



**MINUTES OF THE SCHOOL BOARD MEETING  
5:30PM ON MONDAY 28 JUNE 2021  
IN THE BOTANY DOWNS SECONDARY COLLEGE BOARDROOM**

<b>PRESENT:</b>	Karen Brinsden, Garry Larsen, Murray Goodman, Lauren Albrey, Ian Marshall, Mark Twyman, Daisie Yu, Jessica Dixon, Yvonne de Graaf		
<b>APOLOGIES:</b>	Diedre Lane		
<b>VISITORS:</b>	Kerry Pinnell (Head of English).		
<b>WELCOME</b>	At 5.14pm the Board Chair welcomed members to the meeting.	<i>L Albrey</i>	
<b>1. MINUTES:</b>	With no changes or omissions noted, the minutes of the last meeting dated 31 May 2021 were taken as read. There were no further comments or matters arising. <i>Motion: The Board Chair proposed acceptance of the minutes, seconded by Garry Larsen with all in favour.</i>		<i>L Albrey</i>
<b>2. ACTIONS FROM PREVIOUS MINUTES:</b>	<b>Action</b>	<b>Who</b>	<b>Update</b>
	1. Changes required because of analogue lines.	D Lane	In progress.
	2. Update H&S Manuals and Emergency Procedures.	Y de Graaf	In progress.
	3. Student Trustee to provide an article about her role for the website.	J Dixon	In progress.
	4. Create staff awareness regarding physical restraint.	Y de Graaf	MOE will advise about a workshop.
	5. Complete the Privacy Commission's Privacy ABC e-learning modules and forward Completion Certification to the Board Secretary.	Board	In progress.
	6. Policies for website.	L Albrey	In progress.
<b>3. ENGLISH LEARNING AREA REPORT:</b>	Kerry Pinnell arrived at 5.23pm to present the English Learning Area Report.  The Board thanked Kerry for her great presentation and expressed their gratitude to her and her team for their hard work making sure every student's needs are met.  Kerry Pinnell left the meeting at 5.56pm.		<i>K Pinnell</i>
<b>4. FINANCE:</b>	<b>Finance Report:</b> The Finance Report for May 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>		<i>K Brinsden</i>

	<p><b>Cheque Register:</b> The Principal put forward that the payments for the month of May \$715,821.83 be approved.  <i>Motion: The Principal recommended ratification of the monthly payments, seconded by Garry Larsen with all in favour.</i></p> <p><b>Auditors:</b>  We have the option to change auditors.  <i>Motion: The Principal recommends that we continue with Crowe Howarth, seconded by Garry Larsen with all in favour.</i></p> <p><b>Café:</b>  The Business Manager and the Principal are making progress with the Café Manager to get the Café back on track.</p>	
<p><b>5. PROPERTY</b></p>	<p><b>Property Report:</b>  The Property Report for May was taken as read.  <i>Motion: The Board Chair moved that the Property Report be accepted, seconded by Mark Twyman with all in favour.</i></p> <p><b>Gym #2:</b>  Some of the increasing workload relating to this project needs to be pushed back onto the MOE assigned Project Manager.</p> <p><b>Boiler Pipework:</b>  The issues with the manholes not draining were allegedly fixed in 2011. Cost to fix this again should not come out of the 5YA or Roof Remediation budget.  <i>Action: The Principal and Business Manager will discuss this with Kris Morris-Vette at Watershed before responding to Desire Correa de Melo at MOE.</i></p> <p><b>Project Manager:</b>  Because all our projects crossover, it would be more conducive if we had an external project manager to run them all.</p> <p><b>Remediation:</b>  <i>Action: The Business Manager to follow up with Reza Mohammadi at MOE with regards to his meeting with 22 Degrees on Monday 31 May 2021.</i></p> <p><b>Prefabs:</b>  These will be demolished onsite though we need a detailed scope of work so we have a timeline to work around.  <i>Action: Ian Marshall will contact Hendersons.</i></p>	<p><i>K Brinsden</i></p>
<p><b>6. HEALTH &amp; SAFETY</b></p>	<p><b>Health &amp; Safety Folders:</b>  A sample Health &amp; Safety folder has been established. The Board Secretary is currently updating the Health &amp; Safety section of the Staff Notebook. Hard copies will be compiled and placed in the folders which are located around the school.  <i>Action: The Board Secretary is working on updating these.</i></p>	<p><i>K Brinsden</i></p>
<p><b>7. PRINCIPAL'S REPORT:</b></p>	<p>The Principal's Report was taken as read.  <i>Motion: The Principal moved for acceptance of the Principal's Report, seconded by Lauren Albrey with all in favour.</i></p>	<p><i>K Brinsden</i></p>

	<p><b>NCEA Update:</b> Level 1/Year 11 Maori student's NCEA results are significantly lower than the cohort. This will be reviewed and addressed.</p> <p><b>2023 Course Planning:</b> Most school Counsellors and Nurses are inundated with mental health issues due to the pressures stemming from Covid. The Senior Leadership Team are looking at ways the 2023 course programmes could alleviate some stress. Options will be discussed at the Strategic Planning Retreat.</p> <p><b>International Student Department:</b> The 2022 structure of the department is concerning as possibly only 45 students will be attending next year. The uncertainty of job security is causing unrest within the team.</p> <p><b>Vaping:</b> Vapo is a new vaping store that will be opening in Botany Town Centre next to Columbus. The Directors of this company are working alongside Ministry of Health and Quitline for the cessation of cigarette smoking. They are happy to meet with the Principal to reiterate their policies. The Manager of Botany Town Centre came in to meet with two students who presented their concerns with the store's location.</p> <p>With the use of vaping on the rise, the principal is looking for a cost-effective way to detect vaping in the bathrooms.</p> <p><b>Learner Support Department:</b> Abby Smith, Special Education Needs Co-ordinator (SENCO) is doing a great job. We are currently looking at restructuring the department to accommodate her request to work part-time.</p>	
<p><b>8. OTHER ITEMS</b></p>	<p><b>Fixed Term Employment Agreements (FTEA):</b> The Board Secretary attended an online NZSTA module which addressed how fixed term agreements should and shouldn't be used.</p> <p><b>Strategic Planning Retreat:</b> <i>Action: The Board Secretary will provide an Agenda.</i></p> <p><b>Study Award Application:</b> Nicola Folks, Discovery Whānau Leader, has requested for permission to apply for 16 weeks study leave to complete her Masters. <i>Motion: The Principal supports this application, seconded by Lauren Albrey with all in favour.</i></p>	
<p><b>9. BOARD COMMITTEE REPORTS:</b></p>	<p><b>Community Relations:</b> Mark Twyman and Deputy Principal Debbie McGregor met with Ruth White, General Manager of GETBA, to set up a community support network. <i>Action: Debbie McGregor will follow up with Ruth White and will also try to connect with the HR Manager at Fisher &amp; Paykel.</i></p> <p>Mike Turinsky is the Director of YoungLife and is a local Board Member. He is keen to help schools create connections with the community.</p>	

	<p><b>Disciplinary:</b> Garry Larsen is meeting with a student and his parents this week to remind them of the repercussions of bad decisions and to promote making good ones.</p> <p><b>Botany Bulletin Board Update:</b> Murray Goodman – for Friday 2 July. Mark Twyman – for Friday 6 August. Garry Larsen - for Friday 3 September.</p>	
<b>10.POLICY RATIFICATION:</b>	<p><b>Policy Ratification:</b> <i>Motion: The Copyright and Student Behaviour Management Policies were accepted, seconded by Mark Twyman with all in favour.</i> <i>Action: The Governance Policy framework will be reviewed by the Principal and the Board Chair.</i></p>	L Albrey
<b>MEETING CLOSED:</b>	With no further business to discuss, the meeting closed at 7.28pm.	
<b>UPCOMING EVENTS</b>	<p>Tuesday 29 to Wednesday 30 June – ENCORE (L1-3 Drama Performances 9am-4pm). Thursday 1 July – Board/Staff Drinks (Bosuns Bar in Howick 5.30pm-7.30pm). Saturday 3 July – School Ball. Monday 5 July – Scholarship Evening (Staffroom 7pm-8.30pm). Thursday 8 July – Music Showcase (PAC from 5pm) Friday 9 July – Term 2 Ends. Monday 26 July – Term 3 Starts. Monday 26 July – Board Meeting at BDSC (5.30pm). Thursday 29 July – In-Zone Enrolment Evening (7pm-8.15pm). Monday 2 to Tuesday 3 August – Solo Music Performances (PAC 6pm-8pm) Monday 9 to Friday 13 August – Maths Week. Wednesday 11 to Saturday 14 August – School Production (PAC 6pm-9pm)</p>	
<b>NEXT MEETING:</b>	<b>Monday 26 July 2021 at BDSC at 5.30pm.</b>	



**SIGNATURE OF BOARD CHAIR:**

Mrs Lauren Albrey

26 July 2021

**DATED**