



BREAM BAY COLLEGE BOARD OF TRUSTEES

Meeting held in the Board Room
5.59pm Wednesday 25 June, 2025

MINUTES (PUBLIC BUSINESS)

PRESENT: S. Gordon, A. Bird, J. Shelford (Acting Principal), N. Pirihi, M. Ashby (via Google Meet), E. Scobie-Jennings and R. Ruha

IN ATTENDANCE: Jules Dewhurst, Pat Inglis and N. Donaldson

Heads of Department: G Wagamens, S Brown, R Norman and T Scott

Heads of Department left the meeting at 7.00pm

Jules Dewhurst and Pat Inglis left the meeting at 8.20pm

KARAKIA: J. Shelford

INTRODUCTIONS:

APOLOGIES: J. Cosgrove and J. Harvey

MOTION: "That the apologies be accepted."

Moved: E. Scobie-Jennings

Seconded: A. Bird

All in favour

CARRIED

MATTERS OF DIRECT CONCERN:

Item 1: Head of Department Reports:

Glenn Wagamens (Social Science), Scott Brown (Music), Rewi Norman (PE), Tracey Scott (Art)

Item 2: Confirmation of Agenda Items

Item 3: The Chairperson called for any conflict of interest pertaining to any meeting agenda items as posted.

Nil

PUBLIC BUSINESS:

MINUTES OF THE PREVIOUS MEETING:

MOTION: "That the minutes of the last general meeting of the Board of Trustees held on Wednesday 14 May, 2025 be signed as a true and accurate record of the meeting be approved."

Moved: E. Scobie-Jennings

Seconded: R. Ruha

All in favour

CARRIED

MOTION: "That the minutes of the last Finance committee meeting of the Board of Trustees held on Wednesday 14 May, 2025 be signed as a true and accurate record of the meeting be approved."

Moved: N. Pirihi

Board of Trustees Minutes 25 June, 2025 Ratification

The grant applications require a copy of the minutes containing the motion for approval to apply for the grant. The minutes must be ratified prior to being made available to the public.

S. Gordon has reviewed both the Public and In-committee the minutes for board ratification.

PUBLIC Board of Trustees minutes of the Wednesday 25 June, 2025 meeting

MOTION:

"That the minutes of the last general meeting of the Board of Trustees held on Wednesday 25 June, 2025 be signed as a true and correct record of the meeting."

<i>Example:</i> N. Donaldson	<i>I accept this motion</i>	<i>1 December, 2023</i>
S. Gordon	I accept this motion	27 June 2025
N. Pirihi	I accept this motion	27 June 2025
E. Scobie-Jennings	I accept this motion	27 June 2025
R. Ruha	I accept this motion	27 June 2025
M. Ashby	I accept this motion	01 July 2025
A. Bird	I accept this motion	28 June 2025
J. Shelford	I accept this motion	01 July 2025

J. Harvey absent at the meeting

J. Cosgrove absent at the meeting / J. Shelford (Acting Principal) attended

Seconded: S. Gordon
All in favour
CARRIED

MATTERS ARISING FROM PREVIOUS MINUTES:

CORRESPONDENCE:

INWARDS:

OUTWARDS:

2 April	Education Services	Signed Annual Report Year Ended 31 Dec 2024
3 June	BDO Northland Ltd	Completed Final Questionnaire Annual Report

MOTION: "That the public business inwards correspondence (nil) be accepted and the outwards correspondence be approved."

Moved: A. Bird
Seconded: M. Ashby
All in favour
CARRIED

MATTERS ARISING FROM CORRESPONDENCE:

ACTION LIST: Nil

PRINCIPAL'S REPORT

MOTION: "That the Principal's report (PUBLIC) to the Bream Bay College Board of Trustees June, 2025 be accepted."

Moved: J. Shelford
Seconded: E. Scobie-Jennings
All in favour
CARRIED

MATTERS ARISING FROM PRINCIPAL'S REPORT:

Action: Board Chair to clarify timeframes and costing for Appointment of Dean/Co-ordinator of International Students 2025/2026 and review periods. Board Chair will report to the Board.

MOTION: "That the Board of Trustees agree, in principle, to the Appointment of Dean/Co-ordinator of International Students as presented in the June 2025 Principal's Report subject to

- a) Approved 2025 costs are \$10,000 (materials and agent relationships)
- b) Approved 2026 salary cost Programme Co-ordinator \$34,000 (MU and Non contact), Dean of International \$15,000 (MU and Non-contact) conditions being acceptable. "

Moved: S. Gordon
All in favour
CARRIED

AGENDA ITEMS

ITEM 1: Board member constitution

MOTION: "That the Board agree to change the constitution for parent representatives on the Bream Bay College Board of Trustees from 5x Trustees to 6x Trustees."

Moved: S. Gordon

**All in favour
CARRIED**

ITEM 2: Staggered Mid Term Election Cycle

The current board has made the decision given that the mid-term election cycle would not be in process for 18 months it is a decision for the incoming board after 2025 elections.

ITEM 3: Delegation of Authority

Discussion and update

ITEM 4: Oxford Trust Funding Application

MOTION: "That the Board of Trustees support M Carran's, Sport Co-ordinator, application to **Oxford Trust** for funding of \$7141.30 which will pay for the Accommodation when the Bream Bay College Girls Hockey team stay in Tauranga for the Secondary Schools Hockey Tournament on Sunday 24th August to Friday 29th August 2025."

Moved: N. Pirihi

Seconded: A. Bird

**All in favour
CARRIED**

ITEM 5: School Docs Term 2 review as at June meeting

Term 2 Review completion date 27 June

August meeting for Policy sign off and Board Assurance

IN-COMMITTEE BUSINESS: Time: 8.29pm

"That in terms of Section 47 of the Local Government Official Information and Meetings Act 1987 the public be excluded from the remainder of the meeting because it wished to discuss matters relating to the students and/or staff members for the reason that discussion of these matter in public would infringe the privacy of a natural persons under Section 9(s)(a) of the Official Information Act 1982"

Moved: S. Gordon

**All in favour
CARRIED**

"That the Board resolves that pursuant to section 48. (5). & (6) of the Local Government Official Information and Meetings Act 1987 N. Donaldson (Minutes Secretary) be permitted to remain at this meeting after the public has been excluded."

Moved: S. Gordon

**All in favour
CARRIED**

9.00pm *The meeting moved out of in-committee business*

MOTION: "That the meeting move out of in-committee business."

Moved: S. Gordon

**All in favour
CARRIED**

MOTION: "That the decisions made in in-committee business be approved."

Moved: S. Gordon

All in favour

CARRIED

FINANCIAL REPORT/S

APRIL 2025

April Governance Report (Ed Services)

April Management Report (Ed Services)

Visa

MOTION: "That the Governance Report (Ed Services) April, 2025 be accepted."

Moved: N.Pirihi

Seconded: M. Ashby

All in favour

CARRIED

MOTION: "That the Management Report (Ed Services) April, 2025 be accepted."

Moved: N.Pirihi

Seconded: M. Ashby

All in favour

CARRIED

MOTION: "That the following visa payments be approved for April 2025

Cosgrove \$1544.77

Moved: N.Pirihi

Seconded: M. Ashby

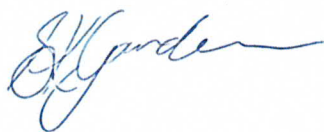
All in favour

CARRIED

KARAKIA: R. Ruha

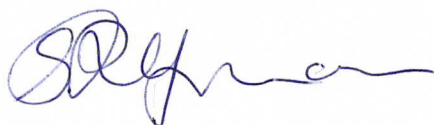
Meeting closed: 9.10pm

Next meeting: Wednesday 6 August, 2025



S. Gordon
Chairperson

Date: 3 July 2025



6th August 2025