

**Minutes of the Bream Bay College
Board of Trustees
Held on 22nd February 2017**

Meeting 7.00pm

Present: BucW, CraS, GorS, JacH, McQJ, MilJ, MacF, SanK, WhaR, PirR, HeiD

Karakia: Everyone

Apologies: WebB, SwoM

Visitors: DalA

Moved: J.McQueen

Seconded: Derek Heiwari

Topic:	Confirmation of agenda:-
Discussion:	<p>BOT Workplan adjustment</p> <p>Decision making:</p> <p>Agenda:-</p> <p>Workplan adjustment</p> <ul style="list-style-type: none"> • Election of Officers • Appoint Chairperson / Vice chairperson <p>1. Decisions:</p> <p>2. BOT Workplan / Policies:</p> <ul style="list-style-type: none"> a) Annual Plan / 2016 Analysis of Variance b) Policies: <ul style="list-style-type: none"> Policies review booklet dates to be approved Uniform / Appointments / Triennial Plan - 7 week structure c) Uniform: Hats / Shoes d) EOY Data Analysis

	e) 2017 Draft budget (held till Jan 2017) f) 10ypp conditions reports (held over – Caretaker to complete) g) Whare update – Community grant		
Actions to be taken / motion			
Moved Seconded		Results Agreed	

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>Nominations were called for the position of Board Chairperson.</p> <p>Selina Gordon nominated Jimmy Miller for the position of Board Chair of the Bream Bay College Board of Trustees. Seconded: D.Heiwari</p> <p>Wayne Buckland nominated Jane McQueen for the position of Board Chair of the Bream Bay College Board of Trustees. Seconded: Heather Jacobson Voting took place. Decision: Vote in favour of Jimmy Miller. Agreed.</p> <p>The meeting was handed over to the newly elected Board Chairperson for the election/confirmation of other officers. Jimmy asked that Jane McQueen carry on for this meeting.</p> <p>Election of Vice Chairperson:-</p> <p>Derek Heiwari nominated Jane McQueen for the position of Vice Board Chairperson. Seconded: Fiona Macgregor Ramari Pirihi nominated Derek Heiwari as Vice Board Chair of the Bream Bay College Board of Trustees. Seconded: Scott Crawley Voting took place. Decision: Voted in Favour of Derek Heiwari - Agreed.</p> <p>Discipline Sub Committee:- Nominations for the Discipline Sub Committee:-</p> <p>Nominations</p>

	<ul style="list-style-type: none"> • Mike Swords • Selina Gordon • Jane McQueen • Derek Heiwari • Ramari Pirihi <p>The above named trustees were confirmed members of Discipline Sub Committee with any other board member being a member should one of the three not be available.</p> <p>Moved:Wayne Buckland Seconded:Fiona Macgregor Agreed</p> <p>Chairperson for the Discipline Sub Committee</p> <p>TBA at the next meeting</p> <p>Finance Sub Committee:-</p> <p>Nominations confirmed as:- Jimmy Miller Heather Jacobson Fiona Macgregor</p> <p>Moved: Jane McQueen Seconded: Jimmy Miller Agreed</p> <p>Property Sub Committee:-</p> <p>Derek Heiwari Jane McQueen Rea Whaanga Jimmy Miller</p> <p>Moved: Jimmy Miller Seconded: Ramari Pirihi Agreed</p> <p>Meeting dates to be set for sub-committee meetings by the BOT Secretary.</p>
<p>Moved Seconded</p>	<p>All sub committee Elections/confirmations were moved unanimously.</p>

<p>Topic:</p>	<p>Annual Plan / 2016 Analysis of Variance</p>
<p>Discussion:</p>	<p>Reports were made available to all Board Members.</p>

	<p>Discussion took place re 2016 Annual plan. Changes were made at the last meeting. Figures at the top “internal v external” needed to be changed. Re Learning targets - Wayne explained how the stats are different to NCEA statistics.</p> <p>Moved: W.Buckland Seconded: R.Pirihi Agreed</p> <p>2017 Annual Plan</p> <ul style="list-style-type: none"> • Discussion on writing, students at risk took place. KC’s are now 6C’s so it will take 2 years for us to know what this does to the statistics. • Attachment to Principals report - Devices counted. • BOT will get term summaries from Annual Plan. • Can Health and Safety be added as a Target or, under Property Strategic goal. • It was suggested as an aspirational goal that preventable injuries zero harm could be added. <p>Strategic Goal 2</p> <ul style="list-style-type: none"> • Need to add who is responsible – column 4 is not easily identified. • Wayne Buckland to make changes. <p>Moved: Wayne Buckland Seconded Jimmy Miller</p>		
<p>Actions to be taken / motion</p>	<p>Jimmy & Derek to bring information on H&S from information they already have.</p> <p>Annual Plan Figures at the top “Internal v external” need to be changed.</p> <p>Strategic Goal 2 Need to add who is responsible – column 4 is not easily identified.</p>	<p>MillJ/HeiD</p> <p>BucW</p> <p>BucW</p>	
<p>Moved</p>	<p>Moved that the 2016 Analysis of Variance be approved.</p> <p>Moved: W. Buckland Seconded: R. Pirirhi</p> <p>Moved that the 5 Strategic Goals be approved as fit for purpose. Moved W. Buckland Seconded: S. Gordon</p>	<p>Results</p> <p>Agreed</p> <p>Agreed</p>	

<p>Topic:</p>	<p>Policies</p> <ul style="list-style-type: none"> • Policy review booklet dates to be reviewed.
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	<p>Uniform – Discussion is in Principals report.</p> <ul style="list-style-type: none"> • There is an issue around sunhats and footwear requirements. Wayne has asked staff for their opinion. PTA have also discussed this topic. • Scott Crawley fed back that the students have wanted a logo although it was still to be black. • Hats - Change policy to: • A black hat or cap that may have an acceptable logo of no more than 15% of the hat. • Footwear – Black Shoes • Sandals – Black Sandals • Discussion took place regarding Year 13 dress code. Wayne suggested that he takes this discussion to the Year 13 students for feedback and House Leaders. <p>Appointments</p> <p>Invited the Board to look at NZSTA policy is in the policies framework booklets, Discussion on the policies took place. Wayne pointed out that the additions and changes on the policy are in red. Ramari asked; can this be brought back to the next meeting once she has consulted with Iwi. Discussion took place.</p> <p>Triennial Plan – 7 meetings structure</p> <ul style="list-style-type: none"> • Discussion took place. 		
Discussion:			
Actions to be taken / motion			
Moved	<p>Moved that the Policy review booklet dates be reviewed. Moved: Jane McQueen Seconded: Derek Heiwari</p> <p>Moved that the Principal will co-construct a Year 13 dress code with the Year13 students and provided an agreement can be reached that this may be trialled until the next Board meeting. Moved: Wayne Buckland Seconded: Scott Crawley</p> <p>Moved that the change to the Footwear and Hat sections of the Uniform Policy be accepted Moved Wayne Buckland Seconded: Selina Gordon</p> <p>Moved that the Appointments policy be accepted as reviewed.</p>	<p>Results</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p>	

	Moved: Ramari Pirihi Seconded: Jimmy Miller	Agreed	
	Moved that the Triennial Plan Structure of 7 meetings per year be approved. Moved: J. McQueen Seconded: J. Miller	Agreed	

Topic:	EOY Data Analysis		
Discussion:	<p>Reports were made available to all members. Discussion took place and Wayne showed what had been added. This is a summary document. It was suggested that at the next meeting we spend time on a further investigation.</p>		
Actions to be taken / motion	At the next meeting with this on the agenda discuss this topic further and explain what it all means. First meeting Term 2 17 th May - read and ask questions.		
Moved	Moved: W.Buckland Seconded: S.Gordon	Results	Agreed

Topic:	2017 Draft budget		
Discussion:	<p>Thank you to Katrina for providing this. We were not able to provide this for the previous meeting as advised. We are now able to look at Year budget based on a roll of 480. This may change by 1st March.</p> <ul style="list-style-type: none"> • Expenses are adjusted as things go up and down. • Electricity is 25% less. • Water leaks located. • Heat light and water grant now reflected. <p>Finance subcommittee to look at income and expenditure of trips etc Bottom line cash surplus \$225,000 based on draft budget bearing in mind the Whare project. This is a reasonable figure. Updated roll at next meeting - we will then be able to provide a final figure. Jimmy asked the question "if overspent on Curriculum budgets, how do we stop this from happening? The majority of HoDs stay on budget and this has been consistent for several years.</p>		
Actions to be taken / motion	Finance subcommittee to meet and discuss further. Meeting date to be set by the Board Secretary.	WebB	
Moved	Moved: W.Buckland Seconded J.Miller	Results Agreed	

Topic:	10ypp conditions report (to be heldover – caretaker to complete)		
Discussion:			
Actions to be taken / motion	Heldover till the next meeting. 6 condition reports to do and be ready in next 3 weeks Property sub committee meeting date to be set by the Board Secretary.	WebB	
Moved Seconded		Results	

Topic:	Whare update – Community Grant		
Discussion:	<p>Derek asked the question of having a BOT input into the Whare project, as Project Management. Pricing - waiting for Carter Holt Futurebuild on portal pricing. Costs are less than what we were expecting. Awaiting on Kaumatua and Kuia to set a time for the blessing service. The board are all invited. Carters are a major sponsor</p> <p>Community Grant If a QS costs out the kitchen and ablutions, we could apply for funding of \$200k. The Whare would be required to be used by the community at any time. The costs of this would outweigh that of receiving the grant. Discussion was in favour of not applying for the Community Grant.</p>		
Actions to be taken / motion	The board agreed that we would not apply for a Community Grant for the Whare.		
Moved Seconded		Results	

Topic:	Principal's Report		
Discussion:	<p>Discussion agenda:</p> <ul style="list-style-type: none"> • Hats / Shoes • Air conditioning in classrooms <p>Hats / Shoes Discussion took place as above.</p> <p>Air conditioning Units in Classrooms Two documents attached in Principal's attachments for your information. Discussion took place. The MOE's recommendation is not to put air-conditioning in classrooms as it costs too much to run and maintain. Wayne advised that the 5YA Property Agreement is coming up for review. If the Board decides that this is a priority to put AC's into all classrooms then it will significantly reduce funds for other areas. An option would be to upgrade all the fans in rooms to help with airflow. Investigation re heat exchange and moving watercooling took place.</p>		

	Wayne is waiting for a document from the Ministry and should have this after the Property meeting.		
	A discussion re Emergency Evacuation Plan took place. SLT to have Civil Defence Hazards app on their phones.		
Actions to be taken / motion	H&S inductions for new staff need to be added to the report	BayM	
	Mark Bayer to investigate a Defibrillator for the school.	BayM	
	A food control plan and compliance is required for the café. Katrina is working with the café and Gavin Jacobson has offered his assistance in this area to create a plan.	Sank	
	Matthew Spragg to add due dates on the Property Maintenance projects.	SprM	
Moved Seconded	Moved that we accept the Principal's report. Moved: W. Buckland Seconded: Scott Crawley	Results Agreed	

Topic:	Financial Report – November / December 2016 November Direct Credits from ASB from 23432 – 23937, TNG 23678 - 23896, WBC:23694 be approved. December Direct Credits from ASB from 23636 – 24140, TNG 23876 - 23904, WBC: be approved.		
Discussion:			
Actions to be taken / motion	1. Moved the direct credits for November 2016 as follows: Direct Credits: 23432 – 23937 TNG: 23678 - 23896 WBC: 23694 Moved the direct credits for December 2016 as follows: Direct Credits: 23636 – 24140 TNG: 23876 - 23904 WBC:		
Moved Seconded	Moved that the Direct Credits for November /December 2016 be approved. Moved: Wayne Buckland Seconded: Jimmy Miller	Results Agreed	

Topic:	Journal entries -November 2016 231762 and 233427 [Payroll Journal] for November be passed for payment.		
	Journal entries -December 2016 234643, 234680 & 234762 [Payroll Journal] for August be passed for payment.		
Discussion:			
Actions to be taken / motion	Moved that Journals 231762 and 233427 [Payroll Journal] for November be passed for payment.		
	Moved that Journals 234643, 234680 & 234762 [Payroll Journal] for December be passed for payment.		
Moved Seconded	Moved: Wayne Buckland Seconded: Jimmy Miller	Results Agreed	

Topic:	Cheque No's for November 2016		
Discussion:	November Cheque number: 657791 for November 2016.		
	December Nil		
	Queries:		
Actions to be taken / motion	Nil		
Moved Seconded	Moved: Wayne Buckland Seconded: Jimmy Miller	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card for 30 July 2016 to 30 August 2016 be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 31/07/2016 to 30/08/2016 for \$609.34 be approved for payment.		
	Moved that the Star Card for the period 31/11/2016 to 30/12/2016 for \$559.64 be approved for payment.		
Moved Seconded	Moved: Wayne Buckland Seconded: Jimmy Miller	Results Agreed	

Topic:	Air NZ Travel Card –November 2016		
Discussion:	Nil transaction		
Actions to be taken / motion			

Moved Seconded		Results	
Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8106, 2213, 2048 & & 7419 for November & December 2016		
Actions to be taken / motion	Moved the Visa Card for the period 02 October 2016 – 01 November 2016 for:- ... 8106 for \$ 969.58 (W.R. Buckland) ... 2213 for \$5373.54 (K. Sandford) ... 2048 for \$ 665.83 (A. Dalgleish) ... 7419 for \$ 15.00 (M.Bayer) Moved the Visa Card for the period 02 December 2016 – 01 January 2017 for:- ... 8106 for \$1714.40 (W.R. Buckland) ... 2213 for \$1563.86 (K. Sandford) ... 2048 for \$ 234.47 (A. Dalgleish) ... 7419 Nil (M.Bayer)		
Moved Seconded	Moved that the Visa Card 8106, 2213, 7419 & 2048 October & November 2016 be approved for payment. Moved: Wayne Buckland Seconded: Jimmy Miller	Results Agreed	
Topic:	Finance		
Discussion:			
Actions to be taken / motion			
Moved Seconded		Results	
Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards correspondence 1. MOE Staffing Entitlement Notice (see financial folder) 2. Two letters from the MOE regarding the disposal proceeds for house and land of 68 Ruakaka Beach Road & 2 Prion Place, One Tree Point, Ruakaka. 3. Letter from the MOE re 5 year agreement – Property Funding Outwards Correspondence Nil		
Actions to be taken / motion	Moved that the Inwards correspondence be accepted and Outwards correspondence be approved.	Results	
Moved Seconded	Moved: Jimmy Miller Seconded: Selina Gordon	Results Agreed	

Topic:	Minutes of the last meeting dated 26th October 2016		
Discussion:			
Actions to be taken / motion	Moved that the minutes of the meeting dated 14 th December 2016 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: Jane McQueen Seconded: Jimmy Miller	Results Agreed	

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

Topic:	Matters Arising		
Discussion:			
Actions to be taken / motion			
Moved Seconded		Results Agreed	

Topic:	Triennial Plan		
Discussion:	Suggestion for next meeting Invite Ngawai Haitana-Tuhoro as a speaker Wayne explained Ngawai's role with regard to increasing Maori achievement for boys. Late Term 2. June 28 th .		
Actions to be taken / motion	Information in preparation to ERO visit to be distributed for the April meeting.	WebB	
Moved Seconded		Results	

Topic:	Agenda setting for next meeting –		
Discussion:	<ul style="list-style-type: none"> EOY data 		
Actions to be taken / motion			
Moved Seconded		Carried	

Topic:	General Business		
Discussion:	Rose & Gordon's Farewell An invitation was extended to all Board members for Gordon and Rose's farewell Saturday 25 th February @7pm-11pm. BOT function start of year Saturday in March 18 th Venue TBA, restaurant preferred.		

	<p>Waipu Car show Held over Waitangi weekend. All parents and students who were fundraising for Panimals worked very well. Great positive feedback.</p> <p>Tai Tokerau Festival How are the plans going? The next Whanau Hui is Tuesday 7th March.</p>		
Actions to be taken / motion			
Moved Seconded			

Meeting closed at: 10.30pm
Next BOT meeting calendared for: 5th April 2017

X

Jane McQueen
Board Chairperson

X

Date