

**Minutes of the Bream Bay College  
Board of Trustees  
Held on 17<sup>th</sup> September 2018**

Meeting 6pm tour of the school

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

Karakia:

Absent: PirR

Apologies: Kayla Carter, Jamie Lymburn (Student Trustee candidates)

Visitors: DalA, Molly Neal (Student Trustee candidate)

Moved: S.Gordon

Seconded: H.Jacobson

Conflicts of Interest: Nil

6pm: The Board took a tour of the school

Welcome to Molly Neal who is standing as Student Representative. Kayla Carter & Jamie Lymburn gave their apologies as they had prior commitments.

7pm: Sue Sims presented her Maths Report.

<b>Topic:</b>	<b>HoD Maths report</b>		
<b>Discussion:</b>	Sue gave her presentation. Her presentation will be saved to the Google drive.		
<b>Actions to be taken / motion</b>			
<i>Moved</i> <i>Seconded</i>			Agreed

<b>Topic:</b>	<b>Opening of the Whare report</b>		
<b>Discussion:</b>	10am: Powhiri on the concreted area. Unveiling of the plaque with Dr Shane Reti/Hon. Kelvin Davis attending. Moved inside the Whare for opening ceremony. 11.30am: performances – Pasifika, Primary schools & BBC Kapahaka Roopu Attending: 6		
<b>Actions to be taken / motion</b>	Selina & Heather have put their apologies due to other commitments.		

<b>Moved Seconded</b>		<b>Results</b>	
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<b>Topic:</b>	<b>Confirmation of Agenda</b>
<b>Discussion:</b>	<p><b>Confirmation of agenda items:</b></p> <p><b>Decisions:</b></p> <p><b>Visa card increase.</b></p> <ul style="list-style-type: none"> <li>• From \$25200 to \$30200</li> <li>• Group:- WB/KS/ DPs</li> </ul> <p>Now on AOG ASB and pay no credit card fees.</p> <p>Wayne commented that the Auditor mentioned to note at a board meeting. 'The board should be aware the amount of goods we are purchasing with the credit card can is a potential for fraud'.</p> <p>Moved that the credit card limit for the group Wayne Buckland, Katrina Sandford and the 3 Deputy Principal's be increased from \$25,200 to \$30.200. Moved:D.Heiwari Seconded:H.Jacobson</p> <ol style="list-style-type: none"> <li>1. Gate project</li> <li>2. 6c's Report</li> <li>3. Student Trustee Election</li> <li>4. Succession Planning discussion</li> </ol> <p><b>Conflict of Interest: Nil</b></p> <p>Decision:</p> <p>Moved that under the 5YA agreement we build a 3 classroom year 7/8 block in place of P3,4 &amp; 5 as the first stage of our roll growth strategy plan. If we approve this motion at this meeting what is the time frame of making this happen. Jody from MOE property has approved:-</p> <ul style="list-style-type: none"> <li>• spending feasibility money</li> <li>• electrical report coming in asbestos report</li> <li>• The architect is changing the plans with feasibility money to the 3+3 and will move us into 5YA</li> <li>• Out tendered at Xmas</li> <li>• Looking like going into Term 1, 2018</li> <li>• Who will be managing this: completely managed outside of school.</li> <li>• What classes would be in the auditorium?</li> <li>• It is an option but at this stage we will be aiming to use classrooms.</li> </ul> <p>Discussion took place.</p> <p><b>BOT Workplan adjustment:</b></p>

<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved: J.McQueen Seconded:T.Heiwari		Agreed

<b>Topic:</b>	<b>GATE report</b>		
<b>Discussion:</b>	Wayne talked to GATE report. Gwyneth wrote the report on behalf of GATE. Questions: Nil		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>6c's</b>		
<b>Discussion:</b>	Wayne talked to 6c's Really interesting. Wayne talked to the quality figure for JP is 52.5. Juniors doing well. Would like LOLs to look at this and have some narrative for the next meeting.  Years 9's sitting fractionally above. Could be worried about nothing.  Year 10's Well above 52.5  Maori boys Being our target group. Yr 8 Maori well below but with some increases. Yr 9 Maori – pretty much up all the way across. Yr10 Maori – much the same.  Questions: Interesting to see where citizenship has dropped. JC: Would vary to department to department on how it is assessed. Some assess to the activity. AD: Part of the rubric is participation and contribution. SG: Would expect your department to be consistent. Critical thinking has increased. Discussion took place. Still a lot of work to do with Maori boys. But are predominantly above the 52.5 target.		

	<p>But looking at it over the whole picture – generally down.  Particularly worried about the Year 10 Maori boys going into NCEA next year.  Given that Ella Buckle has been away and her working with the Year 10 Maori boys has taken an impact. Unfortunately, we haven't been able to do any accelerated learning.  Take back to LOL meeting.  Why are the year 10 Maori boys not achieving.</p>		
<b>Actions to be taken / motion</b>	Have asked Alison and staff to look at this at LOL and write something up for the next meeting.	LOL	
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Student Trustee Election</b>		
<b>Discussion:</b>	<p>The Returning Officer spoke to this.  3 candidates</p> <ul style="list-style-type: none"> <li>• Molly Neal</li> <li>• Jamie Lymburn</li> <li>• Kayla Carter</li> </ul>		
<b>Actions to be taken / motion</b>	Voting in Whanau time this Wednesday to take place.		
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Succession Planning</b>		
<b>Discussion:</b>	Bev to send out in the newsletter re: shoulder tapping		
<b>Actions to be taken / motion</b>	<p>In future years it is important that the candidates do get to speak at Assembly  Molly: We did try for this but due to one other not being available and one not prepared.  Good point.</p> <p>Head Boy/Head Girl voting already done.  2/3rds way through citizenship voting.  Short term 4 coming up.</p>		
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Policies</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>		WebB	
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Principal's Report Attachments:-</b>		
<b>Discussion:</b>	<p>3a1) Bream Bay College Whare (contains a brief history of the old Whare and the timeline of the new Whare).</p> <p>3a2) History of the Pounamu for the Whare</p> <p>3 b) Scholarship information</p> <p>3 c) Letter of Support – Bream Bay College (Ali Jameson has applied for an extension of our accreditation to assess the following Agricultural and Horticulture standards).</p> <p>3 d) 2019_STAFFING_ENT_NOTICE_PROVISIONAL_2018-09-06_SCHOOL_20 (contains the 2019 roll predictions from the MoE)</p> <p>3e) Assembly presentations: Aug 16, 21, 28, Sept 4 &amp; 11</p> <p>3f) Newsletters: Aug 17</p> <p>3g) LOL Minutes: 14/8/18 &amp; 4/9/18</p> <p>3h) Health &amp; Safety Report</p> <p>3i) Maintenance Report</p> <p>3j) September Roll Return</p>		
<b>Actions to be taken / motion</b>	Moved that the Principal's report be accepted.		
<b>Moved / Seconded</b>	Moved: Seconded:	<b>Results Agreed</b>	

<b>Topic:</b>	<b>Principals Report</b>		
<b>Discussion:</b>	<p>Change in the format</p> <p>PcSchool has a board report function which we got up and running.</p> <p>Currently the Roll report comes out of PcSchool as shown in the Principal's report. It will be helpful to have another column - Nov previous year.</p> <p>Wayne explained what Year 14 meant. How come we have only 1 year 14. There is only 1 redoing year 13.</p> <p>If you like the report Wayne will continue.</p> <p>Calculations for classrooms</p> <p>Add 10 more students into year 7 which constitutes smallest amount of classrooms.</p> <p>Row growth: What is the engagement with other schools?</p> <p>If dropped off how can we get more enrolments from primary schools?</p> <p>Wayne explained that the primary schools principals are happy with supporting us but they are promoting other schools actively.</p> <p>Waipu primary are asking for opting out of the bus to visit Otamatea.</p> <p>Wayne has talked to the Principal of Waipu primary.</p> <p>Victoria is taking BBC students to Primary schools for a presentation in the last week of term.</p> <p>Molly talked to escorting and showing potential parents around the school.</p>		

	<p>Feedback re Open days Open days: Day 1 &amp; 2 didn't go particularly well but day 3 went well.</p> <p>Wayne explained that the electronic circulation didn't get any material out to the primary schools. Wayne wrote an apology to parents but we will probably pay for the error. Wayne will make contact with Rachael from Otamatea High School. No bus from the monument running.</p> <p>Maintenance report Hard materials room: High risk incident.</p> <p>Any update re: Milford Trust Rebecca Martin from the MOE phoned Wayne on Thursday at school but Wayne was at conference. Wayne will write a letter and send it down to Rebecca who will forward it on. Discussion re what is Milford Trust The MOE is on board and agree to what we want to do but Treasury is querying.</p>		
<b>Actions to be taken / motion</b>	<p>Install the emergency stops in hard materials high risk area but a date has not been inserted as to when. Painting lines on court – not an immediate risk it's a priority.</p>		
<b>Moved / Seconded</b>	<p>Moved: W.Buckland Seconded: M Swords</p>	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Student Trustee Election</b>		
<b>Discussion:</b>	<p>Voting to take place again this Wednesday at whanau time. Voting closes on the 21<sup>st</sup> September, 2018</p>		
<b>Actions to be taken / motion</b>			
<b>Moved / Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Succession planning/Triennial Elections in 2019</b>		
<b>Discussion:</b>	<p>Bev to advertise on the newsletter tree. Selina has been putting the hard word on Nick Pirihi to be a Maori representative. Discussion took place. Jane wont be standing at the next election. Aaron Bird has expressed interested. Positive thing to let the community know that xx people are standing down. Change is good.</p>		

<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Financial Report</b>		
<b>Discussion:</b>	Direct Credits –May 2018		
<b>Actions to be taken / motion</b>	1. Moved the Direct credits for August 2018 as follows:-  <b>August 2018</b> Direct Credits: ASB 28812-29215 TNG: 28856 & 28864 Westpac Cheque: Nil Westpac Electronic: 29219  Moved that the Direct Credits for June / July 2018 be approved.		
<b>Moved Seconded</b>	Moved: W.Buckland Seconded: H.Jacobson	<b>Results</b> Agreed	
<b>Topic:</b>	<b>Journal entries August 2018</b> Payroll Journal 270997 Week Ending 14/8/18 \$39,361.41 Payroll Journal 272224 Week Ending 28/08/18 \$35,117.42		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that Journals for August 2018 be passed for payment.		
<b>Moved Seconded</b>	Moved: W.Buckland Seconded: H.Jacobson	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Cheque No's for June 2018</b>		
<b>Discussion:</b>	Cheque #: Nil Queries:		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved: Seconded:	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Fuel Card – Star Card</b>		
<b>Discussion:</b>	Moved that the Caltex Star Card for August 2018		

<b>Actions to be taken / motion</b>	Moved that the Star Card for August 2018 for \$479.84 be approved for payment.		
<b>Moved Seconded</b>	Moved: W.Buckland Seconded:H.Jacobson	<b>Results</b> Agreed	

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

<b>Topic:</b>	<b>Visa Card</b>		
<b>Discussion:</b>	Approve Visa Card Statement's for card numbers 8106, 2700, 2048, 7419 & 1737 for August/September 2018		
<b>Actions to be taken / motion</b>	<p>Moved the Visa Card for June/July 2018 for:-</p> <p>... 8106 for \$ 945.62 (W.R. Buckland)</p> <p>... 2700 for \$ 845.95 (K. Sandford)</p> <p>... 2048 for \$ 0.00 (A. Dalgleish)</p> <p>... 7419 for \$ 0.00 (M.Bayer)</p> <p>... 1737 for \$ 0.00 (R.Nathan)</p> <p>Moved the Visa Card for August/September 2018 for:-</p> <p>... 8106 for \$ 945.62 (W.R. Buckland)</p> <p>... 2700 for \$ 845.95 (K. Sandford)</p> <p>... 2048 for \$ 0.00 (A. Dalgleish)</p> <p>... 7419 for \$ 0.00 (M.Bayer)</p> <p>... 1737 for \$ 0.00 (R.Nathan)</p>		
<b>Moved Seconded</b>	Moved that the Visa Card 8106, 2700, 2048, 7419 & 1737 for August/September 2018 be approved for payment. Moved: W.Buckland Seconded: H.Jacobson	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Finance</b>		
<b>Discussion:</b>	Grant applications The trusts are requesting: Complete set of minutes plus a set of votes from every board member recorded. Wayne is proposing that any grant applications we convene an electronic meeting. Extra \$100K for the Whare is coming out of general fund.		



	<p>All coming from reserves.  House sales &amp; budgeted amounts coming out of reserves and not 5YA.  \$150 owed to us from MOE for auditorium.  We are 3 weeks away from our operational funding.  Heather asked if the MOE are good payers.  Wayne spoke to Brent Stephen and he is hurrying it along.  Overpayment of GST paid back.  Katrina's credit card has been hacked again.  In the process of being disputed.  New card coming.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	Moved: H.Jacobson Seconded: D.Heiwari	<b>Agreed</b>	

<b>Topic:</b>	<b>Inwards /Outwards Correspondence</b>		
<b>Discussion:</b>	<p><b>Inwards Correspondence:</b>  1. Letter from BDO re Audit fee proposal for the years 31.12.2018-2020.</p> <p><b>Outwards Correspondence</b></p> <ul style="list-style-type: none"> <li>Letter to the Pelorus Trust for funding towards transport costs for the Year 7&amp;8's Kaiwaka sports day.</li> <li>Letter to Pub Charities for funding towards transport costs for students to travel to Auckland to see the Pop Up Globe performances.</li> </ul> <p><b>Circular Correspondence:</b>  STA: 285 (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: J.McQueen	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Minutes of the last meeting date 15<sup>th</sup> August 2018</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	Moved that the minutes of the meeting dated 15 <sup>th</sup> August 2018 be confirmed as a true and correct record.	<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	Moved: T.Heiwari Seconded: S.Gordon	<b>Results</b> Agreed	

<b>Topic:</b>	<b>Amendments to minutes</b>		
<b>Discussion:</b>	Harvey Abercrombie Scholarship Change to read Smiths & Matheson's – Page 9		

<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Matters Arising</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>	<ul style="list-style-type: none"> <li>• Student Trustee Elections. Returning Officer to keep the students informed of voting.</li> <li>• The Returning Officer to invite the 3 candidates to the next meeting.</li> <li>• Certificate of timing re Whare.</li> <li>• Insurers coming in next week and Wayne to check off.</li> </ul>	WebB  BucW	
<b>Moved Seconded</b>		<b>Results Agreed</b>	

<b>Topic:</b>	<b>Agenda setting for next meeting –</b>		
<b>Discussion:</b>			
<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

Meeting closed at: 8.25pm  
Next BOT meeting calendared for 28<sup>th</sup> November 2018.

<b>X</b>	<b>X</b>
J. Miller Board Chairperson	Date: / / 2018