

**Minutes of the Bream Bay College
Board of Trustees
Held on 30th March 2016**

Meeting 7.00pm

Present: BucW, HeiD, HarG, MacF, McQJ, MarT, WebB

Karakia: Everyone

Apologies: VCiP, SwoM

Away:

Moved: J.McQueen
Seconded: D.Heiwari

Visitors: DalA

Topic:	Confirmation of agenda:-		
Discussion:	<p>Decision making:</p> <p style="text-align: center;">Education Act – do we make a submission? NZSTA – Conference – send someone? 2016 Budget approval – to Financial</p> <p>Agenda:-</p> <ul style="list-style-type: none"> a. Policy Booklet review dates to be approved. Governance 1-3,5/Operational 5, Reporting to the BOT b. Principal’s Curriculum report c. Staff Appraisal d. H&S – new legislation e. Sick bay report f. Risk/OSH Assessment report g. Succession Planning 		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Curriculum presentation		
Discussion:	Changes to the Education Act There is a question and answer submission for the board to complete.		
Actions to be taken / motion	The board discussed the questions as per the submission and made the comments where applicable.		
Moved Seconded		Results	

Topic:	NZSTA Conference		
Discussion:	At this stage no one was interested in attending.		
Actions to be taken / motion			
Moved		Results	

Topic:	Policies		
Discussion:	Two booklets were distributed to the trustees. A current Bream Bay College Policy Booklet and a brand new one.		
Actions to be taken / motion	Moved that Governance 1-3,5 / Operational 5, Child Protection policy, Trustee remuneration & Health & Safety be accepted.		
Moved	Moved: W.Buckland Seconded: G.Hargreaves	Results	Agreed

Topic:	Health & Safety Work Act 2015		
Discussion:	Discussion took place.		
Actions to be taken / motion	Wayne is working with staff to move them forward towards the act.	BucW	
Moved		Results	

Topic:	Curriculum report		
Discussion:			
Actions to be taken / motion	Moved that we thank the staff for their input to the Curriculum report.	BucW	
Moved		Results	

Topic:	Staff Appraisal		
Discussion:	All staff have been appraised in 2015.		

Actions to be taken / motion			
Moved Seconded			

Topic:	Succession planning		
Discussion:	Trustees need to confirm as to whether they are returning. 2 spaces are available Shoulder tap – Trustees to bring 1 visitor to each meeting. The next meeting is calendared for the 18 th May, 2016. The Returning officer to carry on promoting the election.		
Actions to be taken / motion	Advertise in the next newsletter that if anyone is interested in attending the next BOT meeting on the 18 th May in the general section they are welcome. They are welcome to speak with an existing Trustee or contact the Returning Officer to book an appointment with the Board Chair or the Principal.		
Moved Seconded			

Topic:	Principal's report		
Discussion:	Van incident discussion to in-committee Leaver's figures <ul style="list-style-type: none"> Wayne has attached an analysis of leavers. No discernible patterns. Discussion took place A possibility of separate Year 7&8 classes for 2017 is being considered. Trip request: Scott Brown has put forward a request to take the Panimals to Australia. Discussion took place.		
Actions to be taken / motion	Moved that we approve a trip to Australia for the Panimals in April 2017.		
Moved Seconded	Moved: W. Buckland Seconded: F.Macgregor Moved tht we accept the Principal's report Moved: W. Buckland Seconded: F.Macgregor		Agreed Agreed

Topic:	Stripes		
Discussion:	Service & Cultural stripes analysis was presented. We are investigating how to get more service strips.		

Actions to be taken / motion			
Moved Seconded			

Topic:	Attendance		
Discussion:	Wayne talked through the table as attached. He demonstrated the PcSchool SQL spider data of attendance.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Financial Report – January & February 2016 Direct Credits from ASB from 21268-21552, TNG-21556-21560, WBC: 21556 be approved. Direct Credits from ASB from 21610-21774, TNG-21668-21670, WBC: 21666 be approved		
Discussion:			
Actions to be taken / motion	<p>1. Move the direct credits for January 2016 as follows: Direct Credits: 21268-21552 TNG: 21556-21560 WBC: 21556</p> <p>2. Move the direct credits for February 2016 as follows: Direct Credits: 21610-21774 TNG: 21668-21670 WBC: 21666</p>		
Moved Seconded	Moved that the Direct Credits for January & February 2016 be approved Moved: W.Buckland Seconded: T.Marriner		Agreed

Topic:	Journal entries - January & February 2016 215934- 215963 [Payroll Journal] for January be passed for payment. 217087-217176 [Payroll Journal] for February be passed for payment		
Discussion:			
Actions to be taken / motion	<p>Moved that Journals [Payroll Journal] 215934- 215963 for January be passed for payment. Moved that Journals 217087-217176 [Payroll Journal] for February be passed for payment.</p>		
Moved Seconded	Moved: W.Buckland Seconded: T.Marriner	Results	Agreed

Topic:	Cheque No's for January 2016 – Nil		
Discussion:	Queries:		
Actions to be taken / motion	Nil		
Moved Seconded	Moved: Seconded:	Results	Agreed

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card for December 2015 & January 2016 be approved for payment.		
Actions to be taken / motion	<p>Moved that the Star Card for the period 30/11/2015 to 30/12/2015 for \$548.63 be approved for payment.</p> <p>Moved that the Star Card for the period 30/12/2015 to 30/01/2015 for \$241.05 be approved for payment.</p>		
Moved Seconded	Moved: J.McQueen Seconded: W. Buckland		Agreed

Topic:	Air NZ Travel Card – January & February 2016		
Discussion:	Nil		
Actions to be taken / motion			
Moved Seconded	Moved: Seconded:		

Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8016, 1131 & 2048 for January & February 2016		
Actions to be taken / motion	<p>Move the Visa Card for the period 02 December 2015 – 01 January 2016 for:-</p> <p>.... 8106 for \$1,248.40</p> <p>.... 1131 for \$1,018.60</p> <p>.... 2048 for \$2,531.75</p> <p>Move the Visa Card for the period 02 January 2016 – 01 February 2016 for:-</p> <p>.... 8106 for \$1,814.91</p> <p>.... 1131 for \$ 364.97</p>		

Moved Seconded	Moved that the Visa Card for January 2016 for Visa Card for 8106, 1131 & 2048 be approved for payment. Moved that the Visa Card for February 2016 for Visa Card for 8106, 1131 be approved for payment. Moved: W.Buckland Seconded: T.Marriner	Agreed Agreed	
Topic:	Finance		
Discussion:			
Actions to be taken / motion	2016 budget Moved the 2016 budget be approved. Wayne advised: <ul style="list-style-type: none"> Furniture has been ordered to the value of \$30K Purchased 1 more EFTPOS machine for CAFE Furniture & Equipment – updated by Annmarie by \$8K from 5ya grant 		
Moved:	Moved: G.Hargreaves Seconded: W.Buckland		Agreed

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards correspondence 1. STA News Outwards Correspondence Nil		
Actions to be taken / motion	Moved that the inwards correspondence be accepted and outwards correspondence be approved.		
Moved Seconded	Moved: J.McQueen Seconded: D.Heiwari	Results	Agreed

Topic:	Minutes of the last meeting dated 17th February 2016		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 17 th February 2016 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: J. McQueen Seconded: F. Macgregor	Results	Agreed

Topic:	Amendments to minutes		
Discussion:			
Actions to be taken / motion			

Moved Seconded		Results	
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Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> Wayne placed headings re learning targets Stripes analysis completed Stats for leavers completed Write up on scholarships in BB News completed Capital report was loaded by Annmarie 		
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 <ul style="list-style-type: none"> Annual learning targets Music report Tm1 painting & maintenance report ERO review indicators Health & Safety Act update Annual report Election cycle update 		
Actions to be taken / motion			
Moved Seconded			

Topic:	General Business		
Discussion:	P. Appraisal Wayne advised that Peter van Cingel has contacted two people for the Principal's Appraisal.		
Actions to be taken / motion			
Moved Seconded			

Evaluation

Meeting closed at: 9.37pm

Next BOT meeting calendared for: 18th May 2016

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Gdwh