

MINUTES OF THE SCHOOL BOARD MEETING HELD ON TUESDAY 28 OCTOBER 2025 AT 5:30PM IN THE BOARDROOM

PRESENT:	Lauren Albrey, Ian Marshall, Garry Larsen, Karen Brinsden, Michael Pienaar, Nicola Troughear, Annalee Killip, Kerrie Holmes, and Sarah Madden.																			
APOLOGIES:	Vonja Young, Diedré Lane.																			
WELCOME:	At 5:30pm the Presiding Member opened the meeting.	<i>I Marshall</i>																		
1. CONFLICTS OF INTEREST:	N Troughear - Presiding Member at Pakuranga College. A Killip – daughter of a Teacher at BDSC.																			
2. MINUTES:	With changes/omissions noted, the Minutes of the last meeting dated Monday 29 September 2025 were taken as read. There were no further comments or matters arising. <i>Motion: The Presiding Member moved acceptance of the Minutes, seconded by I Marshall and approved unanimously.</i>	<i>L Albrey</i>																		
3. ACTIONS FROM PREVIOUS MINUTES:	<table border="1"> <thead> <tr> <th>Action</th><th>Who</th><th>Update</th></tr> </thead> <tbody> <tr> <td>1. School Gardens Project.</td><td>D Lane</td><td>In consultation with Form.</td></tr> <tr> <td>2. Correspondence to MOE regarding outstanding property matters.</td><td>L Albrey</td><td>Awaiting response.</td></tr> <tr> <td>3. Succession planning/parent coopting on to the Board.</td><td>All</td><td>To be reviewed in early 2026.</td></tr> <tr> <td>4. Meeting required regarding gym (new build) issues.</td><td>L Albrey</td><td>Will contact David Bos to arrange a meeting.</td></tr> <tr> <td>5. EOTC Portfolio</td><td>All</td><td>Further discussion at next meeting.</td></tr> </tbody> </table>		Action	Who	Update	1. School Gardens Project.	D Lane	In consultation with Form.	2. Correspondence to MOE regarding outstanding property matters.	L Albrey	Awaiting response.	3. Succession planning/parent coopting on to the Board.	All	To be reviewed in early 2026.	4. Meeting required regarding gym (new build) issues.	L Albrey	Will contact David Bos to arrange a meeting.	5. EOTC Portfolio	All	Further discussion at next meeting.
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4. FINANCE:	<p>Finance Report: The Finance Report for September 2025 was taken as read. <i>Motion: The Principal moved that the Finance Report be accepted, seconded by G Larsen and approved unanimously.</i></p> <p>We are applying for grant funding to assist with the Year 9 Whānau Camp. This will contribute to venue costs and transport. The grant authorities have not been finalised, and we are awaiting quotations. <i>Motion: The Principal moved the recommendation that we proceed with the funding application once we have completed all the paperwork, seconded by I Marshall and approved unanimously.</i></p> <p>ASB Merchant Services are reviewing all payments made to the school by credit cards users and have requested extensive information from the school due to this being a regulatory requirement reported back to the Reserve Bank of New Zealand. This will be completed by the end of October.</p> <p>Cheque Register: The Principal put forward that the payments for the below months be approved: September 2025 - \$1,190,446.20. <i>Motion: The Principal moved the ratification of the monthly payments, seconded by G Larsen and approved unanimously.</i></p>	<i>K Brinsden</i>																		
5. PROPERTY:	<p>Property Report: The Property Report for September 2025 was taken as read. <i>Motion: The Principal moved that the Property Report be accepted, seconded by G Larsen, and approved unanimously.</i></p>	<i>K Brinsden</i>																		

	<p>Property/Remedial/Weathertightness:</p> <ul style="list-style-type: none"> • Site hours report to date: 48,565. • Passive fire remediation remains outstanding in stage 4. • Upper level of Library was decanted on 15 September. • Mechanical service upgrades are in progress. • Emergency lighting and signage upgrades have been completed a lower level. • Fencing and scaffolding in Stage 7 has commenced and will be decanted on 4 December. • Temporary roof leaks in Admin and Food Technology blocks have been assessed and material ordered to do repairs. • Gym (new build) – David Bos will be providing support due to another staff member going on three weeks’ leave. A meeting is required to have further discussion as to what is going to be planned. Mold testing is required for the gym floor and Technology buildings. • The current remedial work has revealed fire dampers concealed behind gib walls. These locations need to be clearly marked on architects drawings. <p>Electricity and Gas Supply Agreements. Both expire on 28 February 2026. Total Utilities Group would like to issue an Energy and Gas RFP at the end of October.</p> <p><i>Motion: The Principal moved that the Board approves the Electricity and Gas procurement consultancy of Total Utilities Group to ensure that the College receives the best possible pricing options for our specific requirements, seconded by G Larsen and approved unanimously.</i></p>	
<p>7. PRINCIPAL’S REPORT:</p>	<p>The Principal’s Report was taken as read.</p> <p><i>Motion: The Principal moved for acceptance of the Principal’s Report, seconded by G Larsen and approved unanimously.</i></p> <p>Policies: <i>International Student Policies:</i> Change to Disciplinary Policy, retitled Investigation Policy. Policies that have been updated: Fee Protection, Fee Paying Students Policy and Staff Travel Policy. Student Trips Policy and Accommodation Policy remain unchanged. Refund Policy is currently under review by the Business Manager.</p> <p><i>Motion: The Principal moved for acceptance of updated to the International Student Policies, seconded by I Marshall and approved unanimously.</i></p> <p>The <i>Timetable Policy</i> has been deferred as per the request of the BDSC Chair of the PPTA to defer this review until after the STCA has been ratified.</p> <p>The Principal requested Board approval to expand the Senior Leadership Team by one additional Deputy Principal (new position). This is a strategic restructure of the Senior Leadership Team to better align with evolving priorities and future direction of the school.</p> <p><i>Motion: The Principal moved for acceptance to expand the Senior Leadership Team by one Deputy Principal as a strategic restructure, seconded by L Albrey and approved unanimously.</i></p> <p>Advertising and recruitment will now commence for two Deputy Principals for 2026 (replacing of retiring Deputy Principal and one new position). Applications close on Friday 14 November, shortlisting on 19 November and interviews to take place on 22 November. The Deputy Principal roles will commence at the beginning of the 2026 school year.</p>	<p>K Brinsden</p>

	Proposed Board Meeting Dates for 2026:				
	Term 1	Monday 23 February 2026 Monday 23 March 2026			
	Term 2	Monday 28 April 2026 Monday 25 May 2026 Monday 29 June 2026			
	Term 3	Monday 27 July 2026 Monday 24 August 2026			
	Term 4	Monday 5 October 2026 (or Mon 21 Sept first week of school holidays) Tuesday 27 October 2026 Monday 23 November 2026			
8. STRATEGIC PLAN:	Progress against all actions for of our annual goals will be kept up to date via the live link. The goals will be a continuous report with actions dated stamped as appropriate.				K Brinsden
10. BOARD COMMITTEE REPORTS:					
	11.1	Disciplinary Committee: No comment.			G Larsen
	11.2	Property Committee: Refer to Property Report.			I Marshall
	11.3	Personnel Committee: Refer to In Committee.			L Albrey
11. CORRESPONDENCE:	Nil.				
12. EOTC TRIPS:					
	Trip Name	Location	Dates	TIC	Approved
	International EOY Programme	Central North Island areas	3-21 Nov	Enda McKenna	23/10/2025
	Touch Nationals	Rotorua	10-14 Dec	Karl McLennan	23/10/2025
MEETING CLOSED:	With no further items to discuss, the meeting closed at 7:44pm.				L Albrey
UPCOMING EVENTS:					
	Tuesday 4 – Friday 28 November		NCEA and Scholarship Examinations		
	Friday 7 November		Senior Awards Ceremony for Year 11		
	Friday 14 November		Staff Only Day		
	Monday 8 December		Junior Awards Ceremony for Year 10		
	Tuesday 9 December		Junior Awards Ceremony for Year 9		
			Last Day of Term 4, 2025.		
NEXT MEETING:	Monday 24 November 2025 at 5:30pm in the BDSC Boardroom.				



SIGNATURE OF PRESIDING MEMBER
Mrs Lauren Albrey

24 November 2025.