

## MINUTES OF THE BDSC SCHOOL BOARD MEETING HELD ON MONDAY 27 FEBRUARY 2023 AT 5.30PM AT BDSC

| PRESENT:   | Karen Brinsden, Lauren Albrey, Mark Twyman, Murray Goodman, Ian Marshall, Garry Larsen, Nicola Troughear, Tiffany Chan, Yvonne de Graaf and Diedré Lane.  |   |        |        |     |        |   |            |   |  |         |                          |
|--|---|---|--------|--------|-----|--------|---|------------|---|--|---------|--------------------------|
| APOLOGIES:   |   |   |        |        |     |        |   |            |   |  |         |                          |
| VISITORS:  | Associate Principal Kerrie Holmes   |   |        |        |     |        |   |            |   |  |         |                          |
|  |   |   |        |        |     |        |   |            |   |  |         |                          |
| WELCOME:   | At 5.28pm the Principal opened the meeting with BDSC’s karakia.   | K Brinsden  |        |        |     |        |   |            |   |  |         |                          |
| PRESIDING MEMBER:  | <i>Motion: The Principal called for nominations for Presiding Member. Lauren Albrey was nominated by Garry Larsen and accepted, all in favour.</i>  | K Brinsden  |        |        |     |        |   |            |   |  |         |                          |
| 1. MINUTES:  | With no changes or omissions noted, the minutes of the last meeting dated Monday 28 November 2022 were taken as read. There were no further comments or matters arising.<br><i>Motion: The Presiding Member proposed acceptance of the minutes, seconded by Ian Marshall with all in favour.</i>  | L Albrey  |        |        |     |        |   |            |   |  |         |                          |
| 2. 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>D McGregor</td><td>Discussions will continue with all year groups once Year 9 have returned from camp.</td></tr><tr><td>2. Parent Shu Chen suggested BDSC uses the WeChat app to engage with the Chinese community better.</td><td>New Era</td><td>Investigating conflicts.</td></tr></table>   |   |        | Action | Who | Update | 1. Explore how gender diversity and inclusion rights can be incorporated into the school uniform. | D McGregor | Discussions will continue with all year groups once Year 9 have returned from camp. | 2. Parent Shu Chen suggested BDSC uses the WeChat app to engage with the Chinese community better. | New Era | Investigating conflicts. |
| Action   | Who   | Update  |        |        |     |        |   |            |   |  |         |                          |
| 1. Explore how gender diversity and inclusion rights can be incorporated into the school uniform.  | D McGregor  | Discussions will continue with all year groups once Year 9 have returned from camp. |        |        |     |        |   |            |   |  |         |                          |
| 2. Parent Shu Chen suggested BDSC uses the WeChat app to engage with the Chinese community better. | New Era   | Investigating conflicts.  |        |        |     |        |   |            |   |  |         |                          |
| 3. FINANCE:  | <p><b>Finance Report:</b><br/>The Finance Report for November, December and January was taken as read.<br/><i>Motion: The Presiding Member moved that the Finance Report be accepted, seconded by Murray Goodman with all in favour.</i></p> <p><b>Cheque Register:</b><br/>The Business Manager put forward that the payments for the month of November \$1,147,675.65, December \$1,154,574.48 and January \$844,537.87 be approved.<br/><i>Motion: The Business Manager recommended ratification of the monthly payments, seconded by Mark Twyman with all in favour.</i></p> <p><b>Auditors:</b><br/>Auditors are scheduled here 6-7 March 2023. Currently working on importing information into their template.</p> <p><b>2022 Accounts:</b><br/>The 2022 budget remained on track. Less trips and more online learning helped keep costs down. The International Student fees received improved the budget.<br/><i>Action: The Business Manager will format the Commitments page the same as it was in October 2022’s Finance Report.</i></p> <p><b>New Gym:</b><br/>The budget for this project is running well so far.<br/><i>Action: The Business Manager will confirm the timing with MOE for the last payment.</i></p> |   | D Lane |        |     |        |   |            |   |  |         |                          |

|                               |  |            |
|-------------------------------|--|------------|
|                               | <p><b>Depreciation:</b><br/> <i>Motion: The Business Manager requested the rollover of equipment be changed from 3 years to 5 years, seconded by Murray Goodman with all in favour.</i></p>  |            |
| <b>4. PROPERTY</b>            | <p><b>Property Report:</b><br/> The Property Report for November, December and January was taken as read.<br/> <i>Motion: The Presiding Member moved that the Property Report be accepted, seconded by Mark Twyman with all in favour.</i></p> <p><b>Weathertightness Project:</b><br/> After involving MOE David Bos, his associates visited the school to review what hasn't been addressed. They will contact the school in four weeks' time to provide an update.<br/> <i>Action: The Principal will contact David to thank him for setting up the meeting and will book a meeting date for 4 weeks' time.</i><br/> <i>Action: The Principal will invite MOE to attend our Board meeting.</i></p> <p><b>Gyms:</b><br/> All is going to plan on the new gym even though the weather caused some setbacks. The roof panels will go on shortly.<br/> The PE office conversion in the old gym should be completed 17 March.</p> <p><b>Gas:</b><br/> Contact Energy have increased their fees. A tender company found Nova Energy will charge 23% less than Contact Energy.<br/> <i>Motion: The Business Manager recommended we accept Novo Energy's fixed agreement for three years, seconded by Garry Larsen with all in favour.</i></p> <p>Diedré Lane left the meeting at 6.19pm.</p> | D Lane     |
| <b>6. PRINCIPAL'S REPORT:</b> | <p>The Principal's Report was taken as read.<br/> <i>Motion: The Presiding Member moved for acceptance of the Principal's Report, seconded by Murray Goodman with all in favour.</i></p> <p><b>2022 Analysis of Variance:</b><br/> Attendance target for Māori wasn't achieved and is currently under investigation.</p> <p>The way data is currently calculated and exported from Kamar only recognises 2 hours before and 2 hours after lunch (not the 5 period day). We have requested Kamar looks at a new script to fix this issue.</p> <p>There is a significant influx of domestic students whose literacy skills are very low and require EAL support.</p> <p><b>2022 Scholarships:</b><br/> We received 55 scholarships this year. The staff involved with this gave up a lot of their personal time to assist these students.<br/> <i>Action: The Presiding Member will formally thank these teachers.</i></p> <p><b>Waitangi Visit:</b><br/> The Principal's scheduled visit has been postponed until August due to the PPTA strike on Thursday 16 March 2023.</p> <p><b>Year 9 Camps:</b><br/> All Year 9 camps were able to go ahead after Cyclone Gabrielle except for Spirit. Camp Adair has been yellow stickered, so this trip has been postponed until mid-May.</p>    | K Brinsden |

|                                    |   |            |  |            |      |  |            |  |
|------------------------------------|---|------------|--|------------|------|--|------------|--|
|                                    | <p><b>Employing Overseas Teachers:</b><br/>Because there is a shortage of quality teachers in NZ, schools can employ teachers from overseas if they are accredited (NZ Immigration). A recent webinar explained how the process works. From start to finish (work visa, NZQA and NZ Teaching Council registration), the process will take approximately 6 months. It is also a costly exercise.</p> <p><b>New Year 11 Programme:</b><br/>This programme will run differently from NCEA Level 1. Parents have been advised of the change, but more information will be included in the Botany Bulletin.</p> <p><b>Principal's Professional Growth:</b><br/>This process requires a Principal to be part of a PL network. I have asked Mike Leach to chair the PLG and suggested the names of 3 other Principals who might be keen to join.<br/><i>Motion: The Principal requested the Presiding Member is her endorser, seconded by Garry Larsen with all in favour.</i></p> <p><b>International Students:</b><br/>We have received a lot of interest from the marketing trip Andrea Donovan attended earlier this year. More students are looking at long-term enrolments.</p> <p>The recent weather bombs created a lot of extra work for the International Department as they tried to settle their students in NZ due to cancelled or delayed flights.</p> |            |  |            |      |  |            |  |
| <b>8. POLICIES</b>                 | <p><b>Policy Ratification:</b><br/><i>Motion: The Presiding Member recommended the ratification of the Delegation of Authority and Resolution of Delegation of Authority policies, seconded by Murray Goodman with all in favour.</i></p>   | L Albrey   |  |            |      |  |            |  |
| <b>9. BOARD COMMITTEE REPORTS:</b> | <table border="1"> <tr> <td>9.1</td><td> <p><b>Disciplinary Committee:</b></p> <ol style="list-style-type: none"> <li>1. A trespass notice was served to an ex-student and lodged with NZ Police.</li> <li>2. Students seem restless at the moment. Lots of fights taking place.</li> <li>3. Planning a parent information meeting about vaping. Ex-student will talk about addiction, Mike Turinsky (Youth Worker) will give parents tips on how to converse with their children about it.</li> </ol> <p><i>Action: The Board Secretary to let Board know when this will take place.</i></p> </td><td>K Brinsden</td></tr> <tr> <td>9.2</td><td> <p><b>Property Committee:</b> Refer to Property Report.</p> </td><td>I Marshall</td></tr> </table>  | 9.1        | <p><b>Disciplinary Committee:</b></p> <ol style="list-style-type: none"> <li>1. A trespass notice was served to an ex-student and lodged with NZ Police.</li> <li>2. Students seem restless at the moment. Lots of fights taking place.</li> <li>3. Planning a parent information meeting about vaping. Ex-student will talk about addiction, Mike Turinsky (Youth Worker) will give parents tips on how to converse with their children about it.</li> </ol> <p><i>Action: The Board Secretary to let Board know when this will take place.</i></p> | K Brinsden | 9.2  | <p><b>Property Committee:</b> Refer to Property Report.</p>  | I Marshall |  |
| 9.1                                | <p><b>Disciplinary Committee:</b></p> <ol style="list-style-type: none"> <li>1. A trespass notice was served to an ex-student and lodged with NZ Police.</li> <li>2. Students seem restless at the moment. Lots of fights taking place.</li> <li>3. Planning a parent information meeting about vaping. Ex-student will talk about addiction, Mike Turinsky (Youth Worker) will give parents tips on how to converse with their children about it.</li> </ol> <p><i>Action: The Board Secretary to let Board know when this will take place.</i></p>  | K Brinsden |  |            |      |  |            |  |
| 9.2                                | <p><b>Property Committee:</b> Refer to Property Report.</p>   | I Marshall |  |            |      |  |            |  |
| <b>12. NEW ITEMS:</b>              | <table border="1"> <tr> <td>12.1</td><td> <p><b>Succession Planning:</b> The Board needs a balance of expertise.<br/><i>Action: The Presiding Member will invite candidates from last year's parent election Vonja Young (lawyer) and Billyjo Flesher-Martin (cultural) to attend a few meetings to see if it would suit them and BDSC.</i></p> </td><td></td></tr> <tr> <td>12.2</td><td> <p><b>NZSTA Board Check List:</b><br/><i>Action: The Board Secretary will work through the checklist to make sure everything is covered and up to date.</i><br/>Agenda could include noting conflicts of interest at each meeting.</p> </td><td></td></tr> </table>  | 12.1       | <p><b>Succession Planning:</b> The Board needs a balance of expertise.<br/><i>Action: The Presiding Member will invite candidates from last year's parent election Vonja Young (lawyer) and Billyjo Flesher-Martin (cultural) to attend a few meetings to see if it would suit them and BDSC.</i></p>  |            | 12.2 | <p><b>NZSTA Board Check List:</b><br/><i>Action: The Board Secretary will work through the checklist to make sure everything is covered and up to date.</i><br/>Agenda could include noting conflicts of interest at each meeting.</p> |            |  |
| 12.1                               | <p><b>Succession Planning:</b> The Board needs a balance of expertise.<br/><i>Action: The Presiding Member will invite candidates from last year's parent election Vonja Young (lawyer) and Billyjo Flesher-Martin (cultural) to attend a few meetings to see if it would suit them and BDSC.</i></p>   |            |  |            |      |  |            |  |
| 12.2                               | <p><b>NZSTA Board Check List:</b><br/><i>Action: The Board Secretary will work through the checklist to make sure everything is covered and up to date.</i><br/>Agenda could include noting conflicts of interest at each meeting.</p>  |            |  |            |      |  |            |  |
| <b>MEETING CLOSED:</b>             | With no further items to discuss, the meeting closed at 7.47pm.   | L Albrey   |  |            |      |  |            |  |

|                                 |                                    |  |
|---------------------------------|------------------------------------|--|
| <b>UPCOMING<br/>EVENTS 2023</b> | Monday 6 to Friday 10 March        | Sea Week                                   |
|                                 | Tuesday 7 March                    | Mufti Day                                  |
|                                 | Wednesday 8 to Saturday 11 March   | 2023 Polyfest                              |
|                                 | Thursday 9 March                   | Swimming Sports                            |
|                                 | Thursday 16 March                  | PPTA Industrial Strike (for Union Members) |
|                                 | Monday 27 March                    | Board Meeting, BDSC                        |
|                                 |                                    |  |
| <b>NEXT MEETING:</b>            | Monday 27 March at 5.30pm at BDSC. |  |



**SIGNATURE OF PRESIDING MEMBER:**

Mrs Lauren Albrey

27 March 2023

**DATED**