

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

<b>PRESENT:</b>	Vonja Young, Lauren Albrey, Ian Marshall, Garry Larsen, Michael Pienaar, Karen Brinsden, Annalee Killip, Sarah Madden.																			
<b>VISITORS:</b>	Business Manager Diederé Lane, Associate Principal Kerrie Holmes.																			
<b>APOLOGIES:</b>	Nicola Troughear.																			
<b>WELCOME:</b>	At 5:30pm the Deputy Presiding Member opened the meeting.	V Young																		
<b>1. CONFLICTS OF INTEREST:</b>	A Killip – daughter of a Teacher at BDSC.	V Young																		
<b>2. MINUTES:</b>	The Minutes of the last meeting dated Monday 23 February 2026 were taken as read. There were no further comments or matters arising. <i>Motion: The Deputy Presiding Member moved acceptance of the Minutes, seconded by G Larsen, and approved unanimously.</i>	V Young																		
<b>3. ACTIONS FROM PREVIOUS MINUTES:</b>	<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. Discuss and identify potential future legacy/capital projects for formal tagging of funds.</td> <td>All</td> <td></td> </tr> <tr> <td>2. Staff appreciation initiative recognising teaching staff for their future challenges and work throughout the curriculum transition.</td> <td>K Brinsden</td> <td>Update at next meeting.</td> </tr> <tr> <td>3. Prepare a formal letter to Frequency and the Ministry of Education requesting an update, clarification, and a proposed solution to address ongoing issues with the newly installed automated windows.</td> <td>I Marshall</td> <td>Frequency and 22 Degrees reviewing issue.</td> </tr> <tr> <td>4. Meeting required regarding gym (new build) issues.</td> <td>L Albrey</td> <td>Next online meeting scheduled for Monday 20 April at 1:00pm.</td> </tr> <tr> <td>5. Succession planning/parent coopting on to the Board</td> <td>All</td> <td>Further discussion Term 4, 2026.</td> </tr> </tbody> </table>	Action	Who	Update	1. Discuss and identify potential future legacy/capital projects for formal tagging of funds.	All		2. Staff appreciation initiative recognising teaching staff for their future challenges and work throughout the curriculum transition.	K Brinsden	Update at next meeting.	3. Prepare a formal letter to Frequency and the Ministry of Education requesting an update, clarification, and a proposed solution to address ongoing issues with the newly installed automated windows.	I Marshall	Frequency and 22 Degrees reviewing issue.	4. Meeting required regarding gym (new build) issues.	L Albrey	Next online meeting scheduled for Monday 20 April at 1:00pm.	5. Succession planning/parent coopting on to the Board	All	Further discussion Term 4, 2026.	
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<b>4. FINANCE:</b>	<p><b>Finance Report:</b> The Finance Report for February 2026 was taken as read. <i>Motion: The Business Manager moved that the Finance Report be accepted, seconded by G Larsen, and approved unanimously.</i></p> <p><b>Auditors:</b> The Auditors were onsite on 5<sup>th</sup> and 6<sup>th</sup> March to complete the review of the 2025 financial statements. A draft set of financial accounts has been provided. The cyclical maintenance plan will require Board approval at the next meeting. Once approved, adjustments will be made to the financial statements, as the cyclical maintenance provision will need to be updated to reflect future painting and maintenance accruals. Further amendments are expected within the notes and disclosures, particularly relating to the sports gym, following auditor queries. Additional updates will be made once outcomes from last week's gym-related meeting are finalised.</p> <p><b>Uniform Supply Contract:</b> The school is commencing a review of its uniforms supply contract, which currently covers the school jacket, HPE uniform, and sports uniform items. Formal 90-day notice has been provided to NZ Uniforms advising that the contract will not be automatically renewed. An RFP process will be undertaken, with the intention to issue the RFP by the end of this week. This will be a closed tender inviting five suppliers including NZ Uniforms.</p>	D Lane																		

The review aims to identify suppliers with strong stock management and quality control processes, following concerns in these areas under the current contract. NZ Uniforms currently holds approximately \$65,000 of school stock. This balance is expected to reduce significantly by the end of May due to winter uniform sales. The existing contract ends 29 May. The RFP will allow suppliers to indicate whether they are willing to purchase or take over existing stock, should they be selected as the new provider.

**Cheque Register:**

The Business Manager put forward that the payments for the month of February be approved: \$1,229,704.10.

***Motion:** The Business Manager moved the ratification of the monthly payments, seconded by G Larsen, and approved unanimously.*

**BDSC Annual Financial Statements for Year Ended 31 December 2025:**

***Motion:** The Business Manager moved the ratification of the Annual Financial Statements, seconded by I Marshall, and approved unanimously.*

**5. PROPERTY:**

**Property Report:**

The Property Report for January 2026 was taken as read.

***Motion:** The Business Manager moved that the Property Report be accepted, seconded by V Young and approved unanimously.*

D Lane

**MOE Roof Remedial/Weathertightness:**

Scaffolding and wrapping for Stage 8 has now been completed. The next phase, Stage 9 (Admin Block), is scheduled to begin soon. Form has indicated they may seek to begin installing some scaffolding earlier on the Admin Block. Form has also confirmed that no significant intrusive work will occur in the Admin Block during the April school holidays, despite earlier intentions to continue investigative works, which is a positive outcome for minimising disruption. The school is now awaiting Form's scaffold markup plan, which will outline the proposed scaffold layout and access routes. Work will commence once the Board receives confirmation of the final plan and start date. This building is the final stage of the project.

**Sprinkler System:**

The biannual inspection of the sprinkler system has resulted in a non-compliance finding due to the presence of an automatic pump that maintains pressure in the system. Current regulations do not permit this type of pump, as it can fail during a fire event and compromise sprinkler operation. Wormald has inspected the system. Their technician will locate where the sprinkler pipe runs underground and undertake sectional pressure tests to identify a potential leak, as the system appears to be losing pressure. A small leak is suspected; however, locating it may be difficult due to underground cavities and the inability to use acoustic leak detection because of constant road noise from Chapel Road. If a leak is confirmed, the repair could be significant and costly. The Ministry has been advised, as this issue may qualify as a Priority 1 works item. The pump was originally installed many years ago to counteract pressure drops that triggered false alarms. While the system is currently functioning adequately in the event of a fire, the pump will ultimately need to be removed to meet compliance requirements. The school is awaiting further advice and testing results from Wormald.

**Gym – New Build - Meeting Follow-up (16 March):**

The Ministry's close-out documentation remains in progress. The school does not agree with the Ministry's stated payment totals, as their records show funds paid to an entity other than the school. Once this discrepancy is resolved and the close-out is completed, the Ministry will release the remaining project

funds. A follow-up online meeting with the Ministry Monitor is scheduled for 20 April at 1:00pm.

#### Ventilation, Windows & Blinds – Technical Review (23 March):

A meeting was held with Frequency and 22 Degrees to review ongoing issues with automated window operation and classroom blinds.

It was identified that potential programming adjustments may reduce constant window cycling, thereby lowering actuator use and noise. Testing and adjustments are expected within the next weeks, with further monitoring to occur during the school holiday period and into the new Term. Regarding the blinds, 22 Degrees will explore solutions such as channeled or tracked blind systems positioned away from the windows to maintain airflow integrity. A prototype will be trialed on one window before wider implementation. Manual operation of windows is not recommended by technical specialists. Direct Control will also be consulted regarding the required programming changes.

#### Seismic Work:

The Ministry's seismic remediation work on the remaining blocks is progressing, and the project team wish to meet with the Board to present their findings and proposed approach at the April meeting. Work is expected to be scheduled only during the Christmas holiday periods, as the two-week term breaks are considered too short to complete required stages. This could mean annual works occurring over the next several years. WSP is also undertaking the permanent strengthening design for the final blocks; this work is still in its early stages, and no design details have been provided yet. The Board noted the importance of ensuring that any proposed strengthening works do not compromise the school's original architectural design, which emphasises open learning environments, glass visibility lines, and transparency—key principles established when the school was first designed. The Board wishes to ensure that strengthening solutions are sympathetic to the architectural intent and do not introduce unnecessary solid walls or structural elements that would disrupt learning environments. To support this, the school will request that an independent architect be involved in design discussions, alongside the engineers, to ensure both structural and educational design considerations are balanced appropriately. A presentation from the Ministry/WSP will allow the Board to ask further questions and provide early feedback on proposed approaches.

The Board discussed the importance of planning for future capital or legacy projects, particularly in light of possible upcoming changes to Ministry funding. The Board noted that setting aside funds for long term projects can provide clarity about how reserves are intended to be used. Part of the school's accumulated funds has come from international student revenue, and the Board discussed the option of formally allocating some of these funds towards a defined long term project. This would help ensure clear ownership, transparency, and alignment with future planning. The Board also noted that other schools manage long term financial planning in different ways, and these approaches may be worth exploring further. The Board acknowledged that prudent planning is important, as some revenue is recognised over time and must be managed carefully. The Board agreed that identifying a future project and formally allocating funds towards it would support long term planning and provide clarity about how reserves will be used.

#### 7. HEALTH & SAFETY

The first Health & Safety meeting took place on Wednesday 4 March 2026. The next meeting is planned for Wednesday 20 May 2026.

*K Brinsden*

#### 8. PRINCIPAL'S REPORT:

The Principal's Report was taken as read.

*Motion: The Principal moved or acceptance of the Principal's Report, including approved Term dates for the 2027 school year, seconded by I Marshall and approved unanimously.*

*K Brinsden*

SchoolDocs has released the schedule of policies due for review in Terms 1 to Term 4. As the Board has formally adopted SchoolDocs, the school will follow the standard review cycle. SchoolDocs will finalise and ratify all reviewed policies, with updated versions expected to be published at the beginning of Term 2. Once released, these updated policies will be circulated to Board members for reading and familiarisation. Board members may raise any questions or clarification points at governance level as needed. SchoolDocs can be viewed via our link on our website: [Botany Downs Secondary College Policies and Procedures](#).

#### Achievement and Attendance Data:

Baseline student progress and achievement data outlines student performance levels across year groups and provides the initial benchmark for monitoring progress throughout the year. The Year 13 achievement percentages from the previous year are included as a reference point for ongoing comparison. Attendance and achievement have been mapped together, illustrating a clear pattern where very low attendance correlates with significantly lower achievement. It was noted that some students appear in the dataset despite leaving shortly before NCEA exams; under NZQA rules, students remain included if they were on the roll within the 70 days prior to exams. The cohort data is further broken down by Māori and Pasifika learners, providing visibility of progress and achievement within priority groups.

Current attendance data, shows 2025 attendance levels alongside the targets set for 2026. As at the end of the first eight weeks, 82% of students were meeting the school's attendance target, placing the school broadly on track. A chart was provided showing progress to date as well as breakdowns for priority groups. Māori and Pasifika students continue to show disproportionately lower attendance, with current data indicating that, on average, learners in these groups are missing approximately one day of school per week, highlighting a significant gap (e.g., 54% for Pasifika students vs. 72% overall). The Ministry's new attendance reporting model resets student attendance status to green at the start of each term. Concerns were raised about students already in the red category at the end of the term being reset artificially to green, which may hide genuine long-term patterns. Queries were raised at the recent attendance hui; no clear Ministry guidance was provided. To ensure accurate monitoring, the school will track both Ministry-mandated term-by-term data and an internal longitudinal record of individual students' attendance patterns.

#### Curriculum changes underway:

National curriculum reform continues to progress with limited clarity from the Ministry regarding implementation timelines, required resources, and subject-specific expectations. The new Year 11 curriculum is expected to begin in 2028; however, schools have not received sufficient guidance to begin long-term programme planning. Current implementation of the new English and Mathematics curriculum for Years 9 and 10 has been particularly challenging. Resources were released very late—some arriving only at the start of the school year—and additional materials are still being delivered gradually. Other subject areas remain in consultation, adding to staff uncertainty and workload pressures.

The Board acknowledged the significant stress and additional workload these changes place on teachers, despite their professionalism and commitment.

The school has a scheduled Teacher Only Day in Term 2, intended to support planning for the new curriculum.

The Board discussed options to recognise and support staff wellbeing, noting that previous staff gatherings (e.g., lunches (food trucks) or an evening function held offsite) were well-received and improved collegiality.

The Board agreed that providing a gesture of appreciation—such as a shared lunch or similar event—would be appropriate given the circumstances.

	<p>2027 Term Dates:  The proposed 2027 term dates, prompted by staff seeking clarity for travel planning.  Term 1 – Thursday 28 January to Friday 9 April  Term 2 – Tuesday 27 April to Friday 2 July  Term 3 – Monday 19 July to Friday 24 September  Term 4 – Monday 11 October to Tuesday 14 December  The following dates were added:</p> <ul style="list-style-type: none"> <li>• Staff start: 25 January 2027.</li> <li>• Years 9–13 staggered start to allow for pōwhiri, course confirmation, and prerequisite processes.</li> <li>• Final school day: 14 December 2027</li> </ul> <p>This structure factors in:</p> <ul style="list-style-type: none"> <li>• Easter, ANZAC Day, and Matariki all falling within term time.</li> <li>• Two required Teacher Only Days (during Term 2 and Term 4).</li> <li>• The need to induct new staff <i>at the end of 2026</i> rather than adding additional days in January 2027.</li> </ul> <p>The Principal confirmed that the school remains compliant with required 380 half-days. The Board had no further questions and agreed to adopt the proposed dates.</p>																											
<b>9. STRATEGIC PLAN:</b>	The Principal reported on progress against the Strategic and Annual Plans, noting strong momentum across all strategic themes. The expanded leadership and project teams have contributed positively, with clear progress evident in the actions outlined within the linked strategic plan documentation.	<i>K Brinsden</i>																										
<b>10. BOARD COMMITTEE REPORTS:</b>	<table border="1"> <tr> <td>11.1</td> <td><b>Disciplinary Committee:</b> Nothing to report.</td> <td><i>G Larsen</i></td> </tr> <tr> <td>11.2</td> <td><b>Property Committee:</b> Refer to Property Report.</td> <td><i>I Marshall</i></td> </tr> <tr> <td>11.3</td> <td><b>Personnel Committee:</b> Nothing to report.</td> <td><i>L Albrey</i></td> </tr> </table>	11.1	<b>Disciplinary Committee:</b> Nothing to report.	<i>G Larsen</i>	11.2	<b>Property Committee:</b> Refer to Property Report.	<i>I Marshall</i>	11.3	<b>Personnel Committee:</b> Nothing to report.	<i>L Albrey</i>																		
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<b>11. CORRESPONDENCE:</b>	None.																											
<b>12. EOTC TRIPS:</b>	<table border="1"> <thead> <tr> <th>Trip Name</th> <th>Location</th> <th>Dates</th> <th>Teacher in Charge</th> <th>Approved</th> </tr> </thead> <tbody> <tr> <td>Japanese Cultural Linguistic Trip</td> <td>Tokyo</td> <td>2-15 July</td> <td>Michelle Lodge &amp; Nicola Troughear</td> <td>23 March 2026</td> </tr> </tbody> </table>	Trip Name	Location	Dates	Teacher in Charge	Approved	Japanese Cultural Linguistic Trip	Tokyo	2-15 July	Michelle Lodge & Nicola Troughear	23 March 2026																	
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<b>IN-COMMITTEE:</b>	The Board went into Committee at 6:41pm and out of Committee at 6:55pm.	<i>V Young</i>																										
<b>MEETING CLOSED:</b>	With no further items to discuss, the meeting closed at 6:56pm.	<i>V Young</i>																										
<b>UPCOMING EVENTS:</b>	<table border="1"> <tbody> <tr> <td>Monday 23 March to Friday 27 March</td> <td>Summer Sports Tournament Week</td> </tr> <tr> <td>Wednesday 25 March and Thursday 31 March</td> <td>Student, Teacher, Parent Conferences Year 9 - Year 13</td> </tr> <tr> <td>Thursday 2 April</td> <td>End of Term 1</td> </tr> <tr> <td>Friday 3 April</td> <td>Good Friday (School Holidays)</td> </tr> <tr> <td>Monday 6 April</td> <td>Easter Monday (School Holidays)</td> </tr> <tr> <td>Tuesday 7 April</td> <td>Easter Tuesday (School Holidays)</td> </tr> <tr> <td>Monday 20 April</td> <td>Start of Term 2</td> </tr> <tr> <td>Monday 27 April</td> <td>ANZAC Day observed (School Closed)</td> </tr> <tr> <td>Friday 8 May</td> <td>Senior College Ball</td> </tr> <tr> <td>Monday 11 May to Friday 15 May</td> <td>Mental Health Awareness Week</td> </tr> <tr> <td>Monday 25 May</td> <td>May Board Meeting</td> </tr> <tr> <td>Monday 25 May to Friday 29 May</td> <td>Cultural Week</td> </tr> <tr> <td>Friday 25 May</td> <td>Staff Only Day</td> </tr> </tbody> </table>	Monday 23 March to Friday 27 March	Summer Sports Tournament Week	Wednesday 25 March and Thursday 31 March	Student, Teacher, Parent Conferences Year 9 - Year 13	Thursday 2 April	End of Term 1	Friday 3 April	Good Friday (School Holidays)	Monday 6 April	Easter Monday (School Holidays)	Tuesday 7 April	Easter Tuesday (School Holidays)	Monday 20 April	Start of Term 2	Monday 27 April	ANZAC Day observed (School Closed)	Friday 8 May	Senior College Ball	Monday 11 May to Friday 15 May	Mental Health Awareness Week	Monday 25 May	May Board Meeting	Monday 25 May to Friday 29 May	Cultural Week	Friday 25 May	Staff Only Day	
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<b>NEXT MEETING:</b>	Tuesday 28 April 2026 at 5:30pm in the BDSC Boardroom.																											

**SIGNATURE OF DEPUTY PRESIDING MEMBER**  
Ms Vonja Young

**28 April 2026.**