

**Minutes of the Bream Bay College
Board of Trustees
Held on 22nd June 2016**

Meeting 7.00pm

Present: BucW, GorS, HeiD, MacF, McQJ, MarT, MilJ, Swom, WebB

Karakia: Everyone

Apologies:

Moved:

Seconded:

Visitors: DalA, Heather Jacobson

The Board Secretary welcomed the new board and asked for introductions around the room. Jane welcomed Heather Jacobson who is visiting as a member of the public.

Topic:	Confirmation of agenda:-		
Discussion:	Decision making: Agenda:- 1. Decisions: a. Selection process or Election for Casual Vacancy 2. BOT Workplan / Policies: a) Governance 7,9,&10 b) Annual Report		
Actions to be taken / motion			
Moved Seconded		Results	

Election of Officers

Topic:	Election of Chairperson (confirmation of Deputy Chairperson, Discipline Sub Committee and Finance Sub Committee)
Discussion:	
Actions to be taken / motion	<p>Election of Chairperson:-</p> <p>The meeting was handed over to the Board Secretary for election of the Board Chair.</p> <p>Beverley Webb called for nominations for the position of Board Chairperson.</p> <p>Wayne Buckland nominated Jane McQueen for the position of Board Chair of the Bream Bay College Board of Trustees.</p> <p>Seconded: M.Swords</p> <p>There being no further nominations Jane McQueen was duly elected.</p> <p>The meeting was handed over to the newly elected Board Chairperson for the election/confirmation of other officers.</p> <p>Election of Vice Chairperson:-</p> <p>Jane McQueen called for nominations for the position of Vice Board Chairperson. Mike Swords nominated Derek Heiwari as Vice Board Chair of the Bream Bay College Board of Trustees.</p> <p>Seconded: Selina Gordon</p> <p>There being no further nominations Derek Heiwari was duly elected.</p> <p>Discipline Sub Committee:-</p> <p>Jane McQueen called for nominations for the Discipline Sub Committee.</p> <p>Nominations</p> <ul style="list-style-type: none"> • Mike Swords • Selina Gordon • Derek Heiwari • Jane McQueen, Jimmy Miller available on call <p>Mike Swords, Derek Heiwari & Selina Gordon were confirmed as the three main members of Discipline Sub Committee with any other board member being a member should one of the three not be available.</p> <p>Seconded: F.Macgregor</p>

	<p>Derek nominated Mike Swords as Chairperson of the Discipline Sub Committee.</p> <p>Seconded: Fiona Macgregor</p> <p>There being no other nominations Mike Swords as declared duly elected.</p> <p>Finance Sub Committee:-</p> <p>Jane called for nominations for the Finance Sub Committee.</p> <ul style="list-style-type: none"> • Jimmy Miller • Jane McQueen <p>Seconded: M.Swords</p> <p>Wayne Buckland nominated Jimmy Miller as Chairperson of the Finance Sub Committee.</p> <p>Second: D.Heiwari</p> <p>Property Sub Committee</p> <p>It was agreed the entire board would make up the Property Sub Committee.</p>
Moved Seconded	All Elections/confirmations were moved unanimously.

Topic:	Selection process or Election for Casual Vacancy		
Discussion:	Discussion took place.		
Actions to be taken / motion			
Moved Seconded	<p>Moved that the Board chooses the option of a Selection process to take place.</p> <p>Moved: J. Miller Seconded: S.Gordon</p>	<p>Results</p> <p>Agreed</p>	

Topic:	Special Needs Report – Principals Attachment		
Discussion:	Huia Coll, teacher in charge of Special Needs, gave a powerpoint presentation.		
Actions to be taken / motion	<p>Hui asked Alison to give a description of her background in SENCO. She then went on to describe her passion for special needs and her background as a teacher and the new role as TIC of this department.</p>		

	<p>A powerpoint presentation followed.</p> <p>Huia commented that because the Learning Centre is still in its infancy stages it is definitely a work in progress.</p> <p>Is there anything else the board can do to assist?</p> <p>Resources:</p> <ul style="list-style-type: none"> • Advertise in the newsletter for Meccano/Lego as donations from families. • Wayne explained that we can use TFEA/PTA/Trust applications to assist with purchasing resources if donations were unsuccessful. <p>Finally a modern ILE area of course would be welcome.</p>		
Moved Seconded		Results	

Topic:	Policies – Governance 7,9,&10		
Discussion:			
Actions to be taken / motion	It was agreed that Wayne will sit down with Jane at the next Board Chair meeting and make tweaks to policy 7 for the next meeting based on the discussion.	McqJ/BucW	
Moved	Moved that policies 9 & 10 be accepted Moved: J.McQueen	Results Agreed	

Topic:	Annual Report		
Discussion:	Discussion took place. It was agreed that any comments regarding the Annual Report be forwarded to the Board Chair by next Thursday.		
Actions to be taken / motion			
Moved	Moved that the Board Chair be delegated the responsibility of signing off of the audit report. Moved: J.Miller Seconded: S.Gordon	Results Agreed	

Topic:	Principal's Report		
Discussion:	Wayne talked to the Board re selling off of the 4 school houses.		

Telfer Young have been instructed to complete the current market valuations for 2 Prion Place, 64 & 68 Ruakaka Beach Road & 1 Albany Road and we understand the inspection occurred today.

Wayne has engaged Architects H&K to proceed with plans for the Whare.

Budget \$400K

LVL are reviewing their quote for the kitset.

Torque IP coming back with a LED lighting plan. They have asked us to look at a solar panels – not viable as they have an 8 year payback period. They are also looking at the most economical way of heating.

Currently looking to send for quotes for:-

- Concreting
- Electrical work
- Plumbing

Detailed plans are being coordinated currently so we can have them before the next meeting.

The question was raised - Are we going to incorporate characteristics of a Whare? In the first instance it will be bare but we could take the carving out of the gym and place it in the new Whare.

We can add carvings, tuku tuku panels etc once the whare is built.

Power is already sited by the electronic sign for the Whare.

Whare & Outdoor Weights

Wayne advised that the order has been placed in China.

Wayne talked to the risks of ordering from China but we have documentation to support the purchase.

When will the equipment be ready – term 4.

H&S Report

Tsunami evacuation. Ongoing.

Contact re Emergency Management – Derek advised he can arrange for the Emergency Manager from Refining NZ to talk with Mark.

Tool box meetings are starting.

Tai Tokerau Festival

Wayne advised:-

- BBC is hosting the Festival next year
- It is a Cultural Festival where all the Kapahaka Roopu from Tai Tokerau perform
- Looking at having it student run

Actions to be taken / motion	Thanks to be passed on to Matthew for adding the risk grading to the maintenance report. Derek advised he can arrange for the Emergency Manager from RefiningNZ to talk with Mark.	BucW HeiW/BayM	
Moved Seconded	Moved that we accept the Principal's report Moved: W. Buckland Seconded: J.Miller	Results Agreed	

Topic:	Financial Report –May 2016 Direct Credits from ASB from 22108 - 223016, TNG-22144 -22336, WBC:220318 be approved.		
Discussion:			
Actions to be taken / motion	1. Move the direct credits for May 2016 as follows: Direct Credits: 22108 - 223016 TNG: 22144 -22336 WBC: 220318		
Moved Seconded	Moved that the Direct Credits for May 2016 be approved. Moved: M.Swords Seconded:J.Miller	Results Agreed	

Topic:	Journal entries - May 2016 220927-221797 [Payroll Journal] for May be passed for payment.		
Discussion:			
Actions to be taken / motion	Moved that Journals [Payroll Journal] 220927-221797 for May be passed for payment.		
Moved Seconded	Moved: M.Swords Seconded:J.Miller	Results Agreed	

Topic:	Cheque No's for April 2016		
Discussion:	Queries:		
Actions to be taken / motion	Moved that cheque numbers 657789 for May 2016 be passed for payment		
Moved Seconded	Moved: M.Swords Seconded:J.Miller	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card for February 2016 be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 31/01/2016 to 28/02/2016 for \$431.94 be approved for payment.		

	Moved that the Star Card for the period 29/02/2016 to 30/03/2016 for \$496.18 be approved for payment.		
Moved Seconded	Moved: M.Swords Seconded:J.Miller	Results Agreed	

Topic:	Air NZ Travel Card –April 2016		
Discussion:			
Actions to be taken / motion	Moved that the Air NZ Travel Card for April 2016 for \$1535.80 be approved for payment.		
Moved Seconded	Moved: M.Swords Seconded:J.Miller	Results Agreed	

Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8016 &1131 for March & April 2016		
Actions to be taken / motion	Moved the Visa Card for the period 02 March 2016 – 01 April 2016 for:- 8106 for \$958.13 1131 for \$804.74 2400 for \$ 15.00		

Moved Seconded	Moved that the Visa Card 8106,1131 & 24.. for April 2016 be approved for payment. Moved: M.Swords Seconded:J.Miller	Results Agreed	
Topic:	Finance		
Discussion:	Wayne walked the board through the financial information and talked to the sections including noting the fraud risks section. Financial position report – circled. Profit & Loss Wayne explained the setup of the P&L report to the new Trustees.		
Actions to be taken / motion	Moved that we remove Peter van Cingel as bank account signatory from all accounts and Jane McQueen be added as bank account signatory.		
Moved Seconded	Moved: W.Buckland Seconded: S.Gordon	Results Agreed	

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards correspondence 1. MOE Staff Entitlement Report		

	2. NZSTA Election of President & NZSTA Board Members STA News No: 263		
	Outwards Correspondence		
	1. Letter to Pelorus Trust re-funding towards new pans and equipment for the School Steel Pan Band.		
Actions to be taken / motion	Moved that the funding application to Pelorus is approved. Moved: D.Heiwari Seconded: M.Swords	Results	
	Moved that the inwards correspondence be accepted and outwards correspondence be approved. It was noted that the Inwards correspondence was missing from the google drive - to be added for the next meeting .	WebB	
Moved Seconded	Moved: J.Miller Seconded: J.McQueen	Results Agreed	

Topic:	Minutes of the last meeting dated 18th May 2016		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 18 th May 2016 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: D.Heiwari Seconded: M.Swords	Results Agreed	

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

Topic:	Matters Arising		
Discussion:	Data issue – Wayne has remedied data issue for the results analysis No answer to why the MOE analysis columns don't add up apart from that if it identifies someone, it is extracted. ERO evaluation indicators – Jane & Wayne discussed that it will be deferred to another meeting to be confirmed Maintenance report – updated		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Triennial Plan		
Discussion:	As distributed.		

Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Agenda setting for next meeting –		
Discussion:	Triennial Plan Add: Principal Appraisal - Governance 7 for the next meeting ERO indicators – when would the board like to have an in-depth discussion re ERO indicators – September 2016		
Actions to be taken / motion			
Moved Seconded			

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

Meeting closed at: 9.50pm
Next BOT meeting calendared for: 10th August 2016

X

Mdqh# fT xhhq
Erdu#kdlshwrc

X

G dwh