

MINUTES OF THE SCHOOL BOARD MEETING HELD ON MONDAY 23 FEBRUARY 2026 AT 5:30PM IN THE BOARDROOM

PRESENT:	Lauren Albrey, Ian Marshall, Vonja Young, Garry Larsen, Michael Pienaar, Nicola Troughear, Karen Brinsden, Annalee Killip, Sarah Madden.																			
VISITORS:	Business Manager Diedré Lane, Associate Principal Kerrie Holmes.																			
APOLOGIES:	None.																			
WELCOME:	At 5:30pm the Presiding Member opened the meeting.	<i>L Albrey</i>																		
1. CONFLICTS OF INTEREST:	N Troughear - Presiding Member at Pakuranga College. A Killip – daughter of a Teacher at BDSC.																			
2. BOARD APPOINTMENTS / DELEGATIONS OF AUTHORITY:	<p><i>Motion: The Deputy Presiding member nominated L Albrey as the 2026 Presiding Member, seconded by I Marshall with all in favour.</i></p> <p><i>Motion: The Presiding member nominated V Young as the 2026 Deputy Presiding Member, seconded by I Marshall with all in favour.</i></p> <ul style="list-style-type: none"> ▪ Property Committee Chair – I Marshall. ▪ Personnel Committee Chair – L Albrey. ▪ Disciplinary Committee Chair – G Larsen. <p>These Committees will be supported by the entire Board when called upon as and when required.</p> <ul style="list-style-type: none"> ▪ 2026 Returning Officer – S Madden. 	<i>K Brinsden</i>																		
3. MINUTES:	<p>With changes noted, the Minutes of the last meeting dated Monday 24 November 2025 were taken as read. There were no further comments or matters arising.</p> <p><i>Motion: The Presiding Member moved acceptance of the Minutes, seconded by G Larsen, and approved unanimously.</i></p>	<i>L Albrey</i>																		
4. ACTIONS FROM PREVIOUS MINUTES:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Action</th> <th style="text-align: left;">Who</th> <th style="text-align: left;">Update</th> </tr> </thead> <tbody> <tr> <td>1. Correspondence to MOE regarding outstanding property matters.</td> <td>L Albrey</td> <td>Closed.</td> </tr> <tr> <td>2. Succession planning/parent coopting on to the Board.</td> <td>All</td> <td>Review in Term 4, 2026.</td> </tr> <tr> <td>3. Meeting required regarding gym (new build) issues.</td> <td>L Albrey</td> <td>I Marshall to discuss with D Bos.</td> </tr> <tr> <td>4. EOTC Portfolio</td> <td>All</td> <td>Documentation approval at meeting.</td> </tr> <tr> <td>5. Te Tiriti O Waitangi</td> <td>L Albrey</td> <td>Closed.</td> </tr> </tbody> </table>	Action	Who	Update	1. Correspondence to MOE regarding outstanding property matters.	L Albrey	Closed.	2. Succession planning/parent coopting on to the Board.	All	Review in Term 4, 2026.	3. Meeting required regarding gym (new build) issues.	L Albrey	I Marshall to discuss with D Bos.	4. EOTC Portfolio	All	Documentation approval at meeting.	5. Te Tiriti O Waitangi	L Albrey	Closed.	
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5. FINANCE:	<p>Finance Report: The Finance Report for November and December 2025 and January 2026 was taken as read. <i>Motion: The Business Manager moved that the Finance Report be accepted, seconded by I Marshall, and approved unanimously.</i></p> <p>Review of Depreciation of Fixed Assets: Rates remain unchanged from the previous year except for Leased Assets (moving to four years). <i>Motion: The Business Manager recommended reviewing the rates and approve depreciation rates for fixed assets except leased assets, seconded by L Albrey, and approved unanimously.</i></p> <p>Funding Applications: We received funding for our Year 9 Camps, Blue Sky Community \$4,528.00 and from Four Winds Foundation \$21,000.00. The application to Transpower Community Care to buy outdoor picnic tables for \$15k for students’ sit down lunch is pending, applications closed on 31 January 2026. <i>The Board noted and recorded its appreciation to D Lane for her exemplary efforts in securing substantial funding to support the school camps.</i></p>	<i>D Lane</i>																		

	<p>Cheque Register: The Business Manager put forward that the payments for the below months be approved: November 2025 - \$1,006,976.29. December 2025 - \$1,222,732.05. January 2026 - \$1,316,237.95. <i>Motion: The Business Manager moved the ratification of the monthly payments, seconded by G Larsen and approved unanimously.</i></p>	
<p>6. PROPERTY:</p>	<p>Property Report: The Property Report for January 2026 was taken as read. <i>Motion: The Business Manager moved that the Property Report be accepted, seconded by I Marshall and approved unanimously.</i></p> <p>Remedial/Weathertightness Project:</p> <ul style="list-style-type: none"> - Stage 8 scaffolding is starting two weeks earlier than planned. - Stage 9 is having lots of investigating works going on now and in the upcoming term break to work out the logistics of future decantment. <p>It was noted that the newly installed automated windows in several teaching blocks are experiencing operational issues due to the combination of rain, humidity, and CO₂ conditions. These issues include inconsistent or random opening and closing, as well as excessive noise during operation, blinds being caught when windows close or in windy conditions. These matters require resolution in consultation with Frequency and the Ministry of Education. <i>Action: I Marshall to prepare a formal letter to Frequency and the Ministry of Education requesting an update, clarification, and a proposed solution to address these ongoing issues.</i></p> <p>There is no further update regarding the new gym.</p> <p>10YPP and 5YA Projects:</p> <ul style="list-style-type: none"> - Passenger lift upgrade has been completed. - Goods lift had faulty call button installed and we are waiting on new parts from Eastern Europe due mid-March 2026. - Lighting upgrade to be fully completed in April School Holidays. - Security upgrade – waiting on update of integrated work between magnetic doors and fire alarm system installed December 2025/ January 2026. <p>Boiler Pipework:</p> <ul style="list-style-type: none"> - There is a current cost estimate that indicates an increase of \$262k bring total budget to \$1.675M. This will mean that a new supplementary funding application needs to be submitted after Form has provided all costs for the variations. MilnePM is working on a supplementary funding application with the MOE. <p>Seismic Works:</p> <ul style="list-style-type: none"> - All internal seismic work was completed during the December/January holidays. External bracing is not yet complete with protective screens outstanding. Options for screens to date have been too expensive for the MOE. Another option has since been identified, and Form will be submitting a quote to the MOE. 	<p><i>D Lane</i></p>
<p>7. HEALTH & SAFETY</p>	<p>The first Health & Safety meeting for 2026 will take place on Wednesday 4 March 2026. Harrison Tew Consultants conducted an annual audit and training on 23 January. A lockdown drill followed by an evacuation drill took place on 12 February.</p>	<p><i>K Brinsden</i></p>

	<p>There was also an incident on Athletics Day, Wednesday 18 February, where the mains water pressure was lost. This created a flow-on effect that could have caused serious issues with our sprinkler system in the event of a fire. In addition, students attending Athletics had no access to water during the outage. The Ministry of Education was contacted for advice on whether the school should close; however, there appeared to be some hesitation, and it took 40 minutes for them to respond. Fortunately, the water supply was restored before any further action was required. Watercare were also contacted and advised they would attend the site, but they did not arrive.</p>	
<p>8. PRINCIPAL'S REPORT:</p>	<p>The Principal's Report was taken as read. <i>Motion: The Principal moved for acceptance of the Principal's Report, seconded by I Marshall and approved unanimously.</i></p> <p>Policies: The Delegation of Financial Authority and the Resolution for Delegation of Authority to the Principal policies, which are subject to annual review, will remain in their current format. It was also noted that in the event of the Principal being absent from the school, the Associate Principal will be delegated authority in their absence.</p> <p>These documents will not be incorporated into SchoolDocs, as they are tailored to the governance and operational requirements of Botany Downs Secondary College.</p> <p>The Principal requested for the Board to adopt all SchoolDocs (excluding as mentioned above and the BDSC specific policies currently uploaded on the SchoolDocs portal – www.schooldocs.co.nz). <i>Motion: The Principal moved for acceptance of the Board to adopt all Policies across to SchoolDocs, seconded by L Albrej and approved unanimously.</i></p> <p>2025 NCEA Results: Overall, BDSC continues to perform at a high level academically and compares favourably with both national results and those of similar-equity schools. The school will continue to focus on strengthening UE outcomes, particularly for Māori, Pacific, and male students. These results reflect the collective hard work of students and staff and support our ongoing commitment to enabling all learners to achieve success and reach their potential.</p> <p>2025 Scholarship Results: The College achieved a total of 39 Scholarships, comprising 35 Scholarships and 4 Outstanding Scholarships. This represents a very strong level of academic performance and is indicative of the sustained effort and high capability demonstrated by our students and dedication from our staff.</p> <p>Attendance Management Plan (AMP): The Ministry of Education now requires all schools to implement and publish an Attendance Management Plan from Term 1, 2026, aligned with the STAR (Stepped Attendance Response) framework. The plan must include attendance targets, clear processes for responding to absences, and documented actions at set thresholds. The BDSC AMP will be adopted and published on our website.</p> <p>Inclusion and Wellbeing: The Principal sought approval for an early finish on the day preceding a long weekend, with class periods shortened to 45 minutes, the school closing at 2:30pm, and the office closing at 3:00pm, as a gesture to support staff wellbeing. <i>Motion: The Principal moved this recommendation for acceptance, seconded by L Albrej and approved unanimously.</i></p>	<p>K Brinsden</p>

	<p>Teacher Exchange Programme: Two teachers have been selected and will visit Ursuline Academy in Dallas from 30 March – 10 April 2026. Microsoft have added in a top tier to Showcase School status and we are waiting on the publication of application requirements so we can apply for 'Beacon' status.</p> <p>Education Review Office: ERO will be on site conducting a review from Tuesday 3 March to Thursday 5 March 2026. Documentation has been sent prior to them arriving for review and a meeting schedule has been arranged for their visit.</p> <p>International Students: The Principal has requested that both International Student Directors' attend the June Board Meeting to discuss future diversity with student intake.</p>																																																																							
9. STRATEGIC PLAN:	Changing the name of Charter to Strategic Plan and this will be submitted to the MOE by 31 March 2026.	<i>K Brinsden</i>																																																																						
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IN-COMMITTEE:	The Board went into Committee at 7:22pm and out of Committee at 7:37pm.	<i>L Albrey</i>																																																																						
MEETING CLOSED:	With no further items to discuss, the meeting closed at 7:40pm.	<i>L Albrey</i>																																																																						
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SIGNATURE OF PRESIDING MEMBER
Mrs Lauren Albrey

23 March 2026.