

## MINUTES OF THE SCHOOL BOARD MEETING HELD ON WEDNESDAY 25 OCTOBER 2023 AT 5.30PM IN THE BOARDROOM

PRESENT:	Lauren Albrey, Murray Goodman, Mark Twyman, Ian Marshall, Karen Brinsden, Nicola Troughear, Vonja Young, Billyjo Flesher-Martin, Tiffany Chan, Yvonne de Graaf.		
APOLOGIES:	Garry Larsen.		
VISITORS:	Business Manager Diedré Lane, Director of International Students Andrea Donovan.		
WELCOME:	At 5.27pm 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 Director of International Students Andrea Donovan for her presentation and thanked her team for their great work over the year. Andrea Donovan left the meeting at 5.57pm.		L Albrey
3. MINUTES:	With no changes or omissions noted, the minutes of the last meeting dated Wednesday 20 September 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 Murray Goodman with all in favour.</i>		L Albrey
4. ACTIONS FROM PREVIOUS MINUTES:			
	Action	Who	Update
	1. Explore how gender diversity and inclusion rights can be incorporated into the school uniform.	K Brinsden	Will discuss feedback with Business Manager and Uniform Shop Assistant then present results to the board.
	2. Need to start thinking about a plan for the blessing and opening of new gym.	K Brinsden	Waiting for completion date. Suggest holding dates Friday 22 March and Saturday 23 March 2024 for opening.
5. FINANCE:	<b>Finance Report:</b> The Finance Report for September was taken as read. <i>Motion: The Presiding Member moved that the Finance Report be accepted, seconded by Ian Marshall with all in favour.</i>  <b>Cheque Register:</b> The Business Manager put forward that the payments for the month of September \$1,256,933.34 be approved. <i>Motion: The Business Manager recommended ratification of the monthly payments, seconded by Nicola Troughear with all in favour.</i>  <b>Draft 2024 Budget:</b> Budget is almost complete. New pay rates for teachers have been included as well as a conservative approach to what the Support Staff Public Sector Payments due in December and March will be. It is not known when we will receive funding for this or how much we will get. The age of the school has also been taken into account as we expect replacement costs to increase. Funding we receive does not keep up with inflation and this has been factored into the budget as well. Not included yet is the completed new gym project and the 10YPP payments. The final draft will be presented at the next meeting.  <b>Final New Era Development Plan:</b> Replacement of all the administration phones was the only thing removed from the draft plan. Some administration phones were replaced during the holidays to take advantage of a special offer.		D Lane

	<p><b>Motion:</b> <i>The Business Manager requested that the 2024 New Era Development Plan be approved, seconded by Murray Goodman with all in favour.</i></p> <p><b>School Café:</b> The new Café Manager and Café Assistant are doing a great job offering good food and service. Staff are making the most of the selections available to them in the staffroom, and in-house catering has increased.</p>	
<b>6. PROPERTY:</b>	<p><b>Property Report:</b> The Property Report for September was taken as read. <b>Motion:</b> <i>The Presiding Member moved that the Property Report be accepted, seconded by Ian Marshall with all in favour.</i></p> <p><b>Roof Remediation:</b> MOE requires us to compromise on the scope of the project. There are certain aspects in the plan (i.e., cladding) that they don't feel was part of the court case, so want them removed.</p> <p>MOE would like the 2-year project to start in February but realistically contractors have not been appointed yet, sequencing has not been decided, and decantment has not been confirmed. MOE have indicated they will not pay the costs involved with shifting each whānau to and from the gyms.</p> <p>Because MOE are continually making changes to the project, we feel we need to have all the information relative to this project in front of us (including the court case) before we make any further decisions. <b>Action:</b> <i>As a new board member looking to get up to speed with this project, Vonja Young will write an OIA requesting MOE provide us with all the documentation they have relating to our Weather Tightness Project.</i> <b>Action:</b> <i>The Principal will write to MOE asking for all information under an OIA.</i></p> <p><b>New Gym:</b> We have received CPU from Council but because there are some significant defects, Watershed will not hand the building over to us until Focus has addressed them. We are waiting for feedback.</p> <p>Some parts of the gym that were already signed off by Council need to be readdressed because their representatives have changed, and they have different perspectives and specifications. To get final sign off, we must follow their requirements.</p> <p><b>Health &amp; Safety:</b> Our Fire Evacuation Scheme has been registered with Fire Safety, but we are unsure if it has passed yet. We have signed up with Harrison Tew to help us with this and all our other emergency strategies.</p> <p><b>VW School Vans:</b> The VW vans are getting old and are continually at the repair shop. Parts to fix them are timely and expensive. The repair costs out way the value of the vans. <b>Motion:</b> <i>The Business Manager recommends the VW vans be sold at Turners while they are sellable, seconded by Lauren Albrey with all in favour.</i></p>	<i>D Lane</i>

	<b>Uniform Shop Prices:</b> We have been able to absorb most price increases from our suppliers but there are some items that we will need to adjust. Even after these adjustments, our prices will still be below market cost. <i><b>Motion:</b> The Business Manager recommends we increase the price of some items of the school uniform, seconded by Ian Marshall with all in favour.</i>  Diedré Lane left the meeting at 7.09pm.															
<b>7. HEALTH &amp; SAFETY:</b>	Nothing to update.	K Brinsden														
<b>8. PRINCIPAL’S REPORT:</b>	The Principal’s Report was taken as read. <i><b>Motion:</b> The Presiding Member moved for acceptance of the Principal’s Report, seconded by Murray Goodman with all in favour.</i>  <b>2024 Draft Annual Plan:</b> We will start looking at this once the senior award ceremonies are complete.  <b>NZQA Co-Requisites:</b> The new co-requisites for Literacy and Numeracy are a massive change that NZQA are pushing into schools. There has been a lot of work put into organising this with no funding to cover it.	K Brinsden														
<b>9. STRATEGIC PLAN:</b>	As per Principal’s Report.	K Brinsden														
<b>10.POLICIES:</b>	<i><b>Motion:</b> The Presiding Member recommended ratification of the International Student Policies, seconded by Vonja Young with all in favour.</i>	L Albrey														
<b>11.BOARD COMMITTEE REPORTS:</b>	<table><tr><td>11.1</td><td><b>Disciplinary Committee:</b> Nil.</td><td>-</td></tr><tr><td>11.2</td><td><b>Property Committee:</b> Refer to Property Report.</td><td>I Marshall</td></tr><tr><td>11.3</td><td><b>Personnel Committee:</b> Nothing to report this month.</td><td>K Brinsden</td></tr></table>	11.1	<b>Disciplinary Committee:</b> Nil.	-	11.2	<b>Property Committee:</b> Refer to Property Report.	I Marshall	11.3	<b>Personnel Committee:</b> Nothing to report this month.	K Brinsden						
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<b>12.CORRESPONDENCE:</b>	-															
<b>13.NEW ITEMS:</b>	No new items this month.															
<b>MEETING CLOSED:</b>	With no further items to discuss, the meeting closed at 7.32pm.	L Albrey														
<b>UPCOMING EVENTS:</b>	<table><tr><td>Monday 6 November to Tuesday 5 December</td><td>NZQA NCEA Exams.</td></tr><tr><td>Monday 27 November</td><td>Board Meeting.</td></tr><tr><td>Wednesday 6 December</td><td>Junior Talent Quest.</td></tr><tr><td>Thursday 7 December</td><td>Junior Picnic Day.</td></tr><tr><td>Friday 8 December</td><td>Y10 and Y9 Awards Ceremonies.</td></tr><tr><td></td><td>Last day of Term 4.</td></tr><tr><td>Monday 11 December</td><td>Staff Christmas Lunch.</td></tr></table>	Monday 6 November to Tuesday 5 December	NZQA NCEA Exams.	Monday 27 November	Board Meeting.	Wednesday 6 December	Junior Talent Quest.	Thursday 7 December	Junior Picnic Day.	Friday 8 December	Y10 and Y9 Awards Ceremonies.		Last day of Term 4.	Monday 11 December	Staff Christmas Lunch.	
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<b>NEXT MEETING:</b>	Monday 27 November 2023 at 5.30pm at BDSC.															



**SIGNATURE OF PRESIDING MEMBER**

Mrs Lauren Albrey

27 November 2023

**DATED**