

**Minutes of the Bream Bay College
Board of Trustees
Held on 15th August 2018**

Meeting 7pm

Present: BucW, CunJ, GorS, HeiT, HeiD, JacH, McQJ, MilJ, PirR, SwoM, WebB

Karakia:

Absent:

Apologies:

Visitors: DalA

Moved:

Seconded:

Conflicts of Interest: Nil

The Board took a tour of the Whare.

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| Topic: | Whare update |
| Discussion: | <p>Wayne updated the board with some of the final decisions:-</p> <ul style="list-style-type: none"> • The funding for the kitchen didn't come through. 3 trust applications were all declined. Therefore, we decided to purchase a kit set kitchen from Mitre 10. This has arrived. • We should have the kitchen up and running for the official opening. • Fridge coming over from the older Whare. • Dishwasher included in the price. • Stove arrived. • Originally, we were going to cobble outside the Whare with Firth but the offer for this was long past. Instead of using cobblestones, the decision to get 50 cubes of concrete for outside the Whare plus the pathways was made. Looking at having community help with this project if possible. • Feedback positive and the students are loving the space. • We are training the students to walk around and not through the carpark to get from the Whare to the school classrooms. • Wayne showed the board the large piece of greenstone that has been donated to the school as the Mauri for the Whare which is being placed on a piece of swamp kauri. Ralph Hamon from Rotorua has been very generous in donating this pounamu to the school. <p>Jimmy commented he is very pleased with the outcome, new dreams etc.</p> |

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| Actions to be taken / motion | | | |
| <i>Moved</i> <i>Seconded</i> | | | Agreed |

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| Topic: | Confirmation of Agenda | | |
| Discussion: | <p>Confirmation of agenda items:</p> <p>Decisions:</p> <ol style="list-style-type: none"> 1. Motion to sell the Old Whare. 2. 2 aspects of the sale:- <ul style="list-style-type: none"> • Mr John Keith who owns the Ruakaka Toy Library is interested in moving the old Whare for his wife to use as a new Toy Library in Ruakaka. Mr. Keith would have to move it the old Whare at his expense. 3. Wayne asked the MOE if we could donate it for \$1 for a community project. They were favourable to this suggestion. 4. We could also put it up on a competitive sight for \$1 no reserve auction. 5. The question was raised if the building had asbestos. If there were we need to be clear and full disclosure would be expected to the buyer. <p>Conflict of Interest: Nil</p> <p>BOT Workplan adjustment:</p> <ol style="list-style-type: none"> a) Annual Plan b) Results Analysis Term 2 c) Student Trustee Election | | |
| Actions to be taken / motion | Moved that the board approves the sale of the Old Whare for a community project for \$1 under full disclosure or put up for \$1 no reserve auction. | | |
| <i>Moved</i> <i>Seconded</i> | Moved: S.Gordon Seconded: M.Swords | | Agreed |

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| Topic: | Annual Plan | | |
| Discussion: | <p>Wayne talked to the Learning Targets Pass rates are looking good across the whole school Attendance: struggling to get above 90. Wayne showed a breakdown of attendance at the bottom of the evaluation chart. Behavioural notes: Wayne talked to the graphs shown of behavioural analysis. Commentary of Rose Nathan was highlighted in green. This is not staying in the plan.</p> <p>Wayne explained to the Board that he has said to the DPs and Deans that any meetings for Board level conferences must be on Tuesday's at 5.30pm.</p> | | |

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| | <p>Respect week coming up next week.</p> <p>Maori boys quality/quantity – slightly up on character slightly down on citizenship and down on collaboration. Not showing the 10% lift that we are aiming for. Having speakers such as Marcus Akuhata-Brown has been uplifting. Will take this back to the DP team to work on lifting it.</p> <p>Movie Project Wayne showed the winning movie to the board. "Bream Bay Boy" with Quillin Nepia, R'nia Tali, Tenielle Hiki & Elyahna Backhouse. John Cunningham explained that those students who aren't so academic really enjoyed the challenge and those that are academic didn't find it as easy. Wayne expressed his thanks to John and Gwyneth for putting their time into this. It was very successful. John and Gwyneth are working on a cross curricula project for the end of the year. More to come.</p> | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | Results | |

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| Topic: | Targets | | |
| Discussion: | <p>Wayne talked to the bilingual class who were causing problems. This was happening in term 1 but not so apparent in term 2. Yr 10 has dropped off. Other levels ticking over as we would expect. Typical yellow – Maori boys Year 11 Maori girls an issue. Deans & DPs working on these issues. Discussion took place.</p> | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | Results | |

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| Topic: | Policies | | |
| Discussion: | Nil | | |
| Actions to be taken / motion | | WebB | |
| Moved Seconded | | Results | |

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| Topic: | Principal's Report Attachments:- | | |
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| Discussion: | <ul style="list-style-type: none"> a. Assembly presentations: June 26, July 5, 24, 31 & Aug 7 b. Newsletters:, June 29, July 6 & Aug 3 c. PTA Minutes: August 1 d. LOL Minutes: July 24 e. Health & Safety Report f. Roll Growth Buildings Report g. Term 2 Sports Report h. Proof of ownership of Whare building i. NCEA Pamphlet – explaining key features of new measure j. Garden makeover front of school k. Costing timeline for Whare l. Summary of costs Auditorium | | |
| Actions to be taken / motion | Moved that the Principal’s report be accepted. | | |
| Moved / Seconded | Moved: Seconded: | Results Agreed | |

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| Topic: | Principals Report | | |
| Discussion: | <p>Principals report Health & Safety report. Very well set out. Thanks to go to Mark. Wayne will pass this onto Mark.</p> <p>Ball: Heather commented she was very impressed with the young people at the ball. Security at the after ball showed that the young people were a credit to the school. Great to see the Principal & his wife dancing all night at the ball which shows as good models.</p> <p>Wayne explained changes to the format of the ball: Trying to keep it to 12 midnight but we will have to concede to 11pm or 11.30pm finish. Keeping the students to midnight was to allow for less risk of pre-loading for the After ball.</p> <p>Ballroom dancing: With a 2 week gap the kids lost confidence so we will move it closer to the Ball.</p> <p>Do we have to have the ball in the holidays? Setting up takes a whole week out of class time so its makes it easier to do as an event which creates more time for kids to stay in class. We are looking at a summer ball for 2019.</p> <p>Matthew nearly back to his duties but we did bring in Chemwash to tidy up the school and have someone else in tidying up.</p> <p>Two palms gone from the front garden of the Admin block. Let’s so much more light in and they were getting dangerous.</p> <p>H&S: Broken railing by the basketball court needs attention. Wayne will notify the committee of this.</p> | | |

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| | <p>Costing for Whare: How close are we to the budget. Guess is getting closer to the \$700K than the \$640K. Talked with Jimmy re the kitchen but it was agreed just get it done.</p> <p>Accounts: Wayne talked to the school accounts. Looking very healthy even with the outgoings. Discussion around the Auditorium flooding and did we tell the students how much it cost to repair. Wayne commented that we have a suspect. If it were a fire then insurance would have paid.</p> | | |
| Actions to be taken / motion | | | |
| Moved Seconded | Moved: W.Buckland Seconded: J.McQueen | Results Agreed | |

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| Topic: | Student Trustee Election | | |
| Discussion: | <p>All going to plan. Thanks to Thalia for presenting at assembly. Discussion took place.</p> | | |
| Actions to be taken / motion | This will be ongoing through Assemblies to keep the student body informed. | WebB | |
| Moved Seconded | | Results | |

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| Topic: | Triennial Elections in 2019 | | |
| Discussion: | <p>Wayne asked for the board to have their thinking caps on if you know of anyone interested in taking up a trustee role. Or, if you are interested in standing again let him know. Succession planning to start – start advertising in the newsletter and include all the trustees names so they can have people to contact and to work alongside them. Visitors are more than welcome to come to the meetings to see how we roll. We do have the ability to co-opt. From Patuharakeke – would they be interested in having a couple come along to see how the meetings flow. Ramiri said she will be push this.</p> | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | Results | |

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| Topic: | Financial Report | | |
| Discussion: | Direct Credits –May 2018 | | |

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| Actions to be taken / motion | <p>1. Moved the Direct credits for June & July 2018 as follows:-</p> <p>June 2018 Direct Credits: ASB 28220-28628 TNG: 28301 & 28636 Westpac Cheque: 141132 Westpac Electronic: 28637-28640</p> <p>July 2018 Direct Credits: ASB 28476-28912 TNG: 28514-28522 Westpac Cheque: Nil Westpac Electronic: 28905</p> <p>Moved that the Direct Credits for June / July 2018 be approved.</p> | | |
| Moved Seconded | Moved: W.Buckland Seconded:H.Jacobson | Results Agreed | |
| Topic: | <p>Journal entries June 2018 Payroll Journal 267635 Week Ending 5/6/18 \$40,998.66 Payroll Journal 267658 Week Ending 19/06/18 \$32,541.80</p> <p>Journal entries July 2018 Payroll Journal 268667 Week Ending 3/7/18 \$35,611.73 Payroll Journal 269017 Week Ending 17/7/18 \$20,147.62 Payroll Journal 269942 Week Ending 31/7/18 \$23,592.67</p> | | |
| Discussion: | | | |
| Actions to be taken / motion | <p>Moved that Journals for June/July 2018 be passed for payment.</p> | | |
| Moved Seconded | Moved: W.Buckland Seconded:H.Jacobson | Results Agreed | |

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| Topic: | Cheque No's for June 2018 | | |
| Discussion: | <p>Cheque #: 141132 Queries:</p> | | |
| Actions to be taken / motion | | | |
| Moved Seconded | Moved: W.Buckland Seconded:H.Jacobson | Results Agreed | |

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| Topic: | Fuel Card – Star Card | | |
| Discussion: | <p>Moved that the Caltex Star Card for June 2018</p> | | |

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| | Moved that the Caltex Star Card for July 2018 | | |
| Actions to be taken / motion | <p>Moved that the Star Card for June 2018 for \$855.14 be approved for payment. Moved that the Star Card for July 2018 for \$659.76 be approved for payment.</p> <p>Jimmy raised a question re mileage: Do we track this? Katrina checks the fuel we are using to the mileage. Variance: looks like we had some unbudgeted expenses. When people have accidents in the van does the driver pay the excess? No. two of the accidents have been colliding with low bollards and one incident was backing.</p> <p>Wayne explained we are working on cash flow section in Spider for financial. He showed the Spider version of the chart of a functioning cashflow.</p> <p>Insurance review Taken the old whare off and put the new one on at \$1M and adjusted figures.</p> <p>Conflict of interest MOE update and gifts. Discussion took place. Grant application figures shown. Conflicts of interest is raised at every meeting. Do we have a book for recording gifts. Probably the most expensive items that we have we received has been a bottle of wine and a box of chocolates. Sometimes things go directly to the teachers and we remind them that the process is to declare them to the Principal. Certificate of Insurance: check the timing of the period we are covered.</p> | | |
| Moved Seconded | Moved: W.Buckland Seconded:H.Jacobson | Results Agreed | BucW/Sank |

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

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| Topic: | Visa Card transaction |
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| Discussion: | Approve Visa Card Statement's for card numbers 8106, 2700, 2048, 7419 & 1737 for August, September & October 2017. | | |
| Actions to be taken / motion | Moved the Visa Card for June/July 2018 for:- 8106 for \$ 418.11 (W.R. Buckland) 2700 for \$1,748.36 (K. Sandford) includes PD, flights 2048 for \$ 0.00 (A. Dalgleish) 7419 for \$ 0.00 (M.Bayer) 1737 for \$ 0.00 (R.Nathan) Moved the Visa Card for July/Aug 2018 for:- 8106 for \$5,209.73 (W.R. Buckland) 2700 for \$1,748.36 (K. Sandford) includes PD, flights 2048 for \$ 0.00 (A. Dalgleish) 7419 for \$ 305.50 (M.Bayer) 1737 for \$ 0.00 (R.Nathan) | | |
| Moved Seconded | Moved that the Visa Card 8106, 2700, 2048, 7419 & 1737 for June /July/August 2018 be approved for payment. Moved: W.Buckland Seconded:J.Miller | Results Agreed | |

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

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| Topic: | Inwards /Outwards Correspondence | | |
| Discussion: | Inwards Correspondence: 1. PHN Summary report Feb – Aug 2018 Outwards Correspondence <ul style="list-style-type: none"> Letter to the Pelorus Trust for funding towards accommodation expenses for the Year 7&8 Shakespear Camp in Whangaparoa in September 2018. Letter to Oxford Sports Trust for funding towards purchasing cultural uniforms for the school Pasifika Group to the value of \$1,524.94. Circular Correspondence: STA: 283 & 4 (electronic) | | |
| Actions to be taken / motion | Moved that the Inwards correspondence be accepted and Outwards correspondence be approved. | Results | |
| Moved Seconded | Moved: D.Heiwari Seconded:R.Pirihi | Results Agreed | |

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| Topic: | Minutes of the last meeting date 27th June 2018 | | |
| Discussion: | | | |
| Actions to be taken / motion | Moved that the minutes of the meeting dated 27 th June 2018 be confirmed as a true and correct record. | Person(s) Responsible | |
| Moved Seconded | Moved: S.Gordon Seconded:H.Jacobson | Results Agreed | |

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

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| Topic: | Matters Arising | | |
| Discussion: | | | |
| Actions to be taken / motion | <ul style="list-style-type: none"> • Bev made change to the Minutes of the March meeting to read that Alison was not present at that meeting. • Bev to arrange Land & Sea dinner. Next Wednesday. | WebB WebB | |
| Moved Seconded | | Results Agreed | |

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| Topic: | Agenda setting for next meeting – | | |
| Discussion: | <ul style="list-style-type: none"> • Special needs presentation: This presentation has been held over due to Ella Buckle having surgery on her shoulder and has been out for 6 weeks but has been given another 6 weeks off. • Principal’s appraisal. Wayne has sent through agreement to Jimmy Miller. • Review programme of policy review • GATE reports • 6cs report from Principal • Maths report – Sue Sims to present at the meeting • Property Painting, Maintenance report. • Roll growth classrooms update. Wayne advised that the Minister is sitting on all roll growth classrooms. Probably will find out by next week. If we are successful we will be pushing all sorts of buttons to get this going later this year. • Harvey Abercrombie Sponsorship /100+ sponsorship money. A query went to the Minister but came back to the MOE. It’s possible we may have to pay the monies back to Smiths and Abercrombie’s to pay directly into the Milford Trust. • Update FISH so that it wont happen again. • September roll return • Succession planning | | |

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| | <p>Discussion took place to change the date of the next meeting due to 2 members being away. New date: Monday 17th September.</p> <p>Official Whare opening 8th September @ 10am Invitations sent to:-</p> <ul style="list-style-type: none"> • Primary schools plus 3 other schools • Dignitaries <p>Meeting next Wednesday to finalise details Looking at the highest ranking official to cut the tape and possibly a student from the bilingual / maori. Wayne advised that we don't have our Kaumatua and Kuia for the day as they are overseas.</p> | | |
| Actions to be taken / motion | | | |
| Moved Seconded | | | Carried |

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

Meeting closed at: 8.20pm

Next BOT meeting calendared for 17th September 2018.

Due to 2 members of the Board committed to attending Shakespear Camp as parent help the Board meeting has been brought forward from Wednesday 19th to Monday 17th starting at 6pm.

X

J. Miller
Board Chairperson

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Date: / / 2018