

**Minutes of the Bream Bay College  
Board of Trustees  
Held on 3<sup>rd</sup> April 2019**

7pm

Jimmy welcomed everyone to the meeting. At this meeting, through promotional emails, two prospective parents joined us for the meeting. Introductions took place.

Visitors: Stuart McDonald, Jacinta & Aaron Bird.

Wayne advised that he would have shared a link to the BOT drive so they could have seen the folders. We will share this link with you. He went through the setup of the meeting folders for the visitors.

Present: BucW, CunJ, GorS, NeaM, Jach, MilJ, WebB, SwoM, McQJ, DalA

Karakia:

Absent:

Apologies: HeiD, PirR

Moved: J.McQueen

Seconded: M.Swords

**BOT 'to do' list**

- Discuss Uniform

**Workplan adjustment –**

Technology presentation from Stevie Ryland.

Issues:

- Numbers of students / class sizes
- Kitchen will need renovation
- Appropriate devices – managing students who don't have devices
- Carpet – suggestion to be removed

Questions:

Kitchen makeover – what timeframe are you looking at? Two or so years.

Wayne advised it's planned for the roll growth plan.

Thank you, Stevie, for your presentation.

**Motions:-**

1. Approve 2019 Capital Budget
2. Approve 2019 Budget
3. Approve Year 9&10 trip to Wellington 2019
4. Approve Kaipara Pioneer trip

Confirm:

Conflict of Interest: Nil

**Workplan adjustment –**

COL:

<b>Topic:</b>	<b>Confirmation of Agenda</b>		
<b>Discussion:</b>	Decisions: <ol style="list-style-type: none"> <li>a) Governance 1-3, 5</li> <li>b) Principal's Curriculum Report</li> <li>c) 2018 Staff Appraisal Report - see Principal's Report</li> <li>d) 5YA Projects – see Principal's Report</li> <li>e) Accounts to Auditor</li> <li>f) 1<sup>st</sup> March Roll Return</li> <li>g) BOT Meeting Review</li> </ol>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Decisions</b>		
<b>Discussion:</b>	<b>Approve 2019 Capital budget</b> Moved that we approve the 2019 Capital budget.  Moved: H.Jacobson Seconded: M.Swords Agreed  Question: <ul style="list-style-type: none"> <li>• MS: Capital budget: purchase of 2 x 3 D printers. Wayne advised because we had held off on any capital purchases and all spending was frozen, he used the Refinery money to purchase these printers. He advised that he will refund the Refining NZ money once we have approved the budget.</li> </ul>		

- Existing 3D printer – no longer selling the filaments in NZ. Very expensive to purchase these from overseas so it isn't viable to keep this printer active.

### **Approve 2019 Budget**

Moved that we approve the 2019 budget.

- Moved: H.Jacobson
- Seconded: J.McQueen
- Agreed

- Wayne explained the setup of the budget figures for the visitors.
- Jimmy explained that there is a Finance Sub Committee that meet and discuss the budget figures in preparation for the board meeting. There are no surprises.
- As a board we would like 3 to 4 members who have an interest in figures to click into and drill down into the reports.

Moved that the we write off historical debtors \$2994.93

- Moved: W.Buckland
- Seconded: J.McQueen
- Agreed

- The question was asked if this amount is for trips unpaid. Wayne explained the process. We are being very rigid that if there is an outstanding debt the student is not allowed to go on another trip.

### **Approve Year 9&10 trip to Wellington 2019**

Moved that we approve the Year 9&10 trip to Wellington

- Moved: M.Swords
- Seconded: S.Gordon
- Agreed
- RAMS to be made available before trip departs.

### **Approve Kaipara Pioneer trip**

- Wayne commented:-  
Very successful trip. First time that this trip has run but its RAMS didn't come to the board in a timely fashion. If they had been circulated it would have only given the board 24 hours to approve. Wayne explained that the organisers were still planning the exercises so hadn't finalised the RAMS. Felt it was better to hold it back until this meeting.  
Discussion took place.
- Is it possible to get preliminary RAMS?
- What is the upshot of a trip going away and no RAMS approved.

	<ul style="list-style-type: none"> <li>Principal more liable</li> <li>Moved that the Rams for Kaipara trip be approved</li> </ul> <ul style="list-style-type: none"> <li>Moved: W.Buckland</li> <li>Note: RAMS need to be approved before the trip goes.</li> <li>Amend systems for a 48 hour turnover.</li> </ul> <p><b>Approve Schooltex BBC Skirt be approved</b></p> <ul style="list-style-type: none"> <li>Moved: S.Gordon</li> <li>Seconded: M.Neal</li> <li>Agreed</li> </ul> <p>Approve Schooltex (the Warehouse) BBC Skirt  Discussion took place regarding the discipline over Uniform at BBC.  DP perspective. Nail 90% of students who are out of uniform.  It was mooted that at Prizegiving the school uniform was not consistent.  Wayne happy to get this checked of every single prize winner walking across the stage for the next meeting.</p>
Actions to be taken / motion	
Moved	
Seconded	

Topic:	<b>Principal's Curriculum Report</b>		
Discussion:	Alison talked to the Curriculum report. Wayne talked to our target group of Maori boys. Interesting discussion on how departments are trying to make their learning more sticky and authentic. Lifting their grades by improving their learning competencies. High success rate with cross curricular projects. Biggest challenge for Maori classes was being in the auditorium last year. Going over to the new Whare was the highlight of their year. Thanks to the HoDs and the LoLs and Alison for the work they have done.		
Actions to be taken / motion	Wayne to pass on the boards thanks to the LoLs.	BucW	
Moved			
Seconded			

Topic:	<b>5YA Projects – see Principal's report</b>		
Discussion:	Wayne advised: <ul style="list-style-type: none"> <li>Have got back signed copy of the 5YA report</li> <li>Summary of the 5YA is sitting in the folder</li> <li>\$860K for 5 years plus proceeds from 2 houses</li> </ul>		

Actions to be taken / motion			
Moved Seconded	Moved: Seconded:		Agreed

Topic:	<b>Policy booklet</b>		
Discussion:	Governance 1-3, 5		
Actions to be taken / motion	<p>Approving the schedule of policies on the triennial plan. Wayne talked to the policies and the process of moving them to the NSSTA format. No controversial change to the format.</p> <p><b>Board roles and responsibilities</b></p> <p><b>1.1 Board leads the annual charter/strategic plan review process. Staff?</b></p> <p>Change to reword this line to fit with deep learning philosophy of leading from the middle. Wayne to take the Strategic Plan to staff and school to create a draft Strategic Plan to be presented to the board for approval or change. If the staff have buy in it means they will implement it. Discussion took place.</p> <p><b>1.2 Xxx = yearly /sets 3 yearly</b></p> <p><b>1.4 Regular board meetings include a report on progress towards achieving strategic aims add the words as per the triennial plan</b></p> <p>2.2 Add triennial plan at the end of the sentence</p> <p>3.1 Do not have a special character. 3 to be removed.</p> <p>The remainder are standard. Remove protect special character of the school</p> <p>Remuneration Adjusted to read \$100/\$60</p> <p>Conflict of Interest A new policy</p> <p>Chair role After the elections take place</p> <p>Staff/Student Rep</p>		

	Honing on the fact they are just trustees and they are not representatives who produce a report unless a report is requested.		
Moved Seconded	Section 1,3-5 Moved that we update the documents 1,3-5 as discussed and table them for approval at the next board meeting. Moved: M.Swords Seconded: J.McQueen		Agreed

<b>Topic:</b>	<b>Draft Accounts</b>		
<b>Discussion:</b>	Wayne outlined the discrepancy for the board 1.6m for teacher's salaries Dec journal both on income and expense  Note 2		
<b>Actions to be taken / motion</b>			
Moved Seconded	Moved: H.Jacobson Seconded: W.Buckland		Agreed

<b>Topic:</b>	<b>1<sup>st</sup> March Roll Return</b>		
<b>Discussion:</b>	Staffing entitlement Wayne showed the breakdown of the entitlement calculations.		
<b>Actions to be taken / motion</b>			
Moved Seconded	Moved Seconded		Agreed

<b>Topic:</b>	<b>Succession Planning</b>		
<b>Discussion:</b>	4 personalised posters have been sent out to the community on the newsletter tree promoting standing for the board.		
<b>Actions to be taken / motion</b>			
Moved Seconded	Moved: Seconded:		Agreed

<b>Topic:</b>	<b>Appraisal</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Wayne explained:</li> <li>• Not under an HoD appraisal</li> <li>• Process for teacher reg: 6 steps to meet a number of criteria.</li> <li>• Professional Development team:-</li> <li>• S.Sims/E.Scobie -Jennings /J.Cunningham/D.Harrington/G.Cooper</li> </ul>		
<b>Actions to be taken / motion</b>	<ul style="list-style-type: none"> <li>•</li> </ul>		

<b>Topic:</b>	<b>Principals Report</b> <b>Attachments:</b>  3a) Assembly presentations: Feb 19,26, Mar 5,12,19,26 & Apr 2 Newsletters: Feb 25 & Mar 12 & 25 PTA Min: 13.2.19 & 13.3.19 3b) LoL Minutes: 25.2.19 & 26.3.19 3b) LoL Citizenship Presentation (4 <sup>th</sup> March) 3c) Medical Report 4 <sup>th</sup> March 3d) Trip rams 3e) Property, Painting & Maintenance & Report 3f) Possible Health Initiative
<b>Discussion:</b>	Wayne explained the folder system Health initiative Health improvement referral. Alison advised she is talking with George tomorrow to see what it looks like.  Jewellery What is custom and practice What is custom and practice for staff What do the students want to wear Issue around jewellery has been raised for board feedback Some staff have facial piercings  Molly talked to jewellery <ul style="list-style-type: none"><li>• Could be more lenient but still be acceptable</li><li>• Single coloured metal would stop the colours</li><li>• Large hoops not acceptable</li></ul> Discussion about safety took place  WB:- Asked Senior Leaders to look at shoes on Tuesday Pinged 2 students myself We are quite liberal on some parts of Uniform Different stance on jewellery  Shoes: We tentatively said we could change the policy but left it as a trial for 2 terms. Then we changed the policy after that. A good marketing strategy would be to market it the same way as the shoes and come back to it in term 3.

	<p><b>Incident reports</b> Wayne talked to the negative &amp; positive incident reports. Growing momentum Promoting the positives within the house system</p> <p>JC: Have we any funding for prizes to keep it going and encouraging the students. The board would support this if there is was a fund but it is a management decision.</p> <p>The board were happy with an end of year/end of term prize.</p>		
<b>Actions to be taken / motion</b>	Moved that the Principal's report be accepted.		
<b>Moved Seconded</b>	Moved: J.McQueen Seconded: M.Swords	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Financial Report</b>		
<b>Discussion:</b>	Direct Credits January & February 2019		
<b>Actions to be taken / motion</b>	<p>1. Moved the Direct credits for January &amp; February 2019 as follows:-</p> <p><b>January 2019</b> Direct Credits: ASB 30225 - 30308 TNG: 30433 Westpac Electronic: 30464 Westpac Cheque: Nil</p> <p><b>February 2019</b> Direct Credits: ASB 30314 - 30714 TNG: 30332 Westpac Electronic: 30717-30718 Westpac Cheque: 141136</p> <p>Moved that the Direct Credits for January &amp; February 2019 be approved.</p>		
<b>Moved Seconded</b>	Moved: J.Miller Seconded:	<b>Results Agreed</b>	
<b>Topic</b>	<p><b>Journal entries January 2019</b> Payroll Journal 277430 Week Ending 15/1/19 - \$15,847.71 Payroll Journal 277524 Week Ending 29/01/19 - \$17,733.57</p> <p><b>Journal entries February 2019</b> Payroll Journal 279040 Week Ending 12/2/19 - \$27,856.19 Payroll Journal 279078 Week Ending 26/2/19 - \$33,288.67</p>		
<b>Discussion:</b>			



<b>Actions to be taken / motion</b>	Moved that Journals for January & February 2019 be passed for payment.		
<b>Moved Seconded</b>	Moved: J.Miller Seconded:	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Cheque No's for January /February 2019</b>		
<b>Discussion:</b>	January: Nil February Cheque #: 141136 Queries:		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved: J. Miller Seconded:	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Fuel Card – Star Card</b>		
<b>Discussion:</b>	January & February 2019		
<b>Actions to be taken / motion</b>	<p>Moved that the Star Card for \$508.58 for January 2019 for be approved for payment. Moved that the BP Fuelcard for \$562.83 for January 2019 be approved for payment</p> <p>Moved that the Star Card for \$704.59for February 2019 for be approved for payment. Moved that the BP Fuelcard for \$82.09 for February 2019 be approved for payment</p>		
<b>Moved Seconded</b>	Moved: J. Miller Seconded:	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Air NZ Travel Card</b>		
<b>Discussion:</b>	January: Nil December: Nil		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>Visa Card transaction</b>		
<b>Discussion:</b>	Approve Visa Card Statement's for card numbers 8106, 6298, 2048, 7419 & 1737 for January & February 2019		
<b>Actions to be taken / motion</b>	<p>Moved the Visa Card for January 2019 for:- .... 8106 for \$ 256.50 (W.R. Buckland) .... 6298 for \$ 1,117.53 (K. Sandford)</p>		

	<p>.... 2048 for \$ 12.50CR (A. Dalglish)          .... 7419 for \$ 12.50CR (M.Bayer)          .... 1737 for \$ 12.50CR (R.Nathan)</p> <p>Moved the Visa Card for February 2019 for:-          .... 8106 for \$ 197.84 (W.R. Buckland)          .... 6298 for \$ 4,523.60 (K. Sandford)          .... 2048 for \$ 12.50CR (A.Dalglish)          .... 7419 for \$ 12.50CR (M.Bayer)          .... 1737 for \$ 12.50CR (R.Nathan)</p>		
<b>Moved Seconded</b>	Moved that the Visa Card 8106, 6298, 2048, 7419 & 1737 for January/February 2018 be approved for payment. Moved: J. Miller Seconded:	<b>Results</b>  Agreed	

<b>Topic:</b>	<b>Inwards / Outwards Correspondence</b>		
<b>Discussion:</b>	<p><b>Inwards Correspondence:</b> Nil</p> <p><b>Outwards Correspondence</b> Nil</p> <p><b>Circular Correspondence:</b> STA: 290 (electronic)</p>		
<b>Actions to be taken / motion</b>	Moved that the Inwards correspondence be accepted and Outwards correspondence be approved.	<b>Results</b>	
<b>Moved Seconded</b>	Moved: M.Swords Seconded:S.Gordon	<b>Results</b> Agreed	

<b>Topic:</b>	Minutes of the last meeting dated 20 <sup>th</sup> February 2019		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that the minutes 20 <sup>th</sup> February 2019 be confirmed as a true and correct record.	<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	Moved: H.Jacobson Seconded: J.Miller 1 Abstention : JMcQueen	<b>Results</b>	

<b>Topic:</b>	Amendments to minutes		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Japan trip coming back through Singapore not Mexico.</li> </ul>		
<b>Actions to be taken / motion</b>			

<b>Moved Seconded</b>			
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<b>Topic:</b>	<b>Matters Arising</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Advertising the newsletter of events has improved</li> <li>60 staff members attended the Xmas function at the RAZZA.</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results Agreed</b>	

<b>Topic:</b>	<b>Agenda setting for next meeting</b>		
<b>Discussion:</b>	See triennial plan.		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			Carried

<b>Topic:</b>	<b>General Business</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			Agreed

<b>Topic:</b>	Triennial Plan		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Charter consultation – go to June for the new board</li> <li>Annual learning</li> <li>Target analysis term 1</li> <li>P. Appraisal</li> <li>Report and new plan sign off</li> <li>PE health report</li> <li>H&amp;S report</li> </ul>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>			

Meeting closed at: 10.10pm  
 Next BOT meeting calendared for 15 May 2019.

**X**  
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 J. Miller  
 Board Chairperson

