

MINUTES OF THE SCHOOL BOARD MEETING HELD ON WEDNESDAY 20 SEPTEMBER 2023 AT 5.30PM IN THE CONFERENCE CENTRE

PRESENT:	Lauren Albrey, Murray Goodman, Mark Twyman, Ian Marshall, Karen Brinsden, Nicola Troughear, Yvonne de Graaf.																				
APOLOGIES:	Garry Larsen, Vonja Young, Billyjo Flesher-Martin, Tiffany Chan.																				
VISITORS:	Business Manager Diedré Lane, Associate Principal Kerrie Holmes, Acting Head of Dance Laura McKenna.																				
WELCOME:	At 5.29pm the Presiding Member opened the meeting.		L Albrey																		
1. CONFLICTS OF INTEREST:	Nicola Troughear is Presiding Member at Pakuranga College.		L Albrey																		
2. LEARNING AREA REPORT:	The Presiding Member thanked Acting Head of Dance Laura McKenna for her report and acknowledged her dedication and passion to this subject. Laura left the meeting at 5.51pm.		L Albrey																		
3. MINUTES:	With no changes or omissions noted, the minutes of the last meeting dated Monday 28 August 2023 were taken as read. There were no further comments or matters arising. <i>Motion: The Presiding Member proposed acceptance of the minutes, seconded by Ian Marshall with all in favour.</i>		L Albrey																		
4. ACTIONS FROM PREVIOUS MINUTES:	<table><tr><th>Action</th><th>Who</th><th>Update</th></tr><tr><td>1. Explore how gender diversity and inclusion rights can be incorporated into the school uniform.</td><td>K Brinsden</td><td>Survey undertaken with staff, parents and students. Will discuss feedback with Business Manager and Uniform Shop Assistant then present results to the board.</td></tr><tr><td>2. Board attendance at upcoming events.</td><td>All</td><td>Fill in the 2023 Board SLT Attendance Events Schedule (on main contents page in board folder) and indicate which assemblies you can attend (and speak at).</td></tr><tr><td>3. Need to start thinking about a plan for the blessing and opening of new gym.</td><td>K Brinsden</td><td>Waiting on completion date. Suggest holding dates Friday 22 March and Saturday 23 March 2024.</td></tr><tr><td>4. Contact MOE Jessica Edmondson regarding outstanding projects.</td><td>K Brinsden</td><td>Have spoken to Jessica but received no traction forward.</td></tr><tr><td>5. Enquire about fencing Northern boundary. Contact MOE, Auckland Council and get cost of fence.</td><td>K Brinsden</td><td>In progress. Had an issue on boundary which confirmed the openness is an area of concern.</td></tr></table>			Action	Who	Update	1. Explore how gender diversity and inclusion rights can be incorporated into the school uniform.	K Brinsden	Survey undertaken with staff, parents and students. Will discuss feedback with Business Manager and Uniform Shop Assistant then present results to the board.	2. Board attendance at upcoming events.	All	Fill in the 2023 Board SLT Attendance Events Schedule (on main contents page in board folder) and indicate which assemblies you can attend (and speak at).	3. Need to start thinking about a plan for the blessing and opening of new gym.	K Brinsden	Waiting on completion date. Suggest holding dates Friday 22 March and Saturday 23 March 2024.	4. Contact MOE Jessica Edmondson regarding outstanding projects.	K Brinsden	Have spoken to Jessica but received no traction forward.	5. Enquire about fencing Northern boundary. Contact MOE, Auckland Council and get cost of fence.	K Brinsden	In progress. Had an issue on boundary which confirmed the openness is an area of concern.
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5. FINANCE:	Finance Report: The Finance Report for August was taken as read. <i>Motion: The Presiding Member moved that the Finance Report be accepted, seconded by Murray Goodman with all in favour.</i> Cheque Register: The Business Manager put forward that the payments for the month of August \$1,065,023.02 be approved. <i>Motion: The Business Manager recommended ratification of the monthly payments, seconded by Nicola Troughear with all in favour.</i>		D Lane																		

	<p>New Era Draft Development Plan: Currently working through plan and adjusting to suit. Looking closely at some items that are due for upgrading (eg, phones and switches) as they may not need replacing just yet. Final draft will be presented to the board at the next meeting.</p> <p>The onsite New Era Technicians are learning the ropes then leaving for better careers and salaries. To entice stability, maybe one of the technicians could hold a senior role.</p> <p>Action: <i>The Business Manager will find out tenures of junior and senior technicians to see if it would be worth the extra cost.</i></p> <p>Interim Audit: This is scheduled to take place onsite 1-3 November 2023.</p>	
6. PROPERTY:	<p>Property Report: The Property Report for August was taken as read. Motion: <i>The Presiding Member moved that the Property Report be accepted, seconded by Ian Marshall with all in favour.</i></p> <p>Weathertightness Project: At the last meeting we were introduced to a whole new MOE team. Two new personnel at the table were Delivery Team Manager Shareena Denny and Delivery Manager Zafar Naushad.</p> <p>MOE sent us a Memorandum of Understanding for this project which pertains to new projects, not remediations. Because this is not fit for purpose, we will not be signing it.</p> <p>We are still fighting with MOE to keep the boiler pipework in this project and not in the 5YA project. Action: <i>The Principal will send another letter to MOE noting our concerns.</i></p> <p>New Gym: Hand over was scheduled for Friday 22 September but due to a few major issues, Focus extended the date again. We are mindful that Auckland Council will not issue compliance until Focus has addressed these.</p> <p>The relocatable changing rooms will be moved by crane on Monday so the area behind the gym can be landscaped.</p> <p>MOE new specifications require toilet partitions to be floor to ceiling. This requirement triggers major health and safety concerns for us.</p> <p>We are keen for Technogym to fit out the weights room. Due to delivery delays, we would need to place our order before the board approves the 2024 budget in November. Payment will not be required until the equipment has arrived in January 2024. Motion: <i>The Business Manager requests permission to order the equipment this month, seconded by Mark Twyman with all in favour.</i></p> <p>FINZ Fire Scheme: Harrison Tew can help us complete this complex online process. They also provide assistance with emergency plans and health and safety policies. Action: <i>The Business Manager will find out ongoing costs and timelines.</i></p>	<i>D Lane</i>

	<p>Fire Project: We are still waiting for approval to fix the fire damage in Blake Whānau. MOE declined our first submission as they will not cover all the damage. <i>Action: The Principal will send a letter to MOE requesting an update.</i></p> <p>Principal's Car: The lease expires at the end of September. <i>Action: The Business Manager will find out leasing costs for various models (for up to \$100 more than current lease).</i></p> <p>Diedré Lane left the meeting at 6.40pm.</p>							
7. HEALTH & SAFETY:	Nothing to update.	K Brinsden						
8. PRINCIPAL'S REPORT:	<p>The Principal's Report was taken as read. <i>Motion: The Presiding Member moved for acceptance of the Principal's Report, seconded by Ian Marshall with all in favour.</i></p> <p>Kahui Ako: Our Within School Leaders are looking at achievement challenges based around competencies in Āheitanga. There is a growing number of NZ domestic students starting in Year 9 coming from overseas who cannot read the alphabet.</p> <p>Teachers have been asked to complete a TSP survey (Teaching, School and Principal Leadership Practices) which will provide Kahui Ako with more data to assist going forward.</p> <p>Japan Sister School: Head of Languages Michelle Lodge would like permission to take 16 students to Japan next year to visit our sister school. <i>Motion: The Presiding Member moved for board approval, seconded by Mark Twyman with all in favour.</i></p> <p>Cellphones at School: Students are not allowed to use cellphones in class unless they have permission from that particular subject teacher. To encourage students to communicate and interact with each other, we are looking at banning them (and ear buds) during break times. We may trial this once the seniors have left on study leave.</p> <p>NZQA MNA Audit: Last Tuesday our assessment processes were audited by NZQA. They were extremely pleased with what we are doing and awarded us the highest grade <i>Highly Effective</i>. Our next audit will be in 4-5 years.</p> <p>Grassroots Trust Application: Director of Sport Karl McLennan would like permission to apply to Grassroots Trust for gym equipment (new score board, shot clocks, benches, volleyball posts/nets, badminton posts and fitness suite equipment). <i>Motion: The Presiding Member moved for board approval, seconded by Murray Goodman with all in favour.</i></p>	K Brinsden						
9. STRATEGIC PLAN:	As per Principal's Report.	K Brinsden						
10. POLICIES:	<i>Motion: The Presiding Member recommended ratification of Assessing Achievement Levels of Māori and Pasifika Students Policy and Complaints Policy, seconded by Ian Marshall with all in favour.</i>	L Albrey						
11. BOARD COMMITTEE REPORTS:	<table> <tr> <td>11.1</td><td>Disciplinary Committee: Nil.</td><td>-</td></tr> <tr> <td>11.2</td><td>Property Committee: Refer to Property Report.</td><td>I Marshall</td></tr> </table>	11.1	Disciplinary Committee: Nil.	-	11.2	Property Committee: Refer to Property Report.	I Marshall	
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	11.3	Personnel Committee: Nothing to report this month.		<i>K Brinsden</i>
12.CORRESPONDENCE:	-			
13.NEW ITEMS:	No new items this month.			
MEETING CLOSED:	With no further items to discuss, the meeting closed at 7.46pm.			<i>L Albrey</i>
UPCOMING EVENTS:	Monday 18 to Friday 22 September		Māori Language Week	
	Friday 22 September		End of Term 3	
	Monday 9 October		Start of Term 4	
	Monday 9 to 13 October		Mental Health Awareness Week	
	Monday 23 October		Public Holiday - Labour Day	
	Wednesday 25 October		Sports Awards	
			Board Meeting 5.30pm	
	Thursday 26 October		Arts Awards	
NEXT MEETING:	Wednesday 25 October 2023 at 5.30pm at BDSC.			



SIGNATURE OF PRESIDING MEMBER

Mrs Lauren Albrey

25 October 2023

DATED