

**Minutes of the Bream Bay College
Board of Trustees
Held on 14th June 2023**

Selina welcomed everyone to the board meeting.

Meeting opened at: 7pm

Present: AndJ, AshM,(Zoom) BirA, BucW, GorS (Chair), HarJ PirN, ScoE, WebB

Visitors: HayS

Karakia:

Apologies: ShelJ

Absent: PirW

Moved: S. Gordon

Seconded:

Presentation:

Conflict of Interest:

BOT 'to do' list

Workplan adjustment –

Confirmation of Agenda Items/Workplan adjustment

Decisions/Motions:-

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| Topic: | Decisions |
| Discussion: | Hockey RAMS Discussion took place. |

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| | <p>The RAMS are attached for you to read at your leisure.</p> <p>Feedback:</p> <ul style="list-style-type: none"> • First Aid required: Not ticked • EOTC SMP training: Not ticked • Names of students: Should not be entered • "Box completed by" to be completed <p>To be approved at the next meeting</p> <p>RAMS for Noho Marae</p> <p>Did not come through normal meeting.</p> <p>Discussion took place.</p> <p>For future learning there should be a set of RAMS prepared and the board will tentatively approve.</p> | | |
| Actions to be taken / motion | Noho Marae RAMS: Wayne to talk with Sandra re: stipulating timeframes for bedtime in the RAMS. | BucW | |
| Moved / Seconded | Moved: Seconded: | Results Agreed | |

Workplan

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| Topic: | Governance Process & procedures 1&2 | | |
| Discussion: | <p>The board looked at the policy changes as per the attachments. All in favour for the changes in yellow to stay. Yes.</p> <p>Property</p> <p>Discussion took place regarding the Property Sub Committee. Does the Property Sub Committee wish to take an interest in bringing items back to the board? Wayne advised that Julian's induction has property diarised for Friday 7th July with the MOE & H&K.</p> | | |
| Actions to be taken / motion | To be completed in the next week. | | |
| Moved / Seconded | Moved: S.Gordon Seconded: | Results Agreed | |

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| Topic: | Auditor report | | |
| Discussion: | Noted. | | |
| Actions to be taken / motion | | | |

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| Moved Seconded | Moved: Seconded: | Agreed | |
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| Topic: | New Principal's powhiri | | |
| Discussion: | <p>When Rose Nathan left BBC she left a patu for handing over to the next chief. A symbolic gift. Discussion took place. This is a conversation to be held with Julian.</p> <p>Discussion took place regarding the capacity of the auditorium and will it hold everyone for the powhiri. Another venue: Gym? Or use the whare and live stream it. Emma to organise You Tube.</p> | | |
| Actions to be taken / motion | Wayne to discuss with the SLT team. | BucW | |
| Moved Seconded | | | |

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| Topic: | 1 June Roll Return | | |
| Discussion: | Wayne talked to the 1 st June roll return. | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | |

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| Topic: | New builds blessing – Te Kawanga | | |
| Discussion: | Noted. | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | |

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| Topic: | Snup replacement email | | |
| Discussion: | <p>Network for Learning.</p> <p>We pay them a fee on a yearly basis.</p> <p>Wayne explained that we didn't have enough switches in the country to complete the project by the end of the holidays.</p> | | |



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| Actions to be taken / motion | Will be completed as soon as switches are available. | | |
| Moved / Seconded | Moved: Seconded: | Results Agreed | |

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| Topic: | MOU/WDC | | |
| Discussion: | Wayne talked to the MOU between the WDC and BBC. Discussion took place. It was mentioned that the fields need to be turned around so the balls don't hit the new builds. | | |
| Actions to be taken / motion | For Julian Cosgrove's 'To Do' List | WebB | |
| Moved / Seconded | | | |

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| Topic: | Principals Report | | |
| Discussion: | <p>Wayne talked to the Abbey Caves EOTC Any feedback 1 of the students has enrolled at the start of the next term at BBC.</p> <p>Feedback The students had built up a close relationship with their teachers so now they are dealing with staff who are not so specialised.</p> <p>Academies Wayne talked to academies.</p> <p>Attendance It was stated that there is a sense of despair with students and parents with the number of days that students are away from school re: industrial action. Could we get tutors to come in and support senior students? Discussion took place. Wait and see what happens in the next week or so and then revisit it.</p> <p>Wayne talked to his job list and how it is progressing.</p> <p>Shade cover quote Wayne suggested that we look at a lotteries commission application for funding. Wayne will proceed and get this up provisionally.</p> <p>AshM: I don't feel this is a priority when we are talking about our students who need support. Discussion took place.</p> | | |

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| Actions to be taken / motion | Wayne to talk with Sandra re EOTC RAMS re having something recorded whether we go or not go on trips due to weather or hazardous events. | BucW | |
| Moved / Seconded | Moved that the principals report be accepted. Moved: J.Harvey Seconded:W.Buckland | Results Agreed | |

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| Topic: | SMART goal re-focus | | |
| Discussion: | Wayne talked to a discussion he had with Sarah Molloy re: SMART goal re-focus. Sarah has taken this and sent it to the HoDs. We are moving towards the academic rigour we have been talking about. Will spend some time with Sarah and Julian strategising and planning. | | |
| Actions to be taken / motion | | | |
| Moved / Seconded | | | |

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| Topic: | Financial Report | | |
| Discussion: | | | |
| Actions to be taken / motion | Moved the Direct credits April 2023 as follows:- April 2023 Direct Credits: ASB: 662854 - 663156 ASB F&E account: 663079 TNG payments: 662904 Westpac payments: Nil | | |
| Moved / Seconded | Moved: S.Gordon Seconded: | Results Agreed | |

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| Topic | April 2023 <ul style="list-style-type: none"> Payroll Journal 345843 \$45,086.60 week ending 4/4/23 PPD 2401 Payroll Journal 347099 \$35,064.79 week ending 21/03/23 PPD 2402 | | |
| Discussion: | | | |
| Actions to be taken / motion | Moved that Journals for April 2023 be passed for payment. | | |
| Moved / Seconded | Moved: S.Gordon Seconded: | Results Agreed | |

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| Topic: | Fuel Card – Star Card |
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| Discussion: | | | |
| Actions to be taken / motion | | | |
| Moved Seconded | Moved: Seconded: | Results Agreed | |

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| Topic: | Visa Card transaction | | |
| Discussion: | Visa Card Statement's for card numbers 8106, 6003, 7419 & 2877 for January & February 2023 | | |
| Actions to be taken / motion | Moved the Visa Card for April 2023 for:- xxxx 8106 Mar/Apr \$3,698.31 (W.R. Buckland) Fraud Transaction 5/4/23 Promethean Ltd now refunded. WBuckland has a new credit card number issued (letter in Finance Sub Committee report) 6003 for \$ Mar/Apr \$3,169.23 (K.Sandford) 7419 for \$ 0.00 (M.Bayer) 2877 for \$ 0.00 (S.Brown) | | |
| Moved Seconded | Moved that the Visa Card 8106, 6003, 7419 & 2877 for April 2023 be approved for payment. Moved: S.Gordon Seconded: | Results Agreed | |

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| Topic: | Finance | | |
| Discussion: | Final BDO Annual Report | | |
| Actions to be taken / motion | Since the report only arrived a couple of hours before the meeting it will require an electronic motion. Discussion around variances took place. Wayne talked the fraud issue. | WebB | |
| Moved Seconded | BDO:Wayne to discuss having this added. | BucW | |

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| Topic: | New Code of Conduct - FYI | | |
| Discussion: | It is a requirement for every single school board. New planning and reporting guidelines Comes in at the start of 2024 Tools Planning For the board to peruse | | |

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| | Wayne to talk with Julian re NELPS. | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | |

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| Topic: | Inwards /Outwards Correspondence | | |
| Discussion: | Inwards Correspondence: 1. NZSTA | | |
| Actions to be taken / motion | Moved that the Inwards correspondence be accepted and the Outwards correspondence be approved. | Results | |
| Moved Seconded | Moved: Seconded: | Results Agreed | |

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| Topic: | Minutes of the last meeting dated 10 th May 2023 | | |
| Discussion: | | | |
| Actions to be taken / motion | Moved that the minutes of 10 th May 2023 be confirmed as a true and correct record. Move that in principle we proceed with the funding application for the shade sail. | Person(s) Responsible | |
| Moved Seconded | Moved: S.Gordon Seconded: Minutes of the last meeting: Moved: S. Gordon | Results Agreed Agreed | |

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

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| Topic: | Matters Arising | | |
| Discussion: | | | |
| Actions to be taken / motion | The quote for shade sail over the turf has been distributed. | | |
| Moved Seconded | | Agreed | |
| Topic: | General Business | | |
| Discussion: | Jo brought up that she wanted to discuss the behavioural management of the school. Behaviours identified and how do we manage these. | | |

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| | <p>Selina reminded the board around management vs governance. AshM: Where does hate speech fall into this? Minor, moderate or serious? WB: This is definitely not acceptable and can ask for it to be added.</p> <p>Wayne talked to the behaviour systems booklet.</p> <p>Jo talked to the behaviours and wonder why some of those students are still here.</p> <p>Wayne talked to rapid response interventions and the work that goes on with this strategy.</p> <p>Discussion took place.</p> <p>Transition Day</p> <p>Emma has the transition day organised. Next week a tour of the new builds and other activities will take place.</p> | | |
| Actions to be taken / motion | Wayne to discuss having "hate speech" added to the behavioural systems booklet. | BucW | |
| Moved Seconded | | Agreed | |

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| Topic: | Agenda setting for next meeting | | |
| Discussion: | | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | Agreed | |

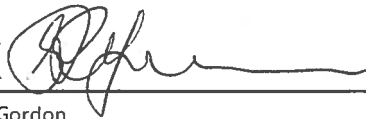
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| Topic: | Triennial Plan | | |
| Discussion: | <p>Annual plan update Term 2 Analysis Principal appraiser –Julian attended a workshop at the SPANZ Conference. He will discuss this with Selina. Art report Music report Budget H&S report Student Trustee Elections</p> <p>Student Elections</p> <p>Moved that Beverley Webb be elected as the Returning Officer for the Student Trustee Election Moved: E.Scobie Jennings Seconded: A.Bird/J.Andrews</p> | | |

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| Actions to be taken / motion | | | |
| Moved / Seconded | | Agreed | |

Karakia: Mackenzie Ashby

Meeting finished at 9.05pm

Next BOT meeting August 2023

X 

S. Gordon
Chairperson

Date: 2nd August 2023

