

MINUTES OF THE SCHOOL BOARD MEETING HELD ON MONDAY 26 JUNE 2023 AT 5.30PM IN THE BDSC BOARDROOM

PRESENT:	Murray Goodman, Garry Larsen, Mark Twyman, Tiffany Chan, Vonja Young, Billyjo Flesher-Martin, Yvonne de Graaf.		
APOLOGIES:	Karen Brinsden, Ian Marshall, Lauren Albrey, Nicola Troughear.		
VISITORS:	Acting Principal Kerrie Holmes, Business Manager Diedré Lane, Head of English Kerry Pinnell.		
WELCOME:	At 5.55pm the Deputy Presiding Member opened the meeting.	M Goodman	
1. CONFLICTS OF INTEREST:	Nil.	M Goodman	
2. LEARNING AREA REPORT:	The Deputy Presiding Member thanked Head of English Kerry Pinnell for her informative and interactive presentation.	M Goodman	
3. MINUTES:	With no changes or omissions noted, the minutes of the last meeting dated Monday 29 May 2023 were taken as read. There were no further comments or matters arising. <i>Motion: The Deputy Presiding Member proposed acceptance of the minutes, seconded by Garry Larsen with all in favour.</i>	M Goodman	
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	A report for management discussion is in progress.
	3. MOE should attend a board meeting.	Y de Graaf	No response from Rob McAllistair regarding our invitation to May or June's meeting.
	4. Contact local MP Chris Luxon to discuss the issues and lack of action from MOE.	Y de Graaf	Chris Luxon's secretary will try to organize a discussion time.
	5. Vonja Young and Billyjo Flesher-Martin	Y de Graaf	Induction process underway for both co-opted members.
5. FINANCE:	Finance Report: The Finance Report for May 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 May \$1,122,085.59 be approved. <i>Motion: The Business Manager recommended ratification of the monthly payments, seconded by Garry Larsen with all in favour.</i> 2023 Budget: Currently tracking well. Will have a more accurate record once the end of month journals have been reconciled. International Students: 12 international students are leaving at the end of Term 2 and 30 new ones are starting in Term 3. Most of the new students are with us for a short term. Fees are building for 2024 as we receive more long-term enrolments.		D Lane

	<p>New Gym: Issue with precast panels is ongoing. A resolution should be reached this week.</p>	
6. PROPERTY	<p>Property Report: The Property Report for May was taken as read. <i>Motion: The Deputy Presiding Member moved that the Property Report be accepted, seconded by Mark Twyman with all in favour.</i></p> <p>Weather Tightness Project No progress, no update from MOE.</p> <p>Fire Incident: MOE Project Manager Gerald North visited the damage the day after the fire. The repair is viewed as a project and Watershed have been appointed as Project Manager. They will liaise with MOE and get it underway. Damage is estimated at approximately \$85k. The classroom most affected can be used but it is not fully functioning.</p> <p>New Gym Entrance: Have received permission to use an inspired version of a NZ artist's work on the main wall in the entrance way. New Signs will suggest how we can fit the artwork in the space.</p> <p>5YA/10YPP: On hold, waiting for the Weather Tightness Project. Because some of our issues need to be addressed promptly, we will put them under Health & Safety. Have requested a meeting with consultants, waiting for a response.</p> <p>Café Burglary: Café window was smashed, and a few food items taken. Cameras identified one of the seven offenders as wearing a local college jacket. Police are investigating.</p> <p>Cleaners: Cleaners have been given notice. The current team finishes at the end of Term 2 and a new team will be here 1 July until end of September. An RFP is currently being prepared for tender. Hoping new contractors will start Term 4.</p> <p>Property Custodian: New Property Custodian is doing a great job fixing issues, working out solutions and cleaning up the school. Good communication with staff.</p> <p>Diedré Lane left the meeting at 7.03pm.</p>	<i>D Lane</i>
7. HEALTH & SAFETY:	<p>Fire incident on 7 June prompted a full school evacuation. The alarm sounded during lunchtime so not all heard the siren at first. Once Fire Services put out the fire and determined that the cause was arson, a full investigative process was followed by their Fire Investigator and the Police. <i>Action: Management will look at other ways to make sirens heard over the noise during break times.</i></p>	<i>K Holmes</i>
8. PRINCIPAL'S REPORT:	<p>The Principal's Report was taken as read. <i>Motion: The Deputy Presiding Member moved for acceptance of the Principal's Report, seconded by Garry Larsen with all in favour.</i></p>	<i>K Holmes</i>

	<p>Student Achievement: Data shows students are tracking nicely. Assessments are being worked on now which makes a difference to the previous two months' data. Our Māori and Pasifika students are also tracking well.</p> <p>This year it has been hard to extract definitive data on how our Year 11 students are tracking because it is a transitional year from NCEA and not all subjects are at the same stage. We are looking at different ways to get the information we need.</p> <p>Student/Teacher/Parent Interviews: Trialled online and face-to-face interviews and feedback was that staff preferred both options. The small number of parents who completed the survey said they preferred face-to-face interviews with longer timeframes.</p> <p>2023 Student Elections: <i>Motion: The Acting Principal nominated Yvonne de Graaf as Returning Officer for the 2023 Student election, seconded by Mark Twyman with all in favour.</i></p>										
9. STRATEGIC PLAN:	With NCEA shifting, we have been able to push some actions out on our plan. All is tracking nicely.	<i>K Holmes</i>									
10. POLICIES:	<p>Policy Ratification: <i>Motion: The Deputy Presiding Member recommended the ratification of Reporting on Student Achievement Progress Policy and Board Member Code of Conduct within Governance Policy and Directives, seconded by Garry Larsen with all in favour.</i></p>	<i>M Goodman</i>									
11. BOARD COMMITTEE REPORTS:	<table> <tr> <td>10.1</td><td> <p>Disciplinary Committee: Two students were excluded for arson. One student had their suspension lifted with conditions. One student had their suspension lifted. Another two board hearings are scheduled next week.</p> </td><td><i>G Larsen</i></td></tr> <tr> <td>10.2</td><td>Property Committee: Refer to Property Report.</td><td></td></tr> <tr> <td>10.3</td><td>Personnel Committee: In-Committee.</td><td><i>K Holmes</i></td></tr> </table>	10.1	<p>Disciplinary Committee: Two students were excluded for arson. One student had their suspension lifted with conditions. One student had their suspension lifted. Another two board hearings are scheduled next week.</p>	<i>G Larsen</i>	10.2	Property Committee: Refer to Property Report.		10.3	Personnel Committee: In-Committee.	<i>K Holmes</i>	
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13. NEW ITEMS:	<table> <tr> <td>13.1</td><td> <p>Succession Planning: One board member will leave once the gym project is complete. The other one will leave at the end of the year.</p> </td><td><i>M Goodman</i></td></tr> <tr> <td>13.2</td><td> <p>Board attendance at upcoming events: <i>Action: Members to let the Board Secretary know which events they can attend and which award ceremonies they can speak at.</i></p> <ul style="list-style-type: none"> • The Addams Family school production – 2-5 August, 7.30pm PAC (one complimentary ticket available for those wishing to attend). • Scholarship Evening – date TBC. • Wednesday 18 October – Sports Awards, venue TBC. • Thursday 26 October – Arts Awards, venue TBC. • Monday 30 October – Y13 Award Ceremony, 7pm PAC. • Tuesday 31 October – Y12 Awards, 7pm PAC. • Friday 3 November – Grad Dinner, 7pm Ellerslie Events Centre. • Friday 24 November – Y11 Awards, 1.30pm PAC. • Friday 8 December – Y9 Awards, 12pm PAC. • Friday 8 December – Y10 Awards, 9.30am PAC. • Saturday 9 December – Board/SLT BBQ, date and venue TBC. </td><td><i>Y de Graaf</i></td></tr> </table>	13.1	<p>Succession Planning: One board member will leave once the gym project is complete. The other one will leave at the end of the year.</p>	<i>M Goodman</i>	13.2	<p>Board attendance at upcoming events: <i>Action: Members to let the Board Secretary know which events they can attend and which award ceremonies they can speak at.</i></p> <ul style="list-style-type: none"> • The Addams Family school production – 2-5 August, 7.30pm PAC (one complimentary ticket available for those wishing to attend). • Scholarship Evening – date TBC. • Wednesday 18 October – Sports Awards, venue TBC. • Thursday 26 October – Arts Awards, venue TBC. • Monday 30 October – Y13 Award Ceremony, 7pm PAC. • Tuesday 31 October – Y12 Awards, 7pm PAC. • Friday 3 November – Grad Dinner, 7pm Ellerslie Events Centre. • Friday 24 November – Y11 Awards, 1.30pm PAC. • Friday 8 December – Y9 Awards, 12pm PAC. • Friday 8 December – Y10 Awards, 9.30am PAC. • Saturday 9 December – Board/SLT BBQ, date and venue TBC. 	<i>Y de Graaf</i>				
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MEETING CLOSED:	With no further items to discuss, the meeting closed at 7.36pm.	<i>M Goodman</i>									

**UPCOMING
EVENTS 2023**

Monday 26 June to Wednesday 5 July	Service trip to sister school Lelean Memorial, Suva
Monday 26 June	Y12 and Y13 rostered home
Tuesday 27 June	Y10 and Y9 rostered home
Wednesday 28 June	Y11 and Y12 rostered home
	NZ PPTA PUM Meeting - school closes at 12.05pm
Thursday 29 June	Y13 and Y9 rostered home
Friday 30 June	End of Term 2
Monday 17 July	Start of Term 3
Monday 24 to Friday 28 July	Arts Week
Saturday 29 July	2024 Enrolment Open Day
Monday 31 July to Friday 4 August	Maths Week
Monday 31 July to Sunday 6 August	Nishinomiya Imazu – Japanese Sister School Visit
Monday 31 July	Board Meeting

NEXT MEETING: Monday 31 July at 5.30pm at BDSC.**SIGNATURE OF DEPUTY PRESIDING MEMBER:**

Mr Murray Goodman

31 July 2023

DATED