



BREAM BAY COLLEGE BOARD OF TRUSTEES

INDUCTION / ADMINISTRATION MEETING

6.00pm Tuesday 30 September, 2025

MINUTES (PUBLIC BUSINESS)

PRESENT: A. Bird, M. Ashby, B. Marsh, S. Grieve, P. Inglis, J. Dewhurst, T. Rudolph, E. Scobie-Jennings (via Google meet) and J. Cosgrove.

PRESENT: N. Donaldson

KARAKIA: M. Ashby

APOLOGIES: Nil

ITEM 1: **SCHOOL TOUR**

ITEM 2: **ELECTION OF OFFICERS**

J. Cosgrove took the chair for the election of Chairperson

Chairperson: A. Bird

Nominated by: M. Ashby

Seconded: J. Dewhurst

There being no further nominations A. Bird was duly elected

Deputy Chairperson: S. Grieve

Nominated by: M. Ashby

Seconded: J. Dewhurst

There being no further nominations S. Grieve was duly elected

Board Minutes Secretary: N. Donaldson (Principal's EA)

Nominated by: A. Bird

Seconded: J. Dewhurst

Sub-committee delegations

Discipline Sub Committee: (quorum of 2 trustees or more – preferred 3)

1. A. Bird
2. J. Dewhurst
3. S. Grieve
4. M. Ashby
5. P. Inglis
6. B. Marsh

Finance Sub Committee:

- A. Bird
- M. Ashby
- B. Marsh
- P. Inglis

Property Sub Committee:

- A. Bird
- S. Grieve
- B. Marsh
- E. Scobie-Jennings

ITEM 3:

ADMINISTRATION

Bream Bay College domain emails
Contact List
Code of Conduct
Register of Interest / Conflict
Bream Bay College Board Drive/s

Public Business

In-committee Business

- Meeting folder
- SchoolDocs folder
- Electronic meetings (example)
- Current Strategic / Annual Plan
- Strategic / Annual Plan 2026/2027 DRAFT
- Annual Report
- ERO report
- Annual Work plan

Action: N. Donaldson to register all Board members to attend Welcome on Board – New Board Members training (22nd October - 6pm)

Set a Meeting day and time for meetings
Tuesday 6pm meetings to be scheduled

[Help for Boards](#) < Student Behaviour Management (Student Suspensions)
[Help for Boards](#) < An introduction to board meetings
[Help for Boards](#) < The Roles of Responsibilities (including parent trustee / student trustee / presiding member)

7.50pm

E. Scobie-Jennings left the meeting (Google meet)

ITEM 4:

IWI REPRESENTATION

Discussion/decision regarding Patuharakeke representation on the board

MOTION:

“That the Bream Bay College Board of Trustees agree to invite Patuhareke to nominate 1x representative to be co-opted onto the Bream Bay College Board of Trustees.”

Moved: A Bird
Seconded: P. Inglis
All in favour
CARRIED

KARAKIA: M. Ashby

Meeting closed: 8.25pm

Next meeting: 6pm, Tuesday 14 October, 2025

Chairperson

Date:

14/10/2025