



**MINUTES OF THE SCHOOL BOARD MEETING
5:30PM ON MONDAY 22 FEBRUARY 2021
IN THE BOTANY DOWNS SECONDARY COLLEGE BOARDROOM**

PRESENT:	Karen Brinsden, Murray Goodman, Lauren Albrey, Ian Marshall, Mark Twyman, Daisie Yu, Jessica Dixon, Yvonne de Graaf.	
APOLOGIES:	Garry Larsen, Diedre Lane (Business Manager for Property and Finance Reports).	
VISITORS:	Meni Tuputuia.	
WELCOME	Murray Goodman welcomed Board Members and Meni Tuputuia to the meeting.	<i>M Goodman</i>
NOMINATIONS:	<p>Call for Board Chair. <i>Motion: Murray Goodman nominated Lauren Albrey, which was accepted, seconded by Mark Twyman with all in favour.</i></p> <p>Call for Deputy Board Chair. <i>Motion: Ian Marshall nominated Murray Goodman, which was accepted. Seconded by Mark Twyman with all in favour.</i></p>	<p><i>K Brinsden</i></p> <p><i>L Albrey</i></p>
MINUTES:	<p>With no changes or omissions noted, the Minutes of the last meeting dated 30 November were taken as read. There were no further comments or matters arising. <i>Motion: The Board Chair proposed acceptance of the minutes, seconded by Murray Goodman with all in favour.</i></p>	<i>L Albrey</i>
FINANCE AND PROPERTY	<p>Finance Report: The Finance Report for December and January was taken as read. <i>Motion: The Board Chair moved that the Finance Report be accepted, seconded by Ian Marshall with all in favour.</i></p> <p>Cheque Register: The Principal put forward that the payments for the month of November \$897,559.94, December \$953,473.52 and January \$645,963.23 be approved. <i>Motion: The Principal recommended ratification of the monthly payments, seconded by Mark Twyman with all in favour.</i></p> <p>Staff Entitlements: The Ministry of Education’s provisional staff entitlement is for 1643 but we have budgeted for 1700. We need as many enrolments entered before 1 March to get an accurate staff entitlement from Ministry of Education.</p> <p>Property Report: The Property Report for December and January was taken as read. <i>Motion: The Board Chair moved that the Property Report be accepted, seconded by Ian Marshall with all in favour.</i></p>	<i>K Brinsden</i>

	<p>T Block Pigeons: Pigeons are still an issue. Ian Marshall suggested putting up bird netting to stop them gathering there.</p> <p>Gates: The gates at the Southern End of the school are not shutting because of potholes in the asphalt and being too heavy to lift. One option is to move the gate closer to the school and keep it permanently locked. Although the school grounds are still exposed from the Northern boundary.</p>	
<p>HEALTH & SAFETY</p>	<p>Health & Safety Folders: The red Health & Safety folders which are kept in prominent places around the school are out of date. <i>Action: The Board Secretary will work with the Deputy Principal in charge of Emergency Procedures to update these.</i></p> <p>Britten Year 9 Camp: Britten's Year 9 Camp was postponed due to the uncertainty surrounding the nation's Alert Levels. Bookings are hard to get so this may take place next term.</p>	<p><i>K Brinsden</i></p>
<p>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 Murray Goodman with all in favour.</i></p> <p>2020 NCEA Results: These are very pleasing considering how Covid-19 and the associated lockdowns impacted the year. Level 1 and Level 3 students did especially well.</p> <p>The Principal would like to acknowledge the role staff played in this success, not just academically, but from a welfare point of view too.</p> <p>Maori and Pasifika student's results are disappointing so these groups will be our target groups again this year. The Lalaga Study Group strategy works very well and makes a big difference for those students who attend regularly.</p> <p>Learning Areas are currently working through their results to find out what needs themes for improvement. Their reports will be presented to the Board next month.</p> <p>2020 Scholarships: Results are good considering the year. Some students dropped Scholarship to concentrate on NCEA subjects. Four Year 12 students did extremely well.</p> <p>Lockdown: Our Year 9 students adapted very well going straight into Lockdown. They picked up online learning quickly though some have older siblings to help them.</p>	<p><i>K Brinsden</i></p>

	<p>PAT Test Results: These results will be presented in the next Board Report. Other diagnostic test results need to be considered before decisions about students are made.</p> <p>2022-2024 Strategic Plan: A Strategic Plan needs to be developed for the next three-year cycle. A Board and Senior Leadership Team Retreat will be required sometime this year. This will take place instead of the NZSTA Conference. <i>Action: The Board Secretary to look at conference venue options.</i></p> <p>2020 Analysis of Variance: We did not meet our 2020 targets so we will repeat them this year.</p> <p>Trademark: The BDSC logo is now a registered trademark so ® will be included. Unfortunately, this does not cover anyone using just the image, so we have applied to register this too. Until this is approved, we can add ™.</p> <p>Q&A HOLAs: This session will take place in April. <i>Action: The Board Secretary will contact The Lounge and work out available dates.</i></p> <p>Board Members Payments: Payments for Board Members will follow NZSTA's guidelines. <i>Action: The Board Secretary will create a Policy reflecting this.</i></p> <p>Service to Teaching: Because it is hard to find out how long a Teacher has been teaching for, we can acknowledge the ones we know of at an upcoming Morning Tea or Board event.</p> <p>Staff and Board Drinks: Because last year's Board/Staff drinks was a huge success, we will do the same again this year. <i>Action: The Board Secretary will look at mid-year dates at Bosuns.</i></p>	
OTHER ITEMS	<p>Policy Ratification: <i>Motion: The Delegation of Financial Authority and Resolution for Delegation of Authority to Principal policies were accepted, seconded by Mark Twyman with all in favour.</i></p>	L Albrey
NEXT MEETING	Monday 29 March.	

UPCOMING EVENTS	<p>Wednesday 24 to Friday 26 February - Year 9 Camp for Discovery Whanau</p> <p>Wednesday 24 to Friday 26 February - Year 9 Camp for Koru Whanau</p> <p>Friday 26 to Sunday 28 February - Year 9 Camp for Blake Whanau</p> <p>Tuesday 2 March – Scholarship for Staff Morning Tea at 10.45am</p> <p>Wednesday 3 to Friday 5 March - Year 9 Camp for Endeavour Whanau</p> <p>Wednesday 3 to Friday 5 March - Year 9 Camp for Spirit Whanau</p> <p>Monday 8 to Friday 12 March - Seaweek</p> <p>Monday 8 March - Mufti-day in support of Sea Week</p> <p>Saturday 27 March - Sheilah Winn Festival hosted by BDSC</p> <p>Friday 2 to Tuesday 6 April - Easter Holiday</p> <p>Friday 9 April - Cross Country</p> <p>Wednesday 14 April - Mufti-day for Senior Ball \$2</p> <p>Friday 16 April - Last day of Term 1</p> <p>Monday 3 May - Term 2 Starts</p>
MEETING CLOSE	With no further business to discuss, the meeting closed at 7.10pm.



11 March 2021

SIGNATURE OF BOARD CHAIR:
Mrs Lauren Albrey

DATED