



BREAM BAY COLLEGE BOARD OF TRUSTEES

Meeting held in the Board Room
6.00pm Wednesday 22 May 2024

MINUTES (PUBLIC BUSINESS)

PRESENT: N. Pirihi (Acting Chair), A. Bird, J. Cosgrove, M. Ashby (via Google Meets), J. Harvey (via Google Meets), E. Scobie-Jennings, E. Lunjevich

IN ATTENDANCE: N. Donaldson, S. Molloy

KARAKIA: R. Perkinson

APOLOGIES: S. Gordon

MOTION: "That the apology be accepted."

Moved: N. Pirihi
All in favour
CARRIED

MATTERS OF DIRECT CONCERN:

Item 1: Head of Department Annual Reporting

Attending Heads of Department:

Sue Sims	Mathematics
Laura Ionta	Science
Stevie Ryland	Technology
Raewyn Perkinson	Te Rerenga Kōtuku
Victoria Foster	Year 7 & 8

Heads of Department left the meeting at 6.47pm

Item 2: Confirmation of Agenda Items

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

A. Bird Conflict of Interest (in-committee)

A. Bird update Board of Trustees Register of Interest – A. Bird now working at WDC

IN-COMMITTEE BUSINESS: Time: 6.52pm

"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: N. Pirihi
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 S. Molloy (Deputy Principal) and N. Donaldson (Minutes Secretary) be permitted to remain at this meeting as after the public has been excluded."

Moved: N. Pirihi

All in favour

CARRIED

7.07pm *The meeting moved out of in-committee business*

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

Moved: N. Pirihi

All in favour

CARRIED

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

Moved: N. Pirihi

All in favour

CARRIED

PUBLIC BUSINESS:

MINUTES OF THE PREVIOUS MEETING:

MOTION: "That the minutes of the last general meeting of the Board of Trustees held on Wednesday 10 April, 2024 be signed as a true and accurate record of the meeting."

Moved: A. Bird

Seconded: J. Cosgrove

All in favour

CARRIED

MATTERS ARISING FROM PREVIOUS MINUTES:

CORRESPONDENCE:

INWARDS:

8 April

Education Gazette

Volume 103 No. 4

13 May

Te Mahau

Consultation WBHS enrolment scheme

13 May

MoE

School Annual Accrual Report Certification

15 May

TPOM Contracts MOE

Feedback on NZSBA's advice and support

OUTWARDS:

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

Moved: A. Bird

Seconded: J. Cosgrove

All in favour

CARRIED

MATTERS ARISING FROM CORRESPONDENCE:

Item 1: PRINCIPAL'S REPORT

MOTION: "That the Principal's report (PUBLIC) to the Bream Bay College Board of Trustees May, 2024 be accepted."

Moved: J. Cosgrove
Seconded: J. Harvey
All in favour
CARRIED

MATTERS ARISING FROM PRINCIPAL'S REPORT:

DISCUSSION ITEM: Year 11 and 12 returning to 6 subjects from 5 subjects currently timetabled

Item 2: FINANCIAL REPORT/S

FEBRUARY 2024

- a. February Governance Report (Ed Services)
- b. February Finance Report (Ed Services)
- c. Visa

MOTION: "That the Governance Report (Ed Services) February, 2024 be accepted."

Moved: N. Pirihi
All in favour
CARRIED

MOTION: "That the following visa payments be approved for February 2024
Whimp \$3,934.75
Cosgrove \$131.64

Moved: N. Pirihi
All in favour
CARRIED

MARCH 2024

- a. March Governance Report (Ed Services)
- b. March Finance Report (Ed Services)
- c. Visa

MOTION: "That the 01 Governance Report (Ed Services) March, 2024 be accepted."

Moved: N. Pirihi
All in favour
CARRIED

MOTION: "That the following visa payments be approved for March 2024
Whimp \$7,988.90
Cosgrove \$210.80

Moved: N. Pirihi
All in favour
CARRIED

APRIL 2024

- a. April Governance Report (Ed Services)
- b. April Finance Report (Ed Services)
- c. Visa

MOTION: "That the 01 Governance Report (Ed Services) April, 2024 be accepted."

Moved: N. Pirihi
All in favour
CARRIED

MOTION: "That the following visa payments be approved for April 2024
Whimp \$2,352.16
Cosgrove \$205.50

Moved: N. Pirihi
All in favour
CARRIED

MATTERS ARISING FROM THE FINANCIAL REPORT:

Action: J. Cosgrove to request Jessica Zappelli (Education Services) to meet with the Finance sub committee a week prior to the next meeting.

Action: J. Cosgrove to check on accuracy of vehicle insurance new \$1300 and rest of fleet \$6000 adequate.

Action: J. Cosgrove to the maturing fixed term deposit with ASB. Is there a Board process.

AGENDA ITEMS

ITEM 3: RECORDS DISPOSAL

MOTION: "That in accordance with the Ministry of Education/Archives NZ School Records and Retention Schedule and confirmation from the Whangarei Ministry of Education office the Bream Bay College Board of Trustees approve the destruction of Ministry Roll Returns prior to 2016."

Moved: N. Pirihi
All in favour
CARRIED

ITEM 4: EMAIL MOTIONS

MOTION: "That the email motion 'That the 2024 Budget (deficit \$113, 268.00) be approved.' be accepted."

Moved: N. Pirihi
All in favour
CARRIED

MOTION: "That the email motion 'That in accordance with the *Ministry of Education/Archives NZ School Records and Retention Schedule*. The Bream Bay College Board of Trustees approve the destruction.

1. Ministry of Education School Records Schedule Class Number 3.2 Individual staff personnel files, including principals. Note: this class is subject to class 3.5.

2. Ministry of Education School Records Schedule Class Number 1.2 Individual student enrolment information and forms (except for those relating to students in class 1.9) School's own enrolment record completed and signed by the parent(s)/guardian(s) and/or student.' be accepted."

Moved: N. Pirihi
All in favour

CARRIED

ITEM 5: SCHOOL DOCS

MOTION: "That the Board of Trustees approve the implementation of SchoolDocs at Bream Bay College."

Moved: J. Cosgrove

Seconded: A. Bird

All in favour

CARRIED

ACTION LIST Items from current meeting added
Items from previous meeting discussed

KARAKIA:

Meeting closed: 8.15pm

Next meeting: Wednesday 3 July

N. Pirihi
Chairperson (Acting at time of meeting)



Date: 3/7/2024

