



BREAM BAY COLLEGE BOARD OF TRUSTEES

Meeting held in the Board Room
6.03pm Wednesday 21st February 2024

MINUTES (PUBLIC BUSINESS)

INVITED: S. Gordon, A. Bird, J. Cosgrove, N. Pirihi, M. Ashby, E. Scobie-Jennings and E. Lunjevich

IN ATTENDANCE: N. Donaldson and M. Bayer

KARAKIA: J. Cosgrove

APOLOGIES: J. Harvey
Moved: E. Scobie
Seconded: N. Pirihi
CARRIED

MATTERS OF DIRECT CONCERN:

Item 1: The Chairperson called for any conflict of interest pertaining to any meeting agenda items as posted. Nil

Item 2: Election of Officers

J. Cosgrove took the chair for the election of Chairperson

Chairperson: S. Gordon

Nominated by A. Bird

Seconded: E. Scobie

There being no further nominations S. Gordon was duly elected.

S. Gordon took the chair for further election of officers.

Deputy Chairperson: N. Pirihi

Nominated by A. Bird

Seconded: S. Gordon

There being no further nominations N. Pirihi was duly elected.

Board Secretary:

N. Donaldson will continue as Minutes Secretary

Sub-committee delegations

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

Finance Sub Committee: M. Ashby, N. Pirihi and S. Gordon

Property Sub Committee: E. Scobie-Jennings and A. Bird

MOTION: "That the Discipline, Finance and Property sub-committees be confirmed."

Moved: S. Gordon

CARRIED

IN-COMMITTEE BUSINESS: Time: 6.09pm

“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: S. Gordon

CARRIED

“That the Board resolves that pursuant to section 48. (5). & (6) of the Local Government Official Information and Meetings Act 1987 M. Bayer (Deputy Principal) and N. Donaldson (Minutes Secretary) be permitted to remain at this meeting as after the public has been excluded.”

Moved: S. Gordon

ALL IN FAVOUR

Time: 6.45pm

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

Moved: S. Gordon

CARRIED

MOTION: “That the decisions made in in-committee business be confirmed.”

Moved: S. Gordon

CARRIED

PUBLIC BUSINESS:

Item 1: MINUTES OF THE PREVIOUS MEETING:

MOTION: “That the minutes of the last general meeting of the Board of Trustees held on Wednesday 22 November, 2023 be signed as a true and accurate record of the meeting.”

Moved: N. Pirihi

Seconded: A. Bird

CARRIED

MOTION: “That the minutes of the Finance sub-committee meeting of the Board of Trustees held on Monday 18 December, 2023 be signed as a true and accurate record of the meeting.”

Moved: S. Gordon

CARRIED

MATTERS ARISING FROM PREVIOUS MINUTES:

CORRESPONDENCE:

INWARDS:

November 2023

Education Services

Engagement letter

11 December 2023

Education Gazette

Volume 102 No. 16

29 January 2024	Education Gazette	Volume 103 No. 1
OUTWARDS: January 2024	Inland Revenue Dept	Authority for Education Services
MOTION:	<p>“That the public business inwards correspondence be accepted and the outwards correspondence (nil) be approved.”</p> <p>Moved: M. Ashby Seconded: E. Lunjevich CARRIED</p>	
MATTERS ARISING FROM CORRESPONDENCE:		
Item 2:	BOT WORKPLAN / POLICIES:	
	<p>a) Ratification of 2024 Strategic Plan b) 2023 Analysis of Variance c) Policy Review – Section A</p>	
Item 2 (a):	2024 Strategic Plan ratification	
MOTION:	<p>“That the 2024 Strategic Plan, as presented, be approved as a draft.”</p> <p>Moved: S. Gordon CARRIED</p>	
Item 2 (b):		
MOTION:	<p>That the analysis of variance 2023 as presented be approved.”</p> <p>Moved: S. Gordon CARRIED</p>	
Item 2 (c):	Trustee Register Completed In-committee	
Item 2 (c):	<p>Review of Work plan Triennial Plan Update / Agenda setting</p> <p>S. Gordon will work on the 2024 Triennial Plan and present to the next Board meeting.</p>	
Item 2 (c):	Trustee Code of Behaviour Reviewed	
Item 2 (c):	Bream Bay College Delegations List	
MOTION:	<p>“That the Delegations List be approved with amendments of references to COL being deleted and references Duty Deputy Principal be changed to Rostered Deputy Principal.”</p> <p>Moved: S. Gordon CARRIED</p>	
Item 3:	PRINCIPAL’S REPORT	
MOTION:	“That the Principal’s report (PUBLIC) to the Bream Bay College Board of Trustees	

February, 2024 be accepted.”

Moved: J. Cosgrove

Seconded: E. Lunjevich

CARRIED

MATTERS ARISING FROM PRINCIPAL’S REPORT: Nil

Item 4:

FINANCIAL REPORTS:

OCTOBER 2023

- a. Month End Approvals and Reports & Staffing from Bulk Grant
- b. Balance sheet
- c. Profit and loss
- d. Supporting detail and evidence

Financial Detailed –sub-folder

1. Curriculum variance report
2. BoT Trading report
3. Fixed Assets
4. Visa AirNZ and Fuel Cards

NOVEMBER 2023

- a. Month End Approvals and Reports & Staffing from Bulk Grant
- b. Balance sheet
- c. Profit and loss
- d. Supporting detail and evidence

Financial Detailed –sub-folder

1. Curriculum variance report
2. BoT Trading report
3. Fixed Assets

DECEMBER 2023

- a. Month End Approvals and Reports & Staffing from Bulk Grant
- b. Balance sheet
- c. Profit and loss
- d. Supporting detail and evidence

Financial Detailed –sub-folder

1. Curriculum variance report
2. BoT Trading report
3. Fixed Assets

ACTION:

- J. Cosgrove to report back to the Board regarding
- the difference in the profit and loss from November 2023 to December 2023
 - the reduction in Oranga Tamariki estimated v actual funds
 - Finance Property Maintenance
 - Finance of Bus network

MOTION: “That the following payments be approved for October 2023

- Air New Zealand Travelcard October \$0.00
- Fuel card – Z Energy Oct \$521.52
- Fuel card - BP Fuel cards Oct \$864.18
- Visa K Whimp xxxx 6003 Oct \$4,356.43
- Visa M Bayer xxxx 7419 \$775.50 (Rainbows end Y11 trip)
- Visa S Brown xxxx 2877 \$0.00
- ASB payments as listed 334351-664647
- TNG payments 664517-664518
- Westpac payments nil
- Payroll Journal Batch 3783 \$37,923.02 3/10/23
- Payroll Journal Batch 3787 \$47,613.69 17/10/23
- Payroll Journal Batch 3790 \$55,429.37 31/10/23

Moved: S. Gordon

CARRIED

MOTION: “That the following payments be approved for November 2023

- Air New Zealand Travelcard \$391.00
- Fuel card – Z Energy Nov \$326.18
- Fuel card - BP Fuel cards Nov \$671.87
- Visa K Whimp xxxx 6003 Nov \$6,223.36
- Visa M Bayer xxxx 7419 \$0.00
- Visa S Brown xxxx 2877 \$0.00
- ASB payments as listed 664909-664908
- TNG payments 664676-664682, 664687-684688
- Westpac payments nil
- Payroll Journal Batch 3733 \$75,978.87 14/11/23
- Payroll Journal Batch 3800 \$52,828.98 28/11/23

Moved: S. Gordon

CARRIED

MOTION: “That the following payments be approved for December 2023

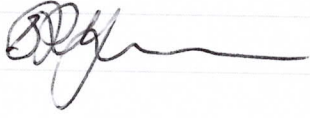
- Air New Zealand Travelcard \$0.00
- Fuel card – Z Energy Dec \$496.25
- Fuel card - BP Fuel cards Dec \$438.98
- Visa J Cosgrove xxxx 3600 Dec \$637.74
- Visa K Whimp xxxx 6003 Dec \$3,722.48
- Visa M Bayer xxxx 7419 \$0.00
- Visa S Brown xxxx 2877 \$0.00
- ASB payments as listed 665183-665256
- TNG payments 665041-665042, 665048, 665107-665110, 665167-665168
- Westpac payments closing account 665206 \$1,695.53
- Payroll Journal Batch 3807 \$86,088.73 12/12/23
- Payroll Journal Batch 3810 \$30,744.62 22/12/23

Moved: S. Gordon

CARRIED

Item 5:	OVERNIGHT EOTC
MOTION:	<p>“That the overnight M People Camp from 21 March to 22 March, 2024 (overnight 21 March, 2024) be approved.”</p> <p>Moved: A. Bird Seconded: N. Pirihi CARRIED</p>
MOTION:	<p>“That the overnight Te Rerenga Kōtuku Noho Marae-Whānaungatanga from 3 April to 5 April, 2024 (overnight 3 and 4 April, 2024) be approved with the understanding that the bed time is adhered to, a first aid certificate is held, supervision is adequate and if unable to get 10 police vetted parent helpers supervision will be supplemented with school staff.”</p> <p>Moved: E. Scobie-Jennings Seconded: M. Ashby CARRIED</p>
ITEM 6:	EMAIL MOTION
MOTION:	<p>“That the email motion ‘That the overnight EOTC trip for the Year 13 Leadership Camp 2024 to Moir’s Camp, Mangawhai from 12th February to 14th February, 2024 (overnight 12th and 13th February, 2024) be approved’ be accepted.”</p> <p>Moved: S. Gordon CARRIED</p>
Item 7 :	DESTRUCTION OF DOCUMENTS
MOTION:	<p>“That in accordance with https://assets.education.govt.nz/public/Records/School-Records-Retention-and-Disposal-Schedule-All.pdf and the school records schedule. The Bream Bay College Board of Trustees approve the destruction of the following records for the year ending 2016</p> <p>Routine accounting records 4.1 4.3 4.5 4.7 School property records item 5.5 minor equipment leases. Fujifilm.”</p> <p>Moved: S. Gordon CARRIED</p>
ACTION LIST	<p>Items from previous meeting discussed and removed Items from current meeting added to list</p>
KARAKIA: M Ashby	
Meeting closed: 9.25pm	Next meeting: Wednesday 10 April, 2024
S. Gordon	

Chairperson

A handwritten signature in black ink, consisting of a stylized initial 'S' followed by a long horizontal flourish.

Date: 10th April 2024