

**Minutes of the Bream Bay College
Board of Trustees
Held on 9th August 2017**

The Board attended Treaty of Waitangi professional development meeting from 6pm-8pm.

Meeting 8pm

Present: BucW, CraS, GorS, JacH, Swom, PirR, HeiD, FowK, Sank, McQJ,

Karakia: Everyone

Absent:

Apologies: J.Miller, WebB

Visitors: DalA

Moved: D.Heiwari

Derek welcomed everyone to the meeting.

Topic:	Confirmation of agenda:-
Discussion:	<p>BOT Workplan adjustment Decision making:</p> <p>Conflict of Interest: Nil</p> <p>Agenda:</p> <p>a) Decisions:</p> <ul style="list-style-type: none"> • Moved that Karina Fowler be co-opted as Maori Trustee on the BBC Board of Trustees <p>Moved: W.Buckland Seconded: M.Swords</p>

	<ul style="list-style-type: none"> Moved that B Webb be appointed the Returning Officer for the Student Trustee and Staff Trustee Election <p>Moved: S. Crawley</p> <p>Seconded: S. Gordon</p> <ul style="list-style-type: none"> Moved that the overseas trip to Panzfest RAMS be approved. Moved that the NZ Secondary School Hockey Tournament RAMS be approved. Moved that the NZ Secondary School Surfing Champs trip and RAMS be approved. <p>Moved: J.McQueen</p> <p>Seconded: M.Swords</p> <p>Workplan adjustment</p> <p>2. BOT Workplan / Policies:</p> <ul style="list-style-type: none"> a) Property Sub committee Policy b) COL (Community of Learning) Sub Committee Policy c) Annual Plan d) Annual Learning Targets Term 2 e) BOT Workplan – ERO Report
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Topic:	Policies		
	<ul style="list-style-type: none"> Property Sub Committee Policy 		
Discussion:	Wayne said after the Property Sub-committee meeting and report back, he used Finance Sub committee document and changed the wording and picked up similarities for the Property Sub-committee to have their discussion.		
Actions to be taken / motion	Wayne talked to the Property committee terms of reference proposal. Roll growth, 5ya and H&S were pointed out as important factors.		
Moved		Results	

Topic:	COL (Community of Learning) Sub Committee Policy		
Discussion:	The Bot Chair's and Principal's of the 4 schools met.		

	<p>Col committee terms of reference Wayne tabled the document. Discussion took place about the committee and representation of who is on the committee, who has delegated authority, the formation of the Col (will take up to 200 hours). The document gives guidelines for the committee, as there are no Ministry guidelines at this stage. WB needs to confirm.</p> <ul style="list-style-type: none"> • This document has been shared with all of the Col schools. • As a Bot do we wish to have a co-opted member from ECE to be included - ECE has no funding for the COL, • Lead Principal to be advised. <p>Jimmy Miller has offered to chair the next CoL meeting. The Board nominated Jimmy Miller to be the CoL member from BBC.</p> <p>Moved the Recommended motion for our boards to individually pass <i>The Board of Bream Bay College hereby resolve to commit to being a part of Nga Kura Mo Te Ako O Whangarei (Whangarei CoL cluster 5).</i> <i>We commit to:</i></p> <ol style="list-style-type: none"> 1. <i>Transferring of the \$1000 CoL establishment Grant to Nga Kura Mo Te Ako O Whangarei.</i> 2. <i>Agreement in principle to establish a Stewardship Group that will be responsible to the CoL's for governance of the cluster, under the guidelines collectively agreed and set by the individual CoL's.</i> 3. <i>Agreement to act in good faith.</i> 		
Actions to be taken / motion	Wayne Buckland to share CoL information folder to the BOT this includes CoL meeting minutes		
Moved	<p>Moved terms of reference Moved: W.Buckland Seconded: D. Heiwari</p> <p>Moved Jimmy Miller be the CoL member from Bream Bay College. Moved: D.Heiwari Seconded: S.Gordon</p> <p>Moved WB Seconded D Heiwari <i>The Board of Bream Bay College hereby resolve to commit to being a part of Nga Kura Mo Te Ako O Whangarei (Whangarei CoL cluster 5).</i> <i>We commit to:</i></p> <ol style="list-style-type: none"> 1. <i>Transferring of the \$1000 CoL establishment Grant to Nga Kura Mo Te Ako O Whangarei.</i> 2. <i>Agreement in principle to establish a Stewardship Group that will be responsible to the CoL's for governance of the cluster, under the guidelines collectively agreed and set by the individual CoL's.</i> 3. <i>Agreement to act in good faith.</i> 	Results	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p>

Topic:	Annual Plan		
Discussion:	Mid year National Standards reading, writing, maths are significantly down. Wayne has Victoria Foster checking criteria. Wayne has more information in his report.		
Actions to be taken / motion	WB to do count of devices for next meeting. Focus at the moment is on Maori boys achievement. Main focus is on partnerships and PST day and goals with better learning partnerships.	BucW	
Moved			

Topic:	Annual Learning Targets – Term 2		
Discussion:	Discussion		
Actions to be taken / motion			
Moved		Results	

Topic:	BOT Workplan – ERO Report		
Discussion:			
Actions to be taken / motion			
Moved	WB	Results	Agreed

Topic:	Principal's Report		
Discussion:	As distributed.		
Actions to be taken / motion	Wayne Buckland to check with Megan Carran re Takahiwai Netball students doing yr7&8 Sports Exchange and why not a selected team from BBC to include other areas ie Waipu Club players. Is there a selection process? Whare Progress was discussed mostly around construction and costings. Time frame - hope to have further information by the end of the month. WB to ask Mark Bayer re Accident report to break it down by ACC class/type. Still not completed. Need this to be completed.		

	Analyse by week. Injury pickup by parent caregiver class/type. Student depression and discussion on how we are working with this. Subject options for 2018 students are asked what they would like to have as options. HODs are looking at different units/changes 10ypp consultation and roll growth discussion was held.		
Moved Seconded	Moved: W.Buckland Seconded: S. Gordon	Results	Agreed

Topic:	Financial Report		
Discussion:	Direct Credits – June 2017		
Actions to be taken / motion	1. Moved the Direct credits for June 2017 as follows: Direct Credits: ASB 24878-24956,25064-25106 & 25478-25559 TNG: 25102-25104 WBC: 24495 WBE: 25573		
Moved Seconded	Moved that the Direct Credits for June 2017 be approved. Moved: W.Buckland Seconded: D.Heiwari	Results Agreed	

Topic:	Journal entries - June 2017 Journals 244304 Week Ending 6/6/17 Payroll Journals & Journals 244440 Week Ending 20/6/17 Payroll Journals		
Discussion:			
Actions to be taken / motion	Moved that Journals 244304 Week Ending 6/6/17 Payroll Journals & Journals 244440 Week Ending 20/6/17 Payroll Journals [Payroll Journal] for May be passed for payment.		
Moved Seconded	Moved: W.Buckland Seconded: D.Heiwari	Results Agreed	

Topic:	Cheque No's for June 2017		
Discussion:	June 2017 Nil Queries: Nil		

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

Topic:	Fuel Card – Star Card		
Discussion:	Moved that the Caltex Star Card for 30 April 2017 to 30 May 2017 be approved for payment.		
Actions to be taken / motion	Moved that the Star Card for the period 3/04/2017 to 30/05/2017 for \$565.51 be approved for payment.		
Moved Seconded	Moved: W.Buckland Seconded: D.Heiwari	Results Agreed	

Topic:	Air NZ Travel Card –June 2017		
Discussion:	June: \$1686.26 – Professional Development		
Actions to be taken / motion			
Moved Seconded	Moved: W.Buckland Seconded: D.Heiwari	Results Agreed	

Topic:	Visa Card transaction		
Discussion:	Approve Visa Card Statement's for card numbers 8106, 2213, 2048 & 7419 for May 2017.		
Actions to be taken / motion	Moved the Visa Card for the period 02 May 2017 - 01 June 2017 for:- 8106 for \$ 688.55 (W.R. Buckland) 2213 for \$4243.72 (K. Sandford) 2048 for \$ Nil (A. Dalglish) 7419 for \$ 15.00CR (M.Bayer)		
Moved Seconded	Moved that the Visa Card 8106, 2213, 2048 & 7419 for period 02 May 2017 – 01 June 2017 be approved for payment. Moved: W.Buckland Seconded: D.Heiwari	Results Agreed	

Topic:	Finance		
Discussion:	As above		
Actions to be taken / motion			
Moved Seconded			

Topic:	Inwards /Outwards Correspondence		
Discussion:	<p>Inwards correspondence</p> <p>1. STA News: 274 Feedback: Good articles in STA.</p> <p>Outwards Correspondence:</p> <p>1. Letters to Pelorus Trust requesting funding towards:- Travelling expenses for the Yr 7&8 Winter Sports Exchange at Huanui College and Yr 7&8 Sports tournament in Kaiwaka.</p> <p>2. Letter to Bream Bay Community Patrol re kiosk at Camellia Avenue.</p> <p>Inwards Correspondence:</p> <p>1. Letter from Carol Tolley re Health & Safety policy/procedure development for "Bring your own Devices".</p>		
	Moved that the funding applications from Pelorus Trust be approved. Moved: W.Buckland Seconded:M.Swords Moved that the Inwards correspondence be accepted and Outwards correspondence be approved.	Results Agreed	
Moved Seconded	Moved: W.Buckland Seconded: M.Swords	Results Agreed	

Topic:	Finance:		
Discussion:			
Actions to be taken / motion	Variance in parent donations from sending more invoices.	BucW	
Moved Seconded	DH/HJ	Results Agreed	

Topic:	Minutes of the last meeting date 28th June 2017		
Discussion:	Wayne Buckland has done report		
Actions to be taken / motion	Moved that the minutes of the meeting dated 28 th June 2017 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: S.Crawley Seconded: R.Pirihi	Results Agreed	

Topic:	Amendments to minutes		
Discussion:			

Actions to be taken / motion			
Moved Seconded		Results	

Topic:	Matters Arising		
Discussion:	<ul style="list-style-type: none"> • Add COL under Cycle in Triennial Plan has been included. • Review of International Students with BucW/ LogA/WebB took place. • Wayne re-addressed "13 Reasons Why" at Assembly. • The LOL agenda was too full to add the topic of inviting parents to a day/evening meeting of 1-2 hours as opposed to PST interviews. 		
Actions to be taken / motion	Advertise Kathryn Berkett evening – Understanding the Teenage Brain – 21 st August. No charge.	WebB	
Moved Seconded		Results Agreed	

Topic:	Agenda setting for next meeting –		
Discussion:	<ul style="list-style-type: none"> • Principal Appraisal • Governance 6c report • Education Act • Property, Whare • New trustee induction • Discussion on devices – invite Carol Tolley to the next meeting. 		
Actions to be taken / motion			
Moved Seconded		Carried	

Topic:	General Business		
Discussion:	Nil		
Actions to be taken / motion			
Moved Seconded			

Meeting closed at: 9.53pm
Next BOT meeting calendared for: 27th September 2017

X

J. Miller
Board Chairperson

X

Date