

**Minutes of the Bream Bay College  
Board of Trustees  
Held on 5<sup>th</sup> April 2023**

Selina welcomed everyone to the board meeting.

Meeting opened at: 7.30pm

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

Via Zoom:

Visitors: Sarah Molloy

Karakia:

Apologies: Nil

Moved:

Seconded:

Conflict of Interest: Nil

**BOT 'to do' list**

**Workplan adjustment –**

**Confirmation of Agenda Items/Workplan adjustment**

**Decisions/Motions:-**

Topic:	<b>Decisions</b>		
<b>Discussion:</b>	Move that we provide 10 mobile plans for the following positions - Finance, Gateway, Sports, DPs x 4, Caretaker, Principal, Principal PA.		
<b>Actions to be taken / motion</b>	Discussion took place.		
<b>Moved / Seconded</b>	Moved: S.Gordon Seconded:	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Decisions</b>		
<b>Discussion:</b>	Move the budget (surplus \$73,339) and capital budgets (\$237,855) be approved.		
<b>Actions to be taken / motion</b>	<p>Queries</p> <ul style="list-style-type: none"> <li>• Heading/amount \$2431.00 shows twice.</li> <li>• What is SSS: Support Staff Salaries</li> <li>• Code 2000-3145</li> <li>• MLP – \$32,000 – money sitting waiting to be spent on resources, trips, marae hui etc.</li> <li>• Code 2786-5</li> <li>• Staffing \$40K - expenses for employing teachers</li> <li>• Homestay payments: These are paid fortnightly to homestay families from the school</li> </ul> <p>Discussion took place.</p>		
<b>Moved / Seconded</b>	Moved: N.Pirihi Seconded: A.Bird	<b>Results</b> Agreed	

## Workplan

<b>Topic:</b>	<b>Approve Strategic Plan</b>		
<b>Discussion:</b>	<p>Thanks to Emma for her work on the Strategic Plan graphics. Wayne has updated the baseline data. Targets are now below the strategic goals. By mid-year the analytics will be added to the behaviour notes section at the end of the plan. NELPS: Under the area/focus sections of each goal the NELP priorities have been added. To be run by the SLT team and staff. As we move along, we will need to adopt these as part of the Strategic Plan</p>		
<b>Actions to be taken / motion</b>	Moved that the Strategic Plan be approved.		
<b>Moved / Seconded</b>	Moved: J.Harvey Seconded: E.Scobie Jennings	Agreed	

<b>Topic:</b>	<b>Policies: Governance C: Process &amp; Procedures</b>		
<b>Discussion:</b>	<p>Physical Restraint policy To be reviewed annually and entered on the tri plan. Wayne to bring back a list of teacher aides that have been trained to the next meeting.</p>		
<b>Actions to be taken / motion</b>	<ol style="list-style-type: none"> <li>1. Moved those policies under Governance C be approved.</li> <li>2. Moved that the Physical Restraint policy be approved.</li> </ol> <p>Wayne to update the tri plan.</p>	BucW	

<b>Moved Seconded</b>	1. Moved: J.Andrews Seconded: N.Pirihi 2. Moved: S.Gordon	Agreed  Agreed	

<b>Topic:</b>	<b>Curriculum Report</b>		
<b>Discussion:</b>	Sarah Molloy presented the Curriculum report. Discussion took place. Victor Smith an ex-student of BBC had offered to do a business scholarship focus but has offered to take a group of students to visit Auckland Uni and show them around and to meet his mentors.		
<b>Actions to be taken / motion</b>	In Week 3, Term 3 narrative will be added to the results analysis.		
<b>Moved Seconded</b>	Moved: Seconded:	Agreed	

Break: 9.22pm

Reconvened: 9.32pm

<b>Topic:</b>	<b>Audited accounts</b>		
<b>Discussion:</b>	Noted.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>1<sup>st</sup> March Roll Return</b>		
<b>Discussion:</b>	Noted.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Teacher's strike action</b>		
<b>Discussion:</b>	MA: Is there anything from the board that we can do to help support our teaching staff? If you are in support a letter to your MP or Minister of Education would help. Putting extra T/As in the classrooms is very helpful. AB: If you are being active and demonstrating can we come along and support you. ESJ: Yes. ESJ: We are still hopeful that the strikes won't happen. Dates have been set. Due to the strike action the Kahui Ako TOD has moved to Term 3 and the Year 10 camp has moved to Term 4.		

	Discussion took place.		
<b>Actions to be taken / motion</b>			
<b>Moved / Seconded</b>			

<b>Topic:</b>	<b>Buildings – Music proposed plans, old Science block redev plan</b>		
<b>Discussion:</b>	Noted.		
<b>Actions to be taken / motion</b>			
<b>Moved / Seconded</b>			

<b>Topic:</b>	<b>2022 Draft Financials</b>		
<b>Discussion:</b>	For your information. Any comments.		
<b>Actions to be taken / motion</b>			
<b>Moved / Seconded</b>			

<b>Topic:</b>	<b>Principals Report</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	<p>Moved that the principals report be accepted.</p> <p><b>New builds</b> Wayne advised he had a meeting this afternoon with the MOE &amp; NPM. There is no chance of NPM being finished by 19<sup>th</sup> April. MOE is not allowing sign off until the project is totally completed. Physical date theoretically is the 19<sup>th</sup> April but what date it's going to be is as long as a piece of string. WB: I will defer:-</p> <ul style="list-style-type: none"> <li>• the moving of the prefabs</li> <li>• moving teachers to new block</li> <li>• furniture arrival</li> </ul> <p>Quality of build is good.</p> <p>JA: It was noted in the medical report – fighting.</p>		

	WB: All is being handled through the pastoral systems. Discussion took place.		
<b>Moved Seconded</b>	Moved: W.Buckland Seconded: A.Bird	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Financial Report</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved the Direct credits January & February 2023 as follows:-  <b>January 2023</b> Direct Credits: ASB 662307-662472 TNG as listed: Nil Westpac Electronic: Nil  <b>February 2023</b> Direct Credits: ASB: 662326 - 662733 TNG as listed: 662353 Westpac Electronic: Nil		
<b>Moved Seconded</b>	Moved: S.Gordon Seconded:	<b>Results Agreed</b>	

<b>Topic</b>	<b>January 2023</b> <ul style="list-style-type: none"> <li>Payroll Journal 342445 Week ending 10/1/23 \$21,333.97 PPD 21</li> <li>Payroll Journal 342707 Week ending 24/1/23 \$21,358.91 PPD 22</li> </ul> <b>February 2023</b> <ul style="list-style-type: none"> <li>Payroll Journal 343374 \$30,497.90 week ending 7/2/23 PPD 23</li> <li>Payroll Journal 343480 \$40,532.80 week ending 21/2/23 PPD 24</li> </ul>		
<b>Discussion:</b>	WebB		
<b>Actions to be taken / motion</b>	Moved that Journals for January & February 2023 be passed for payment.		
<b>Moved Seconded</b>	Moved: S.Gordon Seconded:	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Fuel Card – Star Card</b>		
<b>Discussion:</b>	January & February 2023		
<b>Actions to be taken / motion</b>	<b>January 2023</b> Moved that the BP Fuelcard for \$559.19 for January 2023		

	<p>be approved for payment. Moved that the Z Fuelcard for \$181.16 for January 2023 be approved for payment.</p> <p><b>February 2023</b> Moved that the BP Fuelcard for \$674.50 for February 2023 be approved for payment. Moved that the Z Fuelcard for \$50.96 for February 2023 be approved for payment.</p>		
<b>Moved Seconded</b>	Moved: S.Gordon Seconded:	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Air NZ Travel Card</b>		
<b>Discussion:</b>	<p><b>January 2023</b> Nil</p> <p><b>February 2023</b> Nil</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved: S.Gordon Seconded:	Agreed	

<b>Topic:</b>	<b>Visa Card transaction</b>		
<b>Discussion:</b>	Visa Card Statement's for card numbers 8106, 6003, 7419 & 2877 for January & February 2023		
<b>Actions to be taken / motion</b>	<p>Moved the Visa Card for <b>January 2023</b> for:-</p> <p>.... 8106 for \$ 1,897.04 (W.R. Buckland)  .... 6003 for \$ 2,241.95 (K.Sandford)  .... 7419 for \$ 0.00 (M.Bayer)  .... 2877 for \$ 0.00 (S.Brown)</p> <p>Moved the Visa Card for <b>February 2023</b> for:-</p> <p>.... 8106 for \$ 10,081.33 (W.R.Buckland)  .... 6003 for \$ 10,347.61 (K.Sandford)  .... 7419 for \$ 0.00 (M.Bayer)  .... 2877 for \$ 0.00 (S.Brown)</p>		
<b>Moved Seconded</b>	Moved that the Visa Card 8106, 6003, 7419 & 2877 for January & February 2023 be approved for payment. Moved: S.Gordon Seconded:	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Finance</b>		
<b>Discussion:</b>	Finance Sub Committee meeting. Katrina will be putting an agenda out for the next meeting. She will speak to all the items on the agenda for the next meeting.		
<b>Actions to be taken / motion</b>	Next meeting before the next board meeting. FSC: 5pm before BOT meeting BOT meeting: 6pm Food: To be arranged		WebB
<b>Moved Seconded</b>	Website needs updating re: timeframes.	WebB	

<b>Topic:</b>	<b>Inwards /Outwards Correspondence</b>		
<b>Discussion:</b>	<b>Inwards Correspondence:</b> 1. Email from ERO re notification of a change in our Evaluation partner.  <b>Outwards Correspondence:</b> 1. Letter to Pub charity Charitable Trust requesting funding for transport costs towards the Year 9&10 Camps and the Year 10 Russell/Koroareka Co-curricular English/Social Studies trip in March 2023.		
<b>Actions to be taken / motion</b>	Moved that the Inwards correspondence be accepted and the Outwards correspondence be approved.	Results	
<b>Moved Seconded</b>	Moved: E.Scobie Jennings Seconded: J.Harvey	Results Agreed	

<b>Topic:</b>	Minutes of the last meeting dated 22 <sup>nd</sup> February 2023		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that the minutes of 22 <sup>nd</sup> February 20223 be confirmed as a true and correct record.	Person(s) Responsible	
<b>Moved Seconded</b>	Moved: S.Gordon Seconded:	Results Agreed	

<b>Topic:</b>	<b>Amendments to minutes</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		Agreed	

<b>Topic:</b>	<b>Matters Arising</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Wi to feedback re weaving and naming of the block.	PirW	
<b>Moved Seconded</b>		Agreed	

<b>Topic:</b>	<b>General Business</b>		
<b>Discussion:</b>	JH: Naming of the block The general consensus in the staffroom: Buckland block  Discussions after the last meeting Singleton lab to be considered.  Artwork phenomial.		
<b>Actions to be taken / motion</b>	Bev to place the action of naming of the Science block to Wi for feedback. Electronic meeting for approval.	<b>WebB</b>	
<b>Moved Seconded</b>		<b>Agreed</b>	


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

<b>Topic:</b>	<b>Triennial Plan</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Change meeting time to read 6pm</li> <li>• HODs to present early in the evening</li> <li>• Selina has agreed that Wayne can be involved around induction of the new appointment and he is asking the HODs to present to the new principal.</li> <li>• Selina reminded the Board that we don't get in involved in the day to day running of the school.</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Agreed</b>	

Karakia: Mackenzie Ashby

Meeting finished at 10.25pm

Next BOT meeting 10<sup>th</sup> May 2023

X   
 \_\_\_\_\_  
 S. Gordon  
 Chairperson

Date: 10<sup>th</sup> May 2023