

**Minutes of the Bream Bay College
Board of Trustees
Held on 25th September 2019**

7pm

Selina welcomed everyone to the meeting.

Moved into In-committee at 7pm for the Refining NZ presentation

Moved out of In-committee at 7.34pm

Guests: Jack Stewart, Riaan Eliot

Moved into the general meeting at 7.35pm

- EOTC Safety Management Plan was presented by Mark Bayer.
- Booklet distributed.

8.25pm

Present: BucW, BirA, BoaJ, CarA, CunJ, DoaT, GorS, Jach, PirN, WebB

Karakia:

Absent: HarP

Apologies: EdwK

Moved: S.Gordon

Seconded:

Visitors: DalA, NeaM

BOT 'to do' list

Agreed

Workplan adjustment –

COL: No report

Motions:-

Confirm:

Conflict of Interest: Nil

Workplan adjustment – nil

| | | | |
|-------------------------------------|--|----------------|--|
| Topic: | Decisions/Motions | | |
| Discussion: | a. To approve RAMS forms for Japan tour. | | |
| Actions to be taken / motion | | | |
| Moved / Seconded | W.Buckland H.Jacobson | Results | |

| | | | |
|-------------------------------------|---|----------------|--|
| Topic: | BOT Workplan/Policies | | |
| | <ul style="list-style-type: none"> a) Strategic Planning feedback/discussion b) Governance 4,6,8 c) School Donations Scheme d) 5YA Update | | |
| Discussion: | | | |
| Actions to be taken / motion | | | |
| Moved / Seconded | | Results | |

| | | | |
|-------------------|--|--|--|
| Topic: | School Donations Scheme | | |
| Discussion | <p>Wayne talked to School Donations Scheme. He has been talking with the Ministry regarding curriculum based trips like the Panimals and by definition if it is curriculum the kids have the right not to pay. Discussion took place re non-compulsory trips and sports trips –</p> <p>Wayne felt that we should take the money and carry on trying to get a definitive answer from the MoE. Wayne has forwarded correspondence re the donations scheme to 3 Ministers.</p> <p>Discussion took place. The board did want to maintain breadth of trips.</p> | | |

| | | | |
|-------------------------------------|---|--|--|
| Actions to be taken / motion | To be brought back to the next meeting. | | |
| Moved Seconded | | | |

| | | | |
|-------------------------------------|--|------|--|
| Topic: | Strategic Plan | | |
| Discussion | <p>3 books were distributed around the table.</p> <ol style="list-style-type: none"> a. NZSTA Membership Matters booklet (Yellow booklet) <ul style="list-style-type: none"> • Suggested vision • Objectives • Nine Educational and Learning Priorities b. Discussion document: Shaping a Stronger Education system with NZers (Context that we are doing our S.Planning is in line with Shaping a Stronger Education system with NZers). c. BBC Strategic Plan suggestions <p>Our likely strategic goals are around:-</p> <ul style="list-style-type: none"> • Buildings/Property • Deep learning • Student welfare/Wellbeing/Resilience <p>We could have a fourth strategic goal.</p> <p>Wayne commented:</p> <ul style="list-style-type: none"> • At the last meeting the Board felt the summary document had lost its passion. • The staff looked at the document and were asked to reshape it. • They were also asked for up to 5 areas for a strategic goal. <p>Next step</p> <p>Q1. Pick your top 5 in order, then for 2 and 3</p> <p>Keep in back of your mind the NZSTA intent.</p> <p>The board suggested a 4th strategic goal around communication.</p> | | |
| Actions to be taken / motion | Wayne to collate the responses and report them back to staff and the board. | BucW | |
| Moved Seconded | | | |

| | | | |
|-------------------------------------|---|---------------|--|
| Topic: | 5YA Update | | |
| Actions to be taken / motion | | | |
| Moved Seconded | Move that we accept the updated 5YA amendment. Moved: S.Gordon | Agreed | |

| | | | |
|-------------------------------------|--|---------------|--|
| Topic: | Policies: Governance 4,6,8 | | |
| Actions to be taken / motion | <ol style="list-style-type: none"> 1. Conflict of Interest policy This is currently the same as is sitting in our policy booklet, word for word. 2. Student Trustee/Staff This is currently the same as is sitting in our policy booklet, word for word. 3. Principal's Appraisal <p>Wayne commented that he has highlighted some areas of the new one with suggested tweaks.</p> <p>First sentence starting: An annual performance Change to "By the beginning of term 2" 2nd sentence starting the Principal's Performance Change to "by the end of term 1" 3rd sentence starting A budget for "delete in accordance with ..."</p> <p>Expectations and limitations 4th sentence There will be ??? interim reviews, 2</p> | | |
| Moved Seconded | Move that we accept the changes to the Principal Performance Policy. Moved: M. Neal/S.Gordon Seconded: J. Boakes | Agreed | |

| | | | |
|---------------|--|--|--|
| Topic: | Principals Report Attachments: <p style="text-align: center;">3a) Assembly presentations: August 13, 20, September 3,10 & 17 Newsletters: August 26 & September 16</p> | | |
|---------------|--|--|--|

| | |
|---------------------------|--|
| | <p>PTA Min: September 15 3b) LOL Min: September 10 3c) Bus Minutes 26.7.19 3d) September Roll return 3e) Medical Report 3f) Student Trustee Election Results 3g) Property, Painting, Maintenance Report</p> |
| <p>Discussion:</p> | <p>Senior Prizegiving: Wayne opened the discussion around the thought of announcing the Heads Prefects in Week 1, Term 4, before Senior Prizegiving.</p> <ul style="list-style-type: none"> • There are always several students/families who walk away upset after prizegiving and disappointed due to not being badged as Head Boy/Girl. • He would meet with the students who meet the criteria and get their acceptance to doing the full job. • He would also make available voting results for other students if they wish will let them know how they scored. • He would like to bring together the Head Prefects, Head of Houses and all those students who want to be Prefects to hold a carnival day with students before the end of the year. <p>Discussion took place – A management decision.</p> <p>Attendance Wayne talked to attendance and the process of the “Rock on” letters</p> <ul style="list-style-type: none"> • Rock On letter 1 – advising of the attendance problem • Rock On letter 2 - sit down with DP & discuss • Rock On letter 3 - police visit <p>Roll growth classrooms Heather raised a thought re expansion</p> <ul style="list-style-type: none"> • who owns the hill between field and village? • We own up to the top of the hill. • We can only build on our space. • Buildings seem to be encroaching on our green space. <p>Staffing entitlements The question was raised: The 2 new staff from overseas – 0.1 allowance for 10 weeks. Are they just brand new to NZ not brand new teachers – the allowance is for overseas trained teachers to induct them. They are fully registered teachers in their previous jurisdiction.</p> <p>Fraud The issue of Fraud regarding PD reimbursements was raised. The question was asked “What has happened and how have you modified it”</p> <ul style="list-style-type: none"> • 2 PD trips that went away the dockets were brought back • The amounts not pre-approved |

| | | | |
|-------------------------------------|---|--------------------------|--|
| | <ul style="list-style-type: none"> Modification to PD form has been completed Also, we have reiterated to all staff that you can't approve your own expenses Katrina cannot approve a PD budget for DP's. It has to go higher DPs can approve other DPs if they hold a different portfolio <p>BucW: Check positive attendance notes are going to students</p> | | |
| Actions to be taken / motion | Moved that the Principal's report be accepted. | | |
| Moved Seconded | Moved: W.Buckland Seconded: A.Bird | Results Agreed | |

| | | | |
|-------------------------------------|---|--------------------------|--|
| Topic: | Financial Report | | |
| Discussion: | Direct Credits July2019 | | |
| Actions to be taken / motion | 1. Moved the Direct credits for July & August 2019 as follows:- July 2019 Direct Credits: ASB 31576-31859 TNG: 31572 & 31764 Westpac Electronic: 31867 Westpac Cheque: Nil August 2019 Direct Credits: ASB 31870 - 32169 TNG: 31880 Westpac Electronic: 32171 Westpac Cheque: Nil | | |
| Moved Seconded | Moved: W.Buckland Seconded: J.Cunningham | Results Agreed | |

| | | | |
|-------------------------------------|---|--------------------------|--|
| Topic | Journal entries June 2019 Payroll Journal 290398 Week Ending 2/7/19 \$33,632.14 Payroll Journal 290420 Week Ending 16/7/19 \$20,621.59 Payroll Journal 291064 Week Ending 30/7/19 \$27,753.72 Journal entries August 2019 Payroll Journal 293317 Week Ending 31/8/19 \$31,839.32 Payroll Journal 293424 Week Ending 31/8/19 \$26,418.63 | | |
| Discussion: | | | |
| Actions to be taken / motion | Moved that Journals for July & August 2019 be passed for payment. | | |
| Moved Seconded | Moved: W.Buckland Seconded: J.Cunningham | Results Agreed | |

| | | | |
|-------------------------------------|---|---------------------------|--|
| Topic: | Cheque No's for July & August 2019 | | |
| Discussion: | July: Nil August: Nil Queries: Nil | | |
| Actions to be taken / motion | | | |
| Moved Seconded | Moved: Seconded: | Results Agreed | |

| | | | |
|-------------------------------------|---|---------------------------|--|
| Topic: | Fuel Card – Star Card | | |
| Discussion: | June 2019 | | |
| Actions to be taken / motion | Moved that the Star Card for \$418.62 for July 2019 for be approved for payment. Moved that the BP Fuelcard for \$155.22 for July 2019 be approved for payment Moved that the Star Card for \$304.62 for August 2019 for be approved for payment. Moved that the BP Fuelcard for \$406.10 for August 2019 be approved for payment. | | |
| Moved Seconded | Moved: S. Gordon Seconded: | Results Agreed | |

| | | | |
|-------------------------------------|---------------------------|--|--|
| Topic: | Air NZ Travel Card | | |
| Discussion: | July: Nil August: Nil | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | |

| | | | |
|-------------------------------------|---|--|--|
| Topic: | Visa Card transaction | | |
| Discussion: | Approve Visa Card Statement's for card numbers 8106, 6298, 2048, 7419 & 1737 for July/August 2019 | | |
| Actions to be taken / motion | Moved the Visa Card for July/Aug 2019 for:- 8106 for \$ 367.60 (W.R. Buckland) 6298 for \$2,683,36 (K. Sandford) 2048 for -12.50CR (A. Dalglish) 7419 for \$ -12.50CR (M.Bayer) | | |

| | | | |
|---------------------------|--|----------------|--------|
| | <p>.... 1737 for \$ Nil (R.Nathan)</p> <p>Moved the Visa Card for Aug/Sept 2019 for:-</p> <p>.... 8106 for \$ 1,634.75 (W.R. Buckland)</p> <p>.... 6298 for \$ 2,504.26 (K. Sandford)</p> <p>.... 2048 for \$ 11.50 (A. Dalglish)</p> <p>.... 7419 for \$ -12.50^{CR} (M.Bayer)</p> <p>.... 1737 for \$ 1,074.25 (R.Nathan) (DP Conference)</p> <p>.... 2851 for \$ 16.67 (S.Bradshaw)</p> <p>.... 2877 for \$ 16.67 (S.Brown)</p> | | |
| Moved Seconded | <p>Moved that the Visa Card 8106, 6298, 2048, 7419 & 1737, 2851 & 2877 for July/August/September 2019 be approved for payment.</p> <p>Moved: S.Gordon</p> | Results | Agreed |

| | | | |
|-------------------------------------|---|--|--------|
| Topic: | Finance | | |
| Discussion: | Aaron noted there is some large overspends in some budgets & some low spends. Wayne commented to check variances. | | |
| Actions to be taken / motion | | | |
| Moved Seconded | Moved: W.Buckland Seconded: H.Jacobson | | Agreed |

| | | | |
|-------------------------------------|--|----------------|--|
| Topic: | Inwards / Outwards Correspondence | | |
| Discussion: | <p>Inwards Correspondence:</p> <p>Outwards Correspondence</p> <ol style="list-style-type: none"> Letter to the Takahiwai Marae regarding co-option of Iwi trustees. Letter to Southern Trust requesting funds for Year 9 students to travel to Wellington in October 2019 at a cost of \$3551.00. <p>Inwards Correspondence</p> <ol style="list-style-type: none"> Letter from the Ministry of Education re: Surplus Property Disposal Incentives Scheme (SPDIS): Advice of Disposal proceeds for House 1 and land – 1 Albany Road, One Tree Point, Ruakaka Letter from the Ministry of Education re: Resourcing Audit and Review of Attendance Management. <p>Circular Correspondence:</p> <p>STA: 295 & 296 (electronic)</p> | | |
| Actions to be taken / motion | Moved that the inwards correspondence be accepted and the outwards be approved. | Results | |

| | | | |
|---------------------------|------------------------------|---------------------------|--|
| Moved Seconded | Moved: S.Gordon Seconded: | Results Agreed | |
|---------------------------|------------------------------|---------------------------|--|

| | | | |
|-------------------------------------|---|------------------------------|--------|
| Topic: | Minutes of the last meeting dated 7 th August 2019. | | |
| Discussion: | | | |
| Actions to be taken / motion | Moved that the minutes 7 th August 2019 & Electronic Minutes dated 26 th August 2019 be confirmed as a true and correct record. | Person(s) Responsible | |
| Moved Seconded | Moved: N.Pirihi Seconded H.Jacobson | Results | Agreed |

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

| | | | |
|-------------------------------------|---|---------------------------|---------|
| Topic: | Matters Arising | | |
| Discussion: | <ul style="list-style-type: none"> • Strategic Planning – fed back to staff • Property Comm – meeting with the MOE booked • Fed back to staff from Board - good work | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | Results Agreed | |
| Topic: | Agenda setting for next meeting – November Meeting | | |
| Discussion: | | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | Carried |

| | | | |
|-------------------------------------|-----------------------|--|--|
| Topic: | Triennial Plan | | |
| Discussion: | | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | |

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

Meeting closed at: 10.33pm
Next BOT meeting calendared for 27th November 2019

X

Date
...../...../2019

X

S. Gordon
Board Chair