

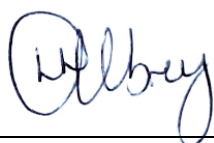
MINUTES OF THE SCHOOL BOARD MEETING HELD ON TUESDAY 28 APRIL 2026 AT 5:30PM IN THE BOARDROOM

PRESENT:	Vonja Young, Ian Marshall, Garry Larsen, Michael Pienaar, Nicola Troughear, Karen Brinsden, Sarah Madden.	
VISITORS:	Business Manager Diedré Lane, Ministry of Education Delivery Manager, Fiona Westerkamp, Ministry of Education Chief Advisor (Engineering) Mark Willard, WSP National Technical Lead and Engineering Advisory Group Panel Member Paul Campbell and Engineering Advisory Group Panel Member (Aurecon) Duncan Fleming.	
APOLOGIES:	Lauren Albrey, Annalee Killip.	
WELCOME:	At 5:30pm the Deputy Presiding Member opened the meeting.	V Young
1. CONFLICTS OF INTEREST:	N Troughear – Presiding Member for Pakuranga College.	V Young
2. MINUTES:	<p>The Minutes of the last meeting dated Monday 23 March 2026 with amendment was taken as read. There were no further comments or matters arising.</p> <p><i>Motion: The Deputy Presiding Member moved acceptance of the Minutes, seconded by G Larsen, and approved unanimously.</i></p>	V Young
3. MINISTRY OF EDUCATION	<p>Seismic Presentation: A briefing regarding draft seismic assessments for the Library, Admin block, PAC, and original Gym were discussed.</p> <p>Interim upgrade works to the Whānau Blocks was completed successfully over the summer break. WSP has been engaged to progress detailed seismic assessments for the Library, Administration Block, Performing Arts Centre (PAC), and the original Gymnasium following the initial high-level review. Draft seismic assessment reports were received on 15 April 2026 and reviewed by the EAG, with further refinement required. All buildings can continue to be used safely for normal day-to-day operations. The Library, Administration Block, and PAC are assessed at below 34% NBS, while the original Gymnasium is assessed at 60% NBS. No interim strengthening works are recommended at this stage; however, further intrusive investigations are required to finalise the reports.</p> <p>WSP will update the seismic assessment reports in response to EAG feedback. Intrusive investigations will be planned for future school holiday periods, in coordination with the school/Form, to enable finalisation of the assessments. If intrusive investigations identify construction deficiencies, remediation may be necessary. WSP is progressing the design of permanent concept strengthening options for the Whānau Blocks, expected by August 2026, to inform a future business case. Further updates will be provided to the Board, with indicative next steps anticipated in late 2026 following completion of intrusive investigations and concept design work.</p> <p>WSP issued draft targeted seismic assessment reports for the Library, Administration, PAC, and Gym to the Ministry. Additional intrusive investigations are required to finalise the reports and are planned for the end of the Term 2 holiday period. The Board will be briefed on investigation outcomes and any interim works in September/October 2026. Any issues requiring priority action will be communicated immediately.</p> <p>The Business Manager advised that the first safety screen was installed during the school holidays, with a total of 16 screens planned across the school. There is concern that the current screens affect CCTV visibility and light to class space. The Ministry of Education has advised that alternative design options will be explored to address this issue.</p>	

<p>4. ACTIONS FROM PREVIOUS MINUTES:</p>	<table border="1"> <thead> <tr> <th>Action</th> <th>Who</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>1. Critical Risk (Ports of Auckland article) to be discussed.</td> <td>L Albrey</td> <td>May Board Meeting.</td> </tr> <tr> <td>2. Discuss and identify potential future legacy/capital projects for formal tagging of funds, setting up a BDSC Trust.</td> <td>All</td> <td>May Board Meeting.</td> </tr> <tr> <td>3. Staff appreciation initiative recognising teaching staff for their future challenges and work throughout the curriculum transition.</td> <td>K Brinsden</td> <td>May Board Meeting.</td> </tr> <tr> <td>4. 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/ D Lane</td> <td>MOE and architects are looking at alternative blinds for high windows in the whānau blocks. 22 Degrees and Direct Control have reprogrammed window actuators and moved the threshold of the Co2 sensors to slow down the number of times the windows opens and close. This is being trialled for the start of Term 2.</td> </tr> <tr> <td>5. Meeting required regarding gym (new build) issues.</td> <td>L Albrey</td> <td>Next online meeting scheduled for Monday 4 May 2026.</td> </tr> <tr> <td>6. EOTC Portfolio.</td> <td>All</td> <td>Documentation to review at each meeting.</td> </tr> <tr> <td>7. 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. Critical Risk (Ports of Auckland article) to be discussed.	L Albrey	May Board Meeting.	2. Discuss and identify potential future legacy/capital projects for formal tagging of funds, setting up a BDSC Trust.	All	May Board Meeting.	3. Staff appreciation initiative recognising teaching staff for their future challenges and work throughout the curriculum transition.	K Brinsden	May Board Meeting.	4. 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/ D Lane	MOE and architects are looking at alternative blinds for high windows in the whānau blocks. 22 Degrees and Direct Control have reprogrammed window actuators and moved the threshold of the Co2 sensors to slow down the number of times the windows opens and close. This is being trialled for the start of Term 2.	5. Meeting required regarding gym (new build) issues.	L Albrey	Next online meeting scheduled for Monday 4 May 2026.	6. EOTC Portfolio.	All	Documentation to review at each meeting.	7. Succession planning/parent coopting on to the Board.	All	Further discussion Term 4, 2026.
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<p>5. NZSBA BOARD TASK CHECKLIST</p>	<p>Term 2 Checklist:</p> <table border="1"> <thead> <tr> <th>Task</th> <th>Who</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Prepare and publish 2025 Annual Report</td> <td>K Brinsden</td> <td>Due to MOE by 31 May.</td> </tr> <tr> <td>Plan community consultation of 2027-2029 Strategic Plan</td> <td>K Brinsden</td> <td>Ongoing.</td> </tr> <tr> <td>Appoint Returning Officer for September Election</td> <td>Board</td> <td>Appointed at first Board Meeting of the year.</td> </tr> <tr> <td>Prepare midyear Student Achievement Review</td> <td>K Brinsden</td> <td>Monitored monthly.</td> </tr> <tr> <td>Conduct midyear Budget Review</td> <td>D Lane</td> <td>September.</td> </tr> <tr> <td>Review Privacy Policies and Procedures</td> <td>SchoolDocs/Board</td> <td>Ongoing.</td> </tr> </tbody> </table>	Task	Who	Status	Prepare and publish 2025 Annual Report	K Brinsden	Due to MOE by 31 May.	Plan community consultation of 2027-2029 Strategic Plan	K Brinsden	Ongoing.	Appoint Returning Officer for September Election	Board	Appointed at first Board Meeting of the year.	Prepare midyear Student Achievement Review	K Brinsden	Monitored monthly.	Conduct midyear Budget Review	D Lane	September.	Review Privacy Policies and Procedures	SchoolDocs/Board	Ongoing.			
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<p>6. FINANCE:</p>	<p>Finance Report: The Finance Report for March 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> <ul style="list-style-type: none"> We are awaiting the final draft of marked accounts for 2025. Five companies have been invited to submit proposals for the NZ Uniform Contract. RFP closed on 28 April. We were successful with our funding application with Transpower CommunityCare Fund and will receive \$15,000 for outdoor lunch tables. <p>Disposal of Assets: We have disposed of Computer Equipment with an original total purchase value of \$475,358.15 and a book value of \$37,923.28. <i>Motion: The Business Manager moved that on behalf of the Principal, we recommend for the Board to approve the disposal of assets on 31 March 2026 with a loss of disposal of \$37,923.28, seconded by G Larsen, and approved unanimously.</i></p> <p>Cheque Register: The Business Manager put forward that the payments for the month of March be approved: March 2026 - \$1,491,668.58. <i>Motion: The Business Manager moved the ratification of the monthly payments, seconded by V Young, and approved unanimously.</i></p>	<p>D Lane</p>																							
<p>7. PROPERTY:</p>	<p>Property Report: The Property Report for March 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>Weathertightness Project:</p> <ul style="list-style-type: none"> Expected handover of Stage 8 is proposed for the beginning of June. 	<p>D Lane</p>																							

	<ul style="list-style-type: none"> • Stage 9 scaffolding to start on 28 April. <p>New Gym: An online meeting was held on 20 April 2026 with Ministry of Education representatives Jessica Edmonson, Rob McAllister, and Amanda Still, during which it was confirmed that all close-out forms have been submitted and the Ministry is updating the K2 Property Portal; the Ministry will initiate a new project for remediation of the sports gym, with engagement documents to be issued for engineers, a project manager, and other consultants, and investigations (including geotechnical) to be undertaken to develop recommended remediation works and a project budget; the school will be reimbursed for eligible expenses incurred to date, Watershed has stepped down as Project Manager, and it was recommended that Milne Project Managers (current 5YA Project Manager) be appointed for the sports gym remediation project. Next online meeting is scheduled for Monday 4 May 2026.</p>	
<p>7. HEALTH & SAFETY</p>	<p>The next Health and Safety Meeting is scheduled for Wednesday 20 May 2026. Our next evacuation drill originally scheduled for Monday, 4 May will be postponed until later in Term 2 when there is only one building (Admin) surrounded by scaffolding.</p> <p>External Stairway Gates: The Business Manager will contact FENZ to visit the site and review the emergency gate release mechanisms. Quotes are being sought to automate four external stairway gates. There is an identified after-hours safety risk when external gates are locked, as reliance on signage directing the public to the two emergency release gates may be challenging.</p>	<p><i>K Brinsden</i></p> <p><i>D Lane</i></p>
<p>8. PRINCIPAL'S REPORT:</p>	<p>The Principal's Report was taken as read. <i>Motion: The Principal moved or acceptance of the Principal's Report, seconded by I Marshall, and approved unanimously.</i></p> <p>The next SchoolDocs Review Schedule for Term 2 cover:</p> <ul style="list-style-type: none"> ○ Education Outside the Classroom. ○ Education Outside the Classroom Governance Roles and Responsibilities. ○ Education Outside the Classroom Assessment and Management. <p>Process for reviewing documentation as discussed going forward: review policies in Board packs, rate the policies, record any suggested changes, changes then sent to SchoolDocs by their set review date as part of the consultation process.</p> <p>Attendance End of Term 1, 2026: In Term 1, 81% of students attended school regularly, which was 1% below the school target. Māori student attendance sat at 64%, exceeding the target by 4%, while Pasifika student attendance was 75%, significantly above target by 16%.</p> <p>Out of Zone Ballot and Open Day proposed timeline is to be considered by the Board for a decision on the Ballot categories and numbers of places available for 2027.</p> <p>The Principal recommended that the 2027 Open Day, planned for Saturday 13 June, is cancelled due to the remedial weathertightness project. The remedial programme will be closing out Stage 8 (Purple Whānau), with the potential return decanting taking place, and Stage 9 (Admin) is expected to have scaffolding for this block completed in the week prior. With multiple access points into the school grounds, including Saturday sport, proceeding with the Open Day presents a potential health and safety risk. As an alternative, we</p>	<p><i>K Brinsden</i></p>

	propose offering guided tours for interested families during on-site enrolment interviews. The Board were in agreement with this recommendation. Unconfirmed 2026 ERO Report: On 20 April 2026, the Board received unconfirmed draft reports including the School Evaluation Report, Board Assurance with Regulatory and Legislative Requirements Report, and Provision for International Students Report. The draft School Evaluation Report indicates the next public ERO report is due within four years. The Board is required to respond within 10 days confirming whether the reports reflect the evaluation findings, with the Presiding Member to provide this confirmation by email.																																				
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IN-COMMITTEE:	The Board went into Committee at 7:23pm and out of Committee at 7:38pm.	<i>V Young</i>																																			
MEETING CLOSED:	With no further items to discuss, the meeting closed at 7:40pm.	<i>V Young</i>																																			
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NEXT MEETING:	Monday 25 May 2026 at 5:30pm in the BDSC Boardroom.																																				



SIGNATURE OF PRESIDING MEMBER
Mrs Lauren Albrey

25 May 2026.