

**Minutes of the Bream Bay College
Board of Trustees
Held on 19th June 2019**

7pm

Jimmy welcomed the new board members to the 1st official meeting for the new board

Present: BirA, BucW, HarP, GorS (arrived at 9.10pm), JacH, MillJ, NeaM, PirN, ShoK, WebB

Karakia:

Absent:

Apologies: Karen Edwards, Penny Harris Tipoki, Selina Gordon (arrived at 9.10pm)

Moved: N.Pirihi

Seconded: H.Jacobson

Visitors: Ari Carrington
Francil Tarau Baldwin

BOT 'to do' list

Agreed

Workplan adjustment –

COL: No report

Motions:-

Confirm:

Conflict of Interest: Nil

Workplan adjustment –

Topic:	Ella Buckle – Accelerated Learning presentation
Discussion:	<p>Maths/English programmes - are they expensive? Lots on the market but, yes, they are expensive. We already do "Fast for Word" plus teacher aide support \$17.5K 2024 numbers – already in our area. Ruakaka Primary – very well set up.</p>

	<p>Hired a Specialist teacher this year. ORRS count for 2 or 3 buildings. IWS do not count for any buildings.</p> <p>All the best to Ella who is booked for surgery on her shoulder and has 12 weeks medical leave.</p>		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Confirmation of Agenda		
Discussion:	Decisions:		
Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Election of Officers		
Discussion:	<p>The Board Secretary called for nominations for the position of Board Chairperson.</p> <p>Wayne Buckland nominated Selina Gordon for the position of Board Chair of the Bream Bay College Board of Trustees.</p> <p>Moved: W.Buckland Seconded: H.Jacobson</p> <p>Kara Shortland nominated Penny Harris Tipoki for the position of Board Chair of the Bream Bay College Board of Trustees.</p> <p>Moved: K.Shortland Seconded: Nick Pirihi</p> <p>The board Secretary asked the board to go to a vote for Selina Gordon & Penny Harris Tipoki. The voting was taken by a shown of hands.</p> <p>Vote: Selina Gordon 5 votes</p> <p>Penny Harris-Tipoki 1 Vote</p> <p>There being no other nominations Bev declared Selina Gordon elected as Chairperson of the Bream Bay College Board of Trustees.</p>		

Due to the Chairperson being absent the meeting was handed over to the Board Secretary to chair the for the election/confirmation of other officers.

Election of Vice Chairperson:-

Nick Pirihi nominated Heather Jacobson for the position of Vice Board Chairperson.

Moved: N.Pirihi

Seconded: A.Bird

Agreed

There being no other nominations it was declared Heather Jacobson be elected as Vice Chairperson of the Bream Bay College Board of Trustees.

Discipline Sub Committee confirmation – the whole board:- in order

- Nick Pirihi - Chairperson
- Karen Edwards
- Selina Gordon
- Aaron Bird
- Penny Harris-Tipoki
- Heather Jacobson
- Kara Shortland
- Molly Neal

Molly Neal nominated Nick Pirihi as Chairperson of the Discipline Committee

Moved: M.Neal

Seconded: H.Jacobson

Quorum is 2 members with 3 preferred

Finance Sub Committee:-

Nominations confirmed as:-

Wayne Buckland nominated Heather Jacobson as a member of the Finance Sub Committee

Moved: W.Buckland

Seconded: N. Pirihi

Heather Jacobson moved on block for the following members to be part of the Finance & Property Sub Committee:

Finance Sub Committee
 Kara Shortland
 Aaron Bird

Kara Shortland
 Moved: K.Shortland
 Seconded: H.Jacobson
 Agreed

Aaron Bird
 Moved: W.Buckand
 Seconded: HJ

HJ Moved on block

Property Sub Committee:-
 Nick Pirihi nominated Kara Shortland
 Moved: N.Pirihi
 Seconded: H.Jacobson

Heather Jacobson nominated Aaron Bird
 Moved: H.Jacobson
 Moved on block

Meeting dates to be set for sub-committee meetings by the BOT Secretary.

COL Sub Committee:
 Nominations for the COL sub committee:-
 Meetings held once a term on a Monday from 4.30pm

Hold the position and invite Penny Harris Tipoki to a meeting, or when we go into incommittee to discuss Ari and Francil also discuss roles.

Actions to be taken / motion	All sub committee Elections/confirmations were moved unanimously.	Agreed	
Moved / Seconded		Results	

Topic:	Heather put forward the motion for Jimmy Miller to chair the meeting.
Discussion:	Discussion took place.

Actions to be taken / motion	Moved that Jimmy Miller chair the meeting for the remainder of the evening.		
Moved / Seconded	Moved: H.Jacobson 1 Absention	Results	

Topic:	Policy Booklet – Governance 7,9,10 & 11
Discussion:	<p>Wayne brought up the policy changes for discussion and the NZSTA suggested changes. NZSTA runs a sample set of policies and we have been progressively moving across to the NZSTA set. They have a professional legal team who work through these.</p> <p>C1 Meeting protocols Changes made to the previous set up of the board</p> <p>The new NZSTA model Eg: likes of P. Report with headings would disappear</p> <p>What we would have:- Any strategic decisions Write up 3 goals, twice a year reporting back to the board and 1 of those goals for discussion.</p> <p>Under NZSTA the meeting is 2 hours. Model we are currently operating under doesn't rely on a lot of work from the sub committee's but we have a better understanding of what goes on. Going to NZSTA less work for Principal but put the board in a very strategic mode.</p> <p>Discussion took place Jimmy asked the question:- How does the board feel? Stay with what it's been? HJ: Useful for the board to know how it operates. Reluctant to get less info. Never sat here and said this was boring and longwinded. JM: covered a lot and had good and honest conversations</p> <p>If we go to cut & dry?</p> <p>Go with the old system and make the suggested changes.</p> <p>AB: Comprehensive and this is why I wanted to be a member of the board. Robust feedback from the Principal and the school. Would feel disconnected if we went to the new model.</p>

	<p>Not mandated. Totally voluntary.</p> <p>WB: If the board would like to make a compromise and bring the old and new together is a possibility.</p> <p>AD: When ERO sit and talk with the board it gave them a breadth of knowledge to be valued participants in those meetings.</p> <p>Sample agenda In our current minutes we have an action section Take the minutes away altogether and put the actions into a meeting checklist. Status quo remains</p> <p>Like the set up of the current tri plan – has the whole year clearly set out.</p> <p>We have an evaluation process. Current one is straight voting.</p> <p>Trustee induction process Have been following this with our new trustees.</p> <p>Concerns & complaints Doesn't exist in our current policy. Very clear way of knowing if we have a real complaint. Discussion took place. Adopt in the interim until we review our complaints policy.</p> <p>7,9,10 & 11 5 & 8 Meeting procedures planning Complaints checklist Triennial plan</p>			
<p>Actions to be taken / motion</p>	<p>Moved the amendments to Policies 10 & 11 be accepted And the new Policies 5 & 8 be accepted .</p>			
<p>Moved Seconded</p>	<p>Moved: HJacobson Seconded: ABird Against K.Shortland</p>	<p>Carried</p>		

<p>Topic:</p>	<p>Annual Accounts/Auditors report</p>		
<p>Discussion:</p>	<p>Heather spoke to the Auditor's report.</p> <ul style="list-style-type: none"> • Good report 		

	<ul style="list-style-type: none"> No fraud Nothing untoward happening <p>Notes Training in certain areas would be helpful. Wayne explained re the GST issue. At the end of the quarter a report needed to be run to close it off. Due to this not happening this meant there were multiple payments made in error. This has been rectified with training.</p> <p>Whare Wayne advised he talked with Michael Stride (MOE Property) and he said we do not need a letter. Now the MOE writing a retrospective letter.</p> <p>Payroll Reconciliation Partly an issue with the fact that the Manager of ES is our accountant and because she works across many accounts, we were not receiving the attention to detail therefore, our account should be handed down to someone else. Suggest a senior person handles the accounts but not the manager.</p> <p>Annual Report This must be published on our website. WB: Thought this was As soon as the Annual Report is approved it will be published on our website.</p>
Actions to be taken / motion	Moved that the Annual Report & Auditor report be accepted
Moved Seconded	Moved: W.Buckland Seconded: H.Jacobson

Topic:	ERO 2020 discussion
Discussion:	<p>School Trustees take on where ERO fits in the system. Reasonable read.</p> <p>ERO will visit in Term 2 or 3 next year – block out a week in your diary Main focus:- Equity Had a visit from NZQA from Rawiri to discuss equity figures last term.</p> <p>Dates On tri plan are figurative.</p>
Actions to be taken / motion	
Moved Seconded	Agreed

Topic:	<p>Principals Report</p> <p>Attachments:</p> <p>3a) Assembly presentations May 14th, May 21, May 30, June 4, June 11 Newsletters: May 12, May 20, June 11</p>
--------	--

	<p>PTA Min: Nil LOL Minutes: Postponed 3b) Bus Network Minutes 6.6.19 3c) Roll Return 3d) Property, Painting & Maintenance & Report</p>
<p>Discussion:</p>	<p>Students with no devices. Is this financial that there are students without devices? Families/whanau to be contacted per house and asked whether this is a problem.</p> <p>Wayne asked Alison to take survey on Year 9&10 students in core classes who didn't have a device .</p> <p>Out of 3 classes in Year 10 18 no devices Out of that 3 broken</p> <p>Year 9 19 didn't have devices 2 getting them in holidays</p> <p>Year 7&8 8 altogether no devices at all Students who have them at home but not at school got the hard word.</p> <p>Bilingual 7 in year 7 without devices 8 in year 8 without devices Wayne added that in all classes there are 4 or more chromebooks</p> <p>Discussion took place.</p> <p>At assembly tomorrow there will be another reminder. Students have until the end of next week to rectify.</p> <p>Not enough money in funding to buy a device for every student. Can't afford having whanau with devices to be disadvantaged by those who don't have one.</p> <p>Can the school buy in bulk and then sell them onto whanau? The school is not allowed to act as a bank. Those parents new to the school are they getting enough info about devices. Communicating better. No longer talk tablets/pc's – we will talk chromebooks.</p> <p>Phones Teachers are highly frustrated re phones.</p>

Some schools have banned phones.

Wayne talked to students/parents who insist on having phones at school - they are being pinged.

Put phones in box

Taken and stored becomes our responsibility

Talked to student body re distractions with phones

Board be prepared to meet them in a meeting

Specific instructions on devices – more explicit re devices

Korean students

2 week proposal

\$10K

Partnership with bilingual classes and te reo students

Taking them out of school

Paying Allan Logan as fulltime

Support staff member to be part of the team

Francil Tarau Eagle

I'm a mother of 3 students at BBC

Solo income earner

Rent not reflective to payscale

Cant afford devices for each child

How can we assist these parents financially?

Where is the solution?

If the school buys them we have problem of maintenance/ownership.

Pressure put on students to come to school with a device.

Looking more solution based and how do we get the parents to see this as a need and support them.

Trying to work ways with assisting parents.

Junie working with a fundraising event with the Koreans.

We have 200 computers in school.

50 laptops on the go at anyone one time.

Wont know answer to the question until we find out how many students have them at home and are not bringing them to school.

Quandaries from previous board.

Addressing the wider issue of making good choices.

Only 1 part of the puzzle.

How do we get everyone else to be accountable?

	Have tried innovative things in the community Donated 1200 LED lightbulbs - put led light bulbs in houses. Is there an initiative in Whangarei that if you do a course you get a computer for \$50? We did run computers in homes back in the 2000.		
Actions to be taken / motion	Moved that the Principal's report be accepted.		
Moved Seconded	Moved: W.Buckland Seconded: K.Shortland	Results Agreed	

Topic:	Financial Report		
Discussion:	Direct Credits May 2019		
Actions to be taken / motion	1. Moved the Direct credits for May 2019 as follows:- May 2019 Direct Credits: ASB 31051-31392 TNG: 31085 Westpac Electronic: 31396 Westpac Cheque: Nil		
Moved Seconded	Moved: J.Miller Seconded:	Results Agreed	

Topic	Journal entries May 2019 Payroll Journal 285090 Week Ending 7/5/19 - \$25,904.29 Payroll Journal 285123 Week Ending 21/5/19- \$31,866.32		
Discussion:			
Actions to be taken / motion	Moved that Journals for May 2019 be passed for payment.		
Moved Seconded	Moved: J. Miller Seconded:	Results Agreed	

Topic:	Cheque No's for May 2019		
Discussion:	May: Nil Queries:		
Actions to be taken / motion			
Moved Seconded	Moved: Seconded:	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	May 2019		
Actions to be taken / motion	Moved that the Star Card for \$994.43 for May 2019 for be approved for payment.		

	Moved that the BP Fuelcard for \$177.97 for May 2019 be approved for payment		
Moved Seconded	Moved: J. Miller Seconded:	Results Agreed	

Topic:	Air NZ Travel Card		
Discussion:	May: Nil		
Actions to be taken / motion			
Moved Seconded			

Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8106, 6298, 2048, 7419 & 1737 for May/June 2019		
Actions to be taken / motion	Moved the Visa Card for May/June 2019 for:- 8106 for \$ 5,683.42 (W.R. Buckland) 6298 for \$ 1,603.38 (K. Sandford) 2048 for \$ -12.50CR (A. Dalglish) 7419 for \$ -12.50CR (M.Bayer) 1737 for \$ Nil (R.Nathan)		
Moved Seconded	Moved that the Visa Card 8106, 6298, 2048, 7419 & 1737 for May/June 2019 be approved for payment. Moved: J. Miller	Results Agreed	

Topic:	Finance		
Discussion:	<p>HJ: Heather asked about the students who live in a hostel situation. Discussion took place. Tuck shop: Automatic payment query. Use correct document/ this is a requirement. Wayne to check setup.</p> <p>How are the visa card payments checked off? Noted that we spend a large amount on the visa card. Function of the cards is high due to the fact we are an out of town school. High form of fraud. Signed off by Wayne Buckland and then the board chair signs & checks them off.</p> <p>Website issues still to be fixed. Cash flow reports not working.</p> <p>Kara to see Bev to get his google drive working. Nick couldn't see the Principal's report.</p>		

Actions to be taken / motion	Wayne to check automatic payment and use of document.	BucW	
Moved Seconded	Moved: W.Buckland Seconded: H.Jacobson		Agreed

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards Correspondence: Outwards Correspondence Circular Correspondence: STA: 292 (electronic)		
Actions to be taken / motion		Results	
Moved Seconded	Moved: S.Gordon Seconded: A.Bird	Results Agreed	

Topic:	Minutes of the last meeting dated 15 th May 2019		
Discussion:			
Actions to be taken / motion	Moved that the minutes 15 th May 2019 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: S.Gordon Seconded: M.Neal	Results Agreed	

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

Topic:	Matters Arising		
Discussion:	•		
Actions to be taken / motion			
Moved Seconded		Results Agreed	
Topic:	Agenda setting for next meeting - July Meeting		
Discussion:	<ul style="list-style-type: none"> • Strategic Planning feedback & planning • Annual Plan update • Annual Learning Targets – Term 2 • Principal Appraiser/BOT chair interim meeting • Music report • Property, painting, maintenance report (missed from June meeting) • H&S report 		

	<ul style="list-style-type: none"> • Student trustee election • Nat Standards parent reporting – no longer required - Wayne asked for permission to remove this from the tri plan. 		
Actions to be taken / motion	<p>Kara Shortland expressed his displeasure of how he felt the meeting was being run. He tendered his resignation at 9.50pm. Selina left the meeting to talk with Kara in private.</p> <p>Next year NCEA review will need to be added to tri plan.</p>		
Moved Seconded			Carried

Topic:	Triennial Plan		
Discussion:	<p>Boiler – on triennial plan – Wayne to report back to the board. Wayne explained to the board members the way in which the triennial plan is managed.</p>		
Actions to be taken / motion			
Moved Seconded			

Topic:	General Business		
Discussion:	<p>Thanks to our guests for attending the meeting and look forward to having you on the board. A discussion re co-option will take place in the in committee session of this meeting.</p> <p>Wayne will communicate with both Ari and Francil directly.</p>		
Actions to be taken / motion			
Moved Seconded			Agreed

Meeting closed at: 10.09pm
Next BOT meeting calendared for 7th August 2019

X

Date
...../...../2019

X

S. Gordon
Board Chair