Wayne talked to the results and chart. BBC blue line Year 11 down Year 12 down Year 13 - at the start of the year and after term 1 you can tell what the pass rate will be for the Year 13s at the end of the year. Small number percentage wise puts your pass rate down.</p> <p>Looking at the endorsements Year 11 – up 30.8 at Excellence Discussion took place.</p> <p>LoLs have looked by per subject.</p> <p>Geography: How were the results? Down. Our previous Geography teacher had some issues that weren't picked up. He let us down badly and when we checked with his previous school, they hadn't informed us of his history.</p> <p>AB: Have the students been told that the results are down due to 40 term 4 results not entered. Do we need to do a wrap around with these students?</p> <p>WB: Not aware of consciously telling them individually but have let the whole school know.</p>		
--	---	--	--

	<p>How far away will NZQA be before they refresh? March sometime.</p> <p>Are any Year 13 results affected.</p> <p>Don't believe there are any Year 13's affected.</p> <p>With the 40 credits that haven't been uploaded, I haven't analysed how many of those credits are with single children.</p> <p>Discussion took place.</p> <p>New process has been put in place. Wayne advised that staff have been addressed and in those conversations the word competency has been raised. We did find the mistake and fixed it relatively quickly. SG: Are you aware of how many students sent their papers away for re-count. WB: No, I don't have this information. SG: Quite a number have been sent back as they are 1 mark off passing. Having said that, mid-year predictions show 9 in the 100+ Club in year 11 now we have 17 in 100+ Club due to interventions from DPs.</p> <p>Feedback from students TH: After sitting the mock exams &amp; internals the seniors are totally over it by the time they get to externals. After 3 times they back off.</p> <p>SG: On another note the Year 7&amp;8 results were pleasing right across the board. One of the questions will be maintaining the results from year 9&amp;10 into year 11. Very good team working on this. JC: Happy with Level 1. Did reasonably well. Level 2 was not. Disappointed. We have revised the whole programme for the year. Looking at drops. Surprising.</p>		
--	---	--	--

	<p>Level 2 intensive: Good feedback re engagement on that.</p> <p>Student perspective:-</p> <p>TH: Most students couldn't find the motivation and didn't do the work in the intensives. By the time everyone got to the external's minds were foggy. Good mock exams but by the time they got their results they were let down.</p> <p>Most of the mocks are papers used from previous years. Analysing different elements.</p> <p>JC: Re: externals: Possibly we are marking them too easily or the other option is the external markers are not marking to the standards.</p>		
<b>Actions to be taken / motion</b>	<p>Wayne to investigate when NZQA will refresh results.</p> <p>Check level 3 results for changes.</p> <p>Wayne will email the updated results to the bot. These are confidential so please keep it within the BOT.</p> <p>Can we investigate students in Year 12 who decided not to come back due to their results being low. Yes, a Friday job.</p>	BucW	
<b>Moved / Seconded</b>		BucW	
		<b>Agreed</b>	

<b>Topic:</b>	<b>Policy Review:</b> Section A: Annually approved 1 to 4		
<b>Discussion</b>	<p>Update election date on Trustee register</p> <p>Penny Tipoki Harris – note on the register she is no longer a trustee due to her missing 3 consecutive meetings.</p> <p>Any further questions on delegations?</p> <p>No.</p>	WebB	
<b>Actions to be taken / motion</b>	Moved that Section A, #1,2,3 & 4 be approved.		
<b>Moved / Seconded</b>	Moved: S.Gordon	<b>Agreed</b>	

<b>Topic:</b>	<b>Property</b>		
	<p>i) Property:</p> <ul style="list-style-type: none"> <li>• 5YA update</li> <li>• Roll growth classrooms design updates: Refer to 2e2 &amp; 2e3 in BOT Workplan folder</li> <li>• 7 &amp; 8 area: Refer to 2e2 – Roll Growth in BOT Workplan folder</li> <li>• Labs: Refer to 2e3 – Roll Growth in BOT Workplan folder</li> <li>• Decks: Refer to 2e4 in BOT Workplan folder</li> <li>• Common room: Refer to 2e4 in BOT Workplan folder</li> </ul>		

	<ul style="list-style-type: none"> <li>• Gym: Refer to 2e1 in BOT Workplan folder</li> <li>• Shade: Refer to Principal's report</li> <li>• Airconditioning: Refer to Principal's report</li> </ul>
<b>Discussion:</b>	<p>Questions:-  There is lot of building going on.  Mostly done.  Been for a walkaround and seen the roller coaster out there.</p> <p>HJ: I liked the look of the roller coaster.  On Saturday concrete is being poured in the centre area of the school.</p> <p>Roll Growth  Wayne advised that he has a zoom meeting every Thursday with the Architect and Project Manager.  There's a meeting coming up next week with the 2<sup>nd</sup> in charge of Property in NZ and Scotty Evans.  Wayne acknowledged he threw his toys out of the cot just a little over property before Xmas.  He noted that the end result is positive and helping Northland Property overall and doing the best for the schools in Tai Tokerau.  SG: A lot happened over the Xmas break.  The air conditioning in auditorium. The atmosphere was super cool at Prizegiving with the 4 units working very well.  JC: Good climate control in the classrooms.  TH: Enjoying the air con a lot.  WB: Some teachers still need to crack some of their top windows for airflow.  AB: Is there a substantial increase in electricity due to running the air con units.  WB: Haven't got a bill to compare it to as yet.</p>
<b>Actions to be taken / motion</b>	
<b>Moved Seconded</b>	<b>Agreed</b>

<b>Topic:</b>	<b>NELP - National Education and Learning Priorities</b>		
<b>Discussion:</b>	Wayne explained this is why boards exist. These are the priorities all boards should be working on. Talking with ERO – these are things we need to discuss and know. Has anyone pulled up any of the NELPS? Wayne commented that he spoke to an ERO person and we would have known by now if were being ERO'd this term. Seems to be some flack re ERO and their new processes. Discussion took place. ERO should not be generating us more work.		
<b>Actions to be taken / motion</b>	Wayne to put downloaded version of NELP in the folder for next meeting.	BucW	

<b>Moved Seconded</b>			
---------------------------	--	--	--

<b>Topic:</b>	<b>Principal's Appraisal - discussion</b>		
<b>Discussion:</b>	<p>Selina received an email re process of Principal's Appraisal.          Rather than measuring against competencies going more towards PD.          Hopefully, it will be in for the next appraisal period.          If it is accepted the board could look at doing the Principal's Appraisal as a board.          A board subcommittee would pick in the 3<sup>rd</sup> year as per the cycle.          Look at choosing a subcommittee at the next meeting.</p>		
<b>Actions to be taken / motion</b>	Look at choosing a Principal's Appraisal Sub Committee at the next meeting.	GORS	
<b>Moved Seconded</b>			

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

<b>Topic:</b>	<b>Principals report</b>		
<b>Discussion:</b>	<p>Prizegivings: How do you think it went?          Feedback:          Junior: Big success. Everyone's feedback positive. Efficient and quick.          Senior PG: Really good as well.          Lots of parents at both ceremonies.          WB: Parents were saying that they could get an hour off work rather than 2 1/2 hours.          Basically, the board is saying they are happy with the separate prizegivings. Yes.          Staff: Different style – only there for an hour bur some teachers felt they missed out as they were teaching.          AD: Feedback from parents / students - really liked it. Go for it again.          TH: Student's: Definitely different. No complaints.</p> <p>SG: Seating:          Students sitting in bulk at the front which left a gap in the middle and the community were up on the tiered seating. Can we bring the audience forward?          Wayne did say it was an expediency thing for staff setting up seating.</p> <p>Principal's Report          WB: Did you notice any difference in format of my report.          Yes. SLT comments.          Thoughts: good to hear feedback from other Senior Leaders.          Looking for a tweak to it for long term sustainability. If we create a situation where leaders contribute from their portfolios it will also help with accountability.</p>		

	<p>FARNET: By the end of this year/ possibly next year there will be a national VLN. Amanda King is a major player working on this.</p> <p>In Principal's attachments H&amp;S Report SG: Noted that it states there are leaks in Auditorium and Science Resource room. Wayne will get this sorted with the caretaker.</p> <p>CoL WB: This is really buzzing.</p> <ul style="list-style-type: none"> <li>• Within school teachers have projects going on.</li> <li>• Admin side - Alison working with ECE's</li> <li>• Contributing to the super-cluster.</li> <li>• Busy but a lot of fun.</li> </ul> <p>Currently running a survey for the Super-Cluster.</p>		
<b>Actions to be taken / motion</b>	<p>Leaks: These was supposed to be organised and sorted but didn't happen. Losing a caretaker over Xmas came a cost. Wayne to look into leaks being fixed.</p>	BucW/SprM	
<b>Moved / Seconded</b>	<p>Moved: W.Buckland Seconded: K.Edwards</p>	<b>Results</b> 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 November, December 2020 and January 2021 as follows:-</p> <p><b>November 2020</b> Direct Credits: ASB 35181-35637 TNG: 35190 Westpac Electronic: 35188 - 35641 Westpac Cheque: Nil</p> <p><b>December 2020</b> Direct Credits: ASB 35388-35687, 35577, 35597 TNG: 35420, 35424, 35583, 35591 Westpac Electronic: 657839 Westpac Cheque: Nil</p> <p><b>January 2021</b> Direct Credits: ASB 35695 - 35834 TNG: Nil Westpac Electronic: 35835 Westpac Cheque: Nil</p>		

<b>Moved Seconded</b>	Moved: S Gordon Seconded:	<b>Results Agreed</b>	
---------------------------	------------------------------	---------------------------	--

<b>Topic</b>	<p><b>November 2020</b></p> <ul style="list-style-type: none"> <li>• Payroll Journal 310996 Week Ending 3/11/20 \$48,457.91(TAPEC payments)</li> <li>• Payroll Journal 312156 Week Ending 17/11/20 \$33,158.83</li> <li>• Payroll Journal 312183 Week Ending 3/12/20 \$32,966.42</li> </ul> <p><b>December 2020</b></p> <ul style="list-style-type: none"> <li>• Payroll Journal 312183 Week Ending 3/12/20 \$32,966.42 (stated on November approvals as batch finalized in November)</li> <li>• Payroll Journal 312973 Week Ending 15/12/20 \$64,324.83 (EOY Support staff holiday pay)</li> <li>• Payroll Journal 313015 Week Ending 29/12/20 \$18,783.23</li> </ul> <p><b>January 2021</b></p> <ul style="list-style-type: none"> <li>• Payroll Journal 313904 Week Ending 12/1/21 \$15,395.34</li> <li>• Payroll Journal 313916 Week Ending 26/1/21 \$17,090.75</li> </ul>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that Journals for November, December 2020 & January 2021 be passed for payment.		
<b>Moved Seconded</b>	Moved: S.Gordon Seconded:	<b>Results Agreed</b>	

<b>Topic:</b>	Cheque No's for November /December 2020 & January 2021 be passed for payment.		
<b>Discussion:</b>	Nil Queries:		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved: Seconded	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Fuel Card – Star Card</b>		
<b>Discussion:</b>	November, December 2020 & January 2021		
<b>Actions to be taken / motion</b>	<p><b>November 2020</b></p> <p>Moved that the BP Fuelcard for \$224.83 for November 2020 be approved for payment          Moved that the Z Fuelcard for \$454.41 for November 2020 be approved for payment.</p> <p><b>December 2020</b></p>		

	<p>Moved that the BP Fuelcard for \$257.07 for December 2020 be approved for payment</p> <p>Moved that the Z Fuelcard for \$99.70 for December 2020 be approved for payment.</p> <p><b>January 2021</b></p> <p>Moved that the BP Fuelcard for \$422.79 for January 2021 be approved for payment</p> <p>Moved that the Z Fuelcard for \$0.00 for January 2021 be approved for payment.</p>		
<b>Moved Seconded</b>	Moved: S.Gordon Seconded:	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Air NZ Travel Card</b>		
<b>Discussion:</b>	November, December 2020 & January 2021: Nil		
<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 September 2020		
<b>Actions to be taken / motion</b>	<p>Moved the Visa Card for <b>November 2020</b> for:-</p> <p>.... 8106 for \$ 1,785.98 (W.R. Buckland)</p> <p>.... 6298 for \$ 4,918.42 (K. Sandford)</p> <p>.... 2048 for \$ 0.00 (A. Dalgleish)</p> <p>.... 7419 for \$ 0.00 (M.Bayer)</p> <p>.... 1737 for \$ 0.00 (R.Nathan)</p> <p>.... 2851 for \$ 0.00 (S.Bradshaw)</p> <p>.... 2877 for \$ 0.00 (S.Brown)</p> <p>Moved the Visa Card for <b>December 2020</b> for:-</p> <p>.... 8106 for \$ 1,484.17 (W.R. Buckland)</p> <p>.... 6298 for \$ 6,402.44 (K. Sandford)</p> <p>.... 2048 for \$ 0.00 (A. Dalgleish)</p> <p>.... 7419 for \$ 0.00 (M.Bayer)</p> <p>.... 1737 for \$ 0.00 (R.Nathan)</p> <p>.... 2851 for \$ 0.00 (S.Bradshaw)</p> <p>.... 2877 for \$ 0.00 (S.Brown)</p> <p>Moved the Visa Card for <b>January 2021</b> for:-</p> <p>.... 8106 for \$ 1,537.52 (W.R. Buckland)</p> <p>.... 6298 for \$ 2,396.28 (K. Sandford)</p> <p>.... 2048 for \$ 0.00 (A. Dalgleish)</p>		

	<p>.... 7419 for \$ 0.00 (M.Bayer)</p> <p>.... 1737 for \$ 0.00 (R.Nathan)</p> <p>.... 2851 for \$ 0.00 (S.Bradshaw)</p> <p>.... 2877 for \$ 0.00 (S.Brown)</p>		
<b>Moved Secoded</b>	<p>Moved that the Visa Card 8106, 6298, 2048, 7419 &amp; 1737, 2851 &amp; 2877 for November, December 2020 &amp; January 2021 be approved for payment.</p> <p>Moved: S.Gordon</p> <p>Secoded:</p>	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Finance</b>		
<b>Discussion:</b>	<p>Police infringement on K.Sandford's credit card. This has been paid back.  Electrical: S.Batten  Mixture of different things in there.  Wayne to break down.</p> <p>Principal's house - 65 Ruakaka Beach Road  Book value: \$530K govt valuation  Net value \$123K and it has definitely accumulated depreciation.  Discussion took place.  For insurance we run it through the insurance valuation process.</p> <p>Speeding ticket  Nick mentioned that we could give the infringement notice to the person to pay it instead of coming through the books.  Wayne is happy to investigate this.  One of the areas the auditors will ask about.</p> <p><b>Balance Sheet</b>  January 2021  Wayne talked to the report as shown</p> <p>Action required:-  7320/7330: Homestay to be cleared  8080: Principals house - check value. It has accumulated depreciation  8500: Motor vehicle -typo  Fume cabinet to come out</p> <p>Photocopying – checked and report attached in the Finance section.</p> <p>Discussion took place.  Wayne advised that the report will be tidied up with zeroing out costs.</p>		
<b>Actions to be taken / motion</b>	<p>Electrical: S.Batten</p> <p>Invoices emailed to finance committee.</p>	BucW/SanK	

	Actions required:- 7320/7330: Homestay to be cleared 8080: Principals house - check value. It has accumulated depreciation 8500: Motor vehicle –typo Fume cabinet to come out	BucW/SanK	
Moved Seconded	Moved: S.Gordon Seconded:	Agreed	

<b>Topic:</b>	<b>Inwards /Outwards Correspondence</b>		
<b>Discussion:</b>	Inwards Correspondence: <ul style="list-style-type: none"> <li>a. Roll Growth classrooms</li> <li>b. Ministry Property</li> <li>c. Ref: CH0637 – Chris Hipkins letter</li> <li>d. Response to Bream Bay/ Telephone conversation follow up email</li> </ul> Outwards Correspondence  Circular Correspondence: <ul style="list-style-type: none"> <li>• STA Bulletin 303 &amp; 304</li> </ul>		
<b>Actions to be taken / motion</b>	Moved that the Inwards correspondence be accepted and the Outwards correspondence be approved.  Wayne fed back that he is making significant progress. As far as making progress for BBC – could see us being palmed off to another person which could slow the process by another year.  Scotty Evans will be visiting and Wayne will talk with him.	<b>Results</b>	
Moved Seconded	Moved: N.Pirihi Seconded: Tivaan Doak Smith	Results Agreed	

<b>Topic:</b>	Minutes of the last meeting dated 25 <sup>th</sup> November 2020		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that the minutes of 25 <sup>th</sup> November 2020 be confirmed as a true and correct record.	<b>Person(s) Responsible</b>	
Moved Seconded	Moved: K.Edwards Seconded: A.Bird	Results Agreed	

<b>Topic:</b>	Amendments to minutes
---------------	-----------------------

<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>• Photocopying report in finance folder.</li> <li>• Analysis of Variance was sent out at the end of last year</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results Agreed</b>	
<b>Topic:</b>	<b>Agenda setting for next meeting</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			Carried

<b>Topic:</b>	<b>Triennial Plan</b>		
<b>Discussion:</b>	Wayne advised he has updated all 3 years of the tri plan Tweaked the financial sub committee meetings under Budget/Monthly Finances Draft budget – pre meet to pre approve by FSC Tidied up P. Appraisal ERO: Not sure when that will be HOD presentations all entered on the tri plan Later on in the year will update LoL reports timelines further		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>General Business</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

Meeting closed at: 9.10pm  
Next BOT meeting calendared for 7<sup>th</sup> April 2021

**X**

S. Gordon  
Board Chair

7.4.2021