

**Minutes of the Bream Bay College
Board of Trustees
Held on 2nd August 2023**

Selina welcomed everyone to the board meeting.

Meeting opened at 6pm.

Present: AndJ, AshM, BirA, CosJ, GorS, HarJ, PirN, ScoE, WebB

Visitors: HayS (DP), ScoT

Karakia: Everyone

Apologies:

Absent: PirW

Moved:

Seconded:

Presentation:

Conflict of Interest: Nil

Tracey Scott HoD Art presented her Art Department presentation.

BOT 'to do' list

Workplan adjustment –

Confirmation of Agenda Items/Workplan adjustment

Decisions/Motions:-

Art Report Department presentation

Topic:	Art Department presentation
Discussion:	Tracey presented her Art Department powerpoint. Discussion took place.



	<p>Wishlist</p> <ul style="list-style-type: none"> • 8-10 new laptops so students can use Photoshop as part of their course requirement. • Budget increase due to rising cost of consumables • Unblock pinterest <p>The board thanked Tracey for her presentation.</p>		
Actions to be taken / motion	Tracey to book time with Katrina to discuss budget.		
Moved / Seconded		Agreed	

Moved into In-committee at 6.27pm

Moved back into general at 7pm

Topic:	Decisions		
Discussion:	<p>Hockey RAMS to be approved 30 students in total travelling. Vans & private vehicles? Sandra said that the RAMS need to be approved for the trip to go ahead. There are 3 adults still to confirm. SMP induction has been undertaken by 2 teachers from BBC. Sandra and Peter Reynolds. Sandra will work with Kathy regarding this. It was asked that all adults on the trip be familiar with the RAMS and should take time to read them.</p> <p>Sandra to talk to Kathy re:</p> <ul style="list-style-type: none"> • Have a briefing with the adults before leaving and then go through RAMS at the venue with the whole team. • Confirmation of parents by Wednesday next week • Parent contract/student contract • Confirm if there is travel by private vehicle <p>Once this information has been collected Bev will email as an electronic motion for approval.</p> <p>RAMS - Surfing Raglan Surfing – Raglan RAMS to be approved Discussion took place Sandra to talk with Daniel and get him to tidy up the RAMS and then they will be emailed as an electronic motion for approval.</p>		
Actions to be taken / motion	To be sent out electronically next week.	WebB	
Moved / Seconded	Moved: Seconded:	Results Agreed	

Workplan



Topic:	Roll return		
Discussion:	<p>Nick questioned if we are teaching curriculum subjects other than Te Reo in both Maori and English or in Maori only immersion.</p> <p>Discussion took place. It was noted that numbers didn't match - Julian to check.</p>		
Actions to be taken / motion	Julian to check roll return documentation	CosJ	
Moved / Seconded			

Topic:	Principals' appraisal		
Discussion:	<p>The following group of professionals will be part of the appraisal group for Julian.</p> <ul style="list-style-type: none"> • Mike Clent - Principal from Kerikeri • Sonya Lockyer - Principal from WGHS • Steve Bovaird – Principals Advisor <p>To meet once a term.</p> <p>Colleagues will sign him off. Q: Do we get a copy? Julian to seek clarity if we get a copy.</p> <p>Discussion Julian is happy if we have an independent person come in from time to time.</p>		
Actions to be taken / motion	Julian to seek clarity if BB College receives a copy of his appraisal sign-off.	CosG	
Moved / Seconded			

Topic:	Term 2 Analysis/Learning Targets		
Discussion:	Held over until September meeting.		
Actions to be taken / motion			
Moved / Seconded			

Topic:	HA Block alternations		
---------------	------------------------------	--	--



Discussion:	Noted.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Front of the whare building upgrade		
Discussion:	A discussion took place regarding a change to the front of the whare. Julian to talk with Damian Strogen from the MOE to establish what is happening. The consensus from the board is to press pause for now.		
Actions to be taken / motion	Julian to talk with Damian Strogen to establish what is happening.	CosJ	
Moved Seconded			

Topic:	Building Warrant of Fitness		
Discussion:	Noted.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Principals Report		
Actions to be taken / motion	<p>Up & coming events on the calendar</p> <p>Kahui Ako TOD Day: 7th August Te Tuinga: 17th August/ Open Day/Options evening</p> <p>The board are welcome to attend:- Kahui Ako conference: 7th August</p> <p>As part of the strategic plan we need community consultation and these events are a good way to be present. It's a good opportunity to get feedback from the community.</p> <p>Having a BOT stall at Te Tuinga performance/Market Day: 17 August with visuals of the canopy of over the turf. Open up discussion with the community.</p>		

<p>Open Day/Options evening for current students with parents.</p> <p>Feeling around the school: Positive as I move around. Julian is feeling very supported by staff.</p> <p>Acknowledging Higashi visit. Thanks to Sandra for all her work. Plans for a return trip with a good contingent.</p> <p>Attendance Discussion took place around attendance. Maori achievement and attendance especially Maori boys.</p> <p>MacA: Bilingual students There is a high cultural expectation of our bilingual students. The question was asked how is this recognised and acknowledged? How much time are students spending on school wide needs eg; "Dial a powhiri"</p> <p>JC: 2 things here:- <ul style="list-style-type: none"> • Results driven by lack of attendance • Doing work that doesn't contribute to academic grades. </p> <p>A good discussion was had.</p> <p>Turf Canopy Julian has spoken to Logan from Shade systems re the canopy. He said that the quote is in play for 3 months however the funding application won't be live until December. Therefore, there will possibly be a 10% increase by then. The foundations could be an issue, but we won't know the outcome until the geotechs have finished.</p> <p>The good thing is that next year's year 13s will get 3 terms of use from it.</p> <p>Where to from here: <ul style="list-style-type: none"> • Motion is in place for the canopy • Go ahead and apply for the lotteries funding </p> <p>Student Trustee timeline</p>		
--	--	--



	<ul style="list-style-type: none"> Advertised election at Assembly & Facebook 1 student interested 		
Moved Seconded	Moved: J.Andrews Seconded: A.Bird	Agreed	

Topic:	Financial Report		
Discussion:			
Actions to be taken / motion	Moved the Direct credits May & June 2023 as follows:- May 2023 Direct Credits: ASB: 663130 - 663445 ASB F&E account: 663079 TNG payments: 663176 & 663292 Westpac payments: Nil June 2023 Direct Credits: ASB: 663345 - 663711 ASB F&E account: Nil TNG payments: 663475 Westpac payments: Nil		
Moved Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic	May 2023 <ul style="list-style-type: none"> Payroll Journal 349107 \$38,343.87 Week ending 2/5/23 PPD2403 Payroll Journal 349177 \$47,838.48 Week ending 16/5/23PPD2404 Payroll Journal 349279 \$52,598.92 Week ending 30/5/23PPD2405 June 2023 <ul style="list-style-type: none"> Payroll Journal 350859 \$48,757.24 Week ending 13/6/23PPD2406 Payroll Journal 351230 \$58,845.80 Week ending 27/6/23PPD07 		
Discussion:			
Actions to be taken / motion	Moved that Journals for May & June 2023 be passed for payment.		
Moved Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Fuel Card – Star Card
---------------	------------------------------



Discussion:	<p>May 2023</p> <p>Z Energy Apr/May \$529.11 BP Fuel cards Apr/May \$491.88</p> <p>June 2023</p> <p>Z Energy May/Jun \$209.92 BP Fuel cards May \$799.21</p>		
Actions to be taken / motion	Moved that the Fuel Cards for May & June 2023 for payment.		
Moved / Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Visa Card transaction		
Discussion:	Visa Card Statement's for card numbers 8106, 6003, 7419 & 2877 for May & June		
Actions to be taken / motion	<p>Moved the Visa Card for May 2023 for:-</p> <p>Visa W Buckland xxxx 8106 May \$2,879.32 Visa K Whimp xxxx 6003 May \$6,534.31 Visa M Bayer xxxx 7419 \$0.00 Visa S Brown xxxx 2877 \$0.00</p> <p>Moved the Visa Card for June 2023 for:-</p> <p>Visa W Buckland xxxx 8106 Jun \$1,884.42 Visa K Whimp xxxx 6003 Jun \$8,456.79 Visa M Bayer xxxx 7419 \$0.00 Visa S Brown xxxx 2877 \$0.00</p>		
Moved / Seconded	Moved that the Visa Card 8106, 6003, 7419 & 2877 for May & June 2023 be approved for payment. Moved: S.Gordon Seconded:	Results Agreed	

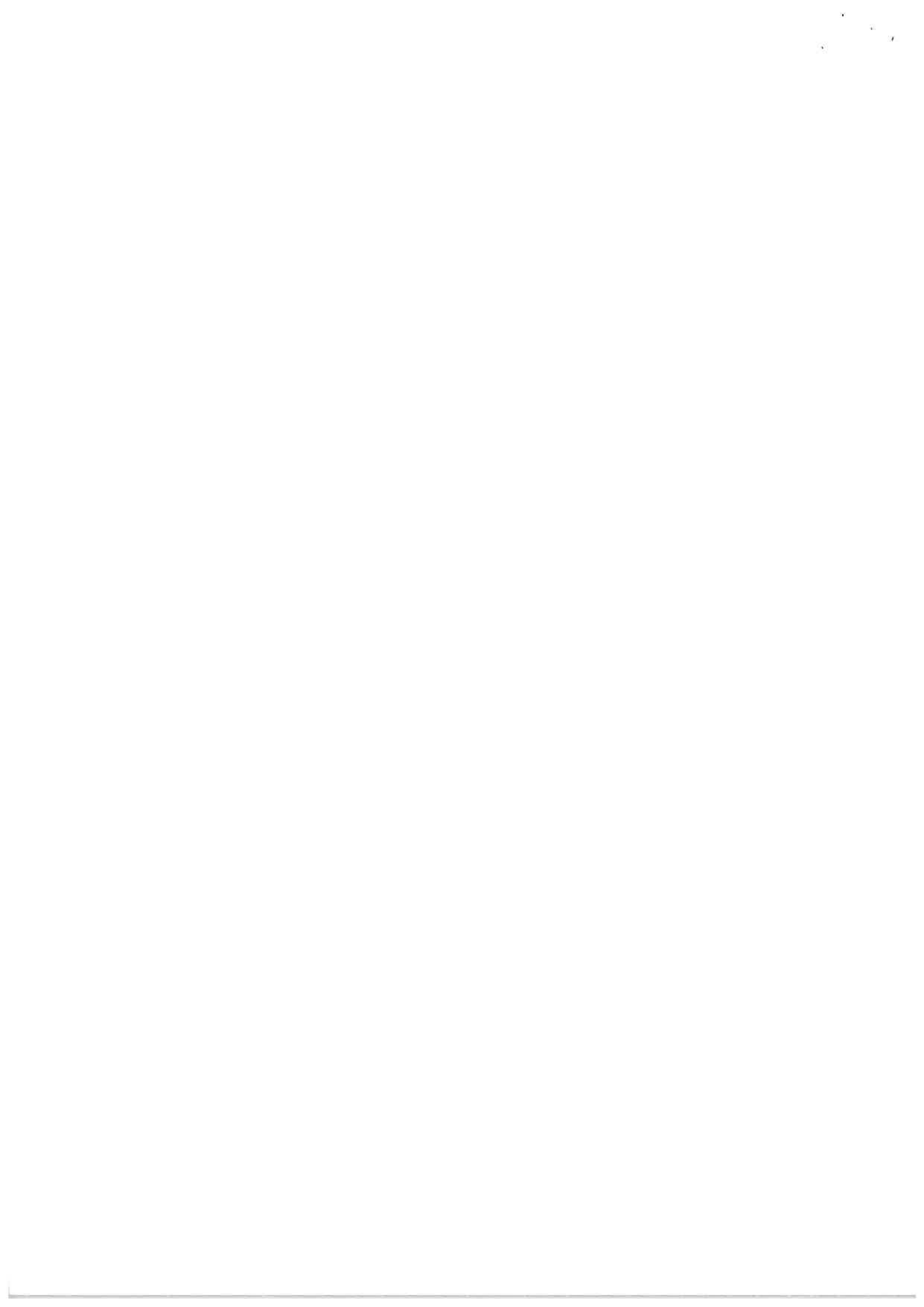
Topic:	Air NZ Travel card		
Discussion:	Air New Zealand Travelcard April \$118.00 Air New Zealand Travelcard May/June Nil		
Actions to be taken / motion	Moved that the Air NZ Travel Card for April be approved.		
Moved / Seconded	Moved: S.Gordon Seconded:	Results Agreed	



Topic:	Finance		
Discussion:	<p>Nick fed back from the Finance Sub Committee meeting:</p> <ul style="list-style-type: none"> • All is looking reasonably tidy • Variances have been tidied up - in good shape • Issue with bank rec out by 5K. To be checked • P&L - looking to consolidate to reduce pages <p>Katrina is flying to Australia on Monday afternoon to attend FACTS conference.</p> <p>Relief budget ESJ: The PPTA made it clear that teachers should not be used as internal relief. I applaud Mark for not using teachers for relief and bringing in relievers. Really like to see this continue and we do have a good pool of relievers at the moment. It may have slipped back in the last week or so, but it could be because of covering PLD.</p>		
Actions to be taken / motion	Issue with bank reconciliation out by \$5K. To be checked.	WhiK	
Moved / Seconded			

Topic:	Inwards /Outwards Correspondence		
Discussion:	<p>Inwards /Outwards Correspondence:</p> <ol style="list-style-type: none"> 1. Letter to Pub Charity Charitable Trust requesting funding towards transport costs towards the Year 8 Shakespear Camp on the 19th -22nd September 2023 in Whangaparoa. 2. Email of the resolution from the Board to MOE Teacher Study Awards. confirming the Study Leave application request for Daniel Harrington for 2024. 3. Letter to Community Matters advising that J.Cosgrove is the Profile Secretary for Bream Bay College. 4. NZSTA Bulletin # 329 		
Actions to be taken / motion	Moved that the Inwards correspondence be accepted and the Outwards correspondence be approved.	Results	
Moved / Seconded	Moved: J.Harvey Seconded: J.Andrews	Results Agreed	

Topic:	Minutes of the last meeting dated 14 th June 2023		
Discussion:			
Actions to be taken / motion	Moved that the minutes of 14 th June 2023 be confirmed as a true and correct record.	Person(s) Responsible	
Moved / Seconded	Moved: J.Harvey Seconded: N.Pirihi	Results Agreed	



Topic:	Amendments to minutes		
Discussion:			
Actions to be taken / motion	Attendees to be revised. Move Wi Pirihi out of present attendees.	WebB	
Moved / Seconded		Agreed	

Topic:	Matters Arising		
Discussion:	<p>Noho Marae RAMS: Timeframes for bed: Completed. In the itinerary. At the wananga the kids were kept up late. Discussion took place. Communication is the key.</p> <p>Hockey RAMS updated:-</p> <ul style="list-style-type: none"> • First Aide – Mrs Batten is trained in first aide (teacher at Ruakaka Primary) • EOTC SMP – Sandra talked to this • Student’s names removed and replaced with a generic wording • Sign off box has been completed <p>Powhiri for new Principal All management decisions sorted with SLT</p> <p>Changing the fields so balls don’t hit new builds: New Principal job list: Ongoing</p> <p>MOU/WDC: Appointment with Sandra Hayward next week.</p> <p>BDO Annual report in the financial section “Hate Speech” has been discussed at Pastoral meeting and resolved.</p>		
Actions to be taken / motion			
Moved / Seconded		Agreed	
Topic:	General Business		
Discussion:	<p>AB: I attended a disciplinary meeting last term. 3 weeks later one of those students from that meeting was on social media receiving a leadership award from the teacher. I clarified with Mark who the student was so I was sure. I don’t know why this has happened.</p> <p>JC: Could it be that the teacher didn’t know the background. Outcome: DP oversight required.</p> <p>Emma would like to present from the conference at the next meeting.</p>		
Actions to be taken / motion	Board/SLT get together Friday 8 th September 2023	WebB	



	Venue: Selina & Ken's RSVP to Bev by the 25 th August.		
Moved Seconded		Agreed	


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

Topic:	Triennial Plan		
Discussion:	Presentations: Move Ella Buckle and replace with Scott Brown for next meeting Community consultation and Health education – did this happen in May? Sandra will look into it and make it happen. Move Annual learning targets to the next meeting.		
Actions to be taken / motion			
Moved Seconded		Agreed	

Karakia: Everyone

Meeting finished at 9.10pm

Next BOT meeting 20th September 2023

X 

S. Gordon
Chairperson

Date: 20th September 2023

11