

**MINUTES OF THE COLLEGE BOARD MEETING
MONDAY 28 MARCH 2022 AT 5.00PM
VIA MICROSOFT TEAMS DUE TO COVID CPF RED**

PRESENT:	Karen Brinsden, Garry Larsen, Murray Goodman, Lauren Albrey, Mark Twyman, Daisie Yu, Jessica Dixon, Yvonne de Graaf and Diedre Lane.																												
APOLOGIES:	Ian Marshall.																												
VISITORS:	Philip Bradley, Auckland University Research - Better Boards, Stronger Schools.																												
WELCOME:	At 5.03pm the Presiding Member welcomed members to the meeting.	<i>L Albrey</i>																											
1. MINUTES:	<p>With no changes or omissions noted, the minutes of the last meeting dated Monday 28 February 2022 were taken as read. There were no further comments or matters arising.</p> <p><i>Motion: The Presiding Member proposed acceptance of the minutes, seconded by Mark Twyman with all in favour.</i></p>	<i>L Albrey</i>																											
2. ACTIONS FROM PREVIOUS MINUTES:	<table border="1"> <thead> <tr> <th>Action</th> <th>Who</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>1. Staff physical restraint awareness.</td> <td>SLT</td> <td>Needs to be done inhouse.</td> </tr> <tr> <td>2. Connect with Paul Shearer F&P HR Manager.</td> <td>D McGregor M Twyman</td> <td>On hold due to Covid pandemic.</td> </tr> <tr> <td>3. Governance policy framework / Governance handbook.</td> <td>L Albrey K Brinsden</td> <td>In progress.</td> </tr> <tr> <td>4. Create a timeline for what Equipment/systems is needed for second gym.</td> <td>D Lane</td> <td>Will be actioned now that gym has been approved.</td> </tr> <tr> <td>5. There is lack of usable space in the music practice rooms and no sound proofing.</td> <td>K Brinsden D Lane</td> <td>For consideration post gym build.</td> </tr> <tr> <td>6. All staff should attend online security refresher trainings every two years.</td> <td>M Goodman</td> <td>Will provide quote.</td> </tr> <tr> <td>7. Closure of Family & Friends charity and bank account.</td> <td>D Lane</td> <td>Awaiting authorized signatures.</td> </tr> <tr> <td>8. Need quotes to help decide where changing sheds will move to.</td> <td>D Lane</td> <td>In progress.</td> </tr> </tbody> </table>	Action	Who	Update	1. Staff physical restraint awareness.	SLT	Needs to be done inhouse.	2. Connect with Paul Shearer F&P HR Manager.	D McGregor M Twyman	On hold due to Covid pandemic.	3. Governance policy framework / Governance handbook.	L Albrey K Brinsden	In progress.	4. Create a timeline for what Equipment/systems is needed for second gym.	D Lane	Will be actioned now that gym has been approved.	5. There is lack of usable space in the music practice rooms and no sound proofing.	K Brinsden D Lane	For consideration post gym build.	6. All staff should attend online security refresher trainings every two years.	M Goodman	Will provide quote.	7. Closure of Family & Friends charity and bank account.	D Lane	Awaiting authorized signatures.	8. Need quotes to help decide where changing sheds will move to.	D Lane	In progress.	
Action	Who	Update																											
1. Staff physical restraint awareness.	SLT	Needs to be done inhouse.																											
2. Connect with Paul Shearer F&P HR Manager.	D McGregor M Twyman	On hold due to Covid pandemic.																											
3. Governance policy framework / Governance handbook.	L Albrey K Brinsden	In progress.																											
4. Create a timeline for what Equipment/systems is needed for second gym.	D Lane	Will be actioned now that gym has been approved.																											
5. There is lack of usable space in the music practice rooms and no sound proofing.	K Brinsden D Lane	For consideration post gym build.																											
6. All staff should attend online security refresher trainings every two years.	M Goodman	Will provide quote.																											
7. Closure of Family & Friends charity and bank account.	D Lane	Awaiting authorized signatures.																											
8. Need quotes to help decide where changing sheds will move to.	D Lane	In progress.																											
3. FINANCE:	<p>Finance Report: The Finance Report for February 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></p> <p>Cheque Register: The Business Manager put forward that the payments for the month of January \$452,232.98 be approved. <i>Motion: The Business Manager recommended ratification of the monthly payments, seconded by Mark Twyman with all in favour.</i></p> <p>2021 Draft Annual Report: This is currently with the Auditors, awaiting their feedback. Final report will be presented to the Board before our next meeting.</p>	<i>D Lane</i>																											

	<p>Authorised Bank Signatories: <i>Motion: The Business Manager requested that Associate Principal Kerrie Holmes replaces Deputy Principal Christine Williams as a bank signatory, seconded by Murray Goodman with all in favour.</i></p> <p>Capital Commitments: Will be included in next month's reports.</p> <p>Philip Bradley joined the meeting at 5.11pm and introductions were made. At 5.22pm Philip Bradley and the Board Secretary started recording the meeting.</p>	
<p>4. PROPERTY</p>	<p>Property Report: The Property Report for February was taken as read. <i>Motion: The Presiding Member moved that the Property Report be accepted, seconded by Murray Goodman with all in favour.</i></p> <p>Weathertightness Project: This is on track with reports and designs currently being collated ready for building consent. Total Property Worx will look at the more serious buildings (Britten, Discovery and Conference Centre) during the school holidays.</p> <p>Second Gym: MOE confirmed they will increase their contribution to the project. Focus (Building Contractor) have been informed and they are currently reviewing their programme. Once we receive building consent, they can start 9 May. Thank you to Ian Marshall for being the driving factor behind getting everything sorted on time.</p> <p>5YA: All projects have been completed except for HVAC which has been moved across to the Weathertightness Project.</p> <p>Leftover funds need to be used by next mid-July. The Business Manager suggested that the changing rooms in the current gym be upgraded as they are in a poor state. <i>Action: The Property Committee will visit the gym's changing rooms and discuss with Focus and Watershed before making a recommendation to the Board.</i></p> <p>Diedre Lane left the meeting at 5.38pm.</p>	<p><i>D Lane</i></p>
<p>5. 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 Garry Larsen with all in favour.</i></p> <p>Annual Plan: Each month the Board will be able to read the progress made on the Annual Plan. The plan is being prioritised due to the impact of the pandemic and at the moment, the priority is Kāhui Ako.</p> <p>Community of Learning: <i>Motion: The BDSC School Board approved the delegation of authority to the Waipaparoa Kāhui Ako Selection and Appointments panel to select their preferred candidate(s) for the Across School Leader under the direction of the NANP panel member, and make recommendations to the employing Boards, seconded by Mark Twyman with all in favour.</i></p>	<p><i>K Brinsden</i></p>

Health & Safety:

Health & Safety meetings take place every month and committee members report outcomes to their Learning Area meetings.

Staff have been asked to check their rooms for any loose or unstable ceiling tiles that the last deluge of rain may have caused.

Student Progress and Achievement:

Areas of concern are Māori and Pasifika with the main factors being the fallout from Covid and lack of attendance. These groups of students will be a target group the assigned Deputy Principals will focus on when tracking.

Student Attendance:

As Auckland's Covid positive cases decline, attendance climbs. Some students are still yet to fully engage in learning since last year's lengthy lockdown.

Te Tiriti o Waitangi:

We need to build our capacity and knowledge. The Principal suggested that the Board and Senior Leadership Team visit Waitangi for more insight.

Tikanga at Board Level:

The Presiding Board Member suggested incorporating Te Reo Māori in our Agenda as well as including Māori practices at board meetings.

Action: The Board Secretary will amend the current Agenda.

Student Standdown:

A Year 9 student has received a substantial number of discipline entries in Kamar already this year. He doesn't understand consequences and his parents are struggling with his behaviour at home. We are working with the family.

Directed Enrolment:

We have a student coming from Edgewater College who may need assistance dealing with anger. Options are attending an anger management course, playing rugby, and aligning him with YoungLife. A discussion with our Disciplinary Committee Chair may also be a future strategy.

Regraded Associate Principal:

Deputy Principal Kerrie Holmes has accepted the Associate Principal role which commences Friday 1 April 2022.

Learning Support Report:

Taken as read. Head of Learning Support Abby Smith works very well with MOE to secure funding for students in need. The Learning Support team is doing a great job battling through the continually rising challenges.

Action: The Presiding Board Member will thank the Head of Learning Support for her hard work and in depth and informative report.

International Student Department:

Even though our international enrolments dropped from 170 students to 40 due to Covid, we are still doing well compared to most schools. Unfortunately, our International Student Manager has resigned and will finish at the end of Term 1. A discussion needs to take place to look at how this department will be structured moving forward.

Action: The Principal would like to meet with the Presiding and Deputy Presiding Members to discuss this once options are confirmed.

	<p>International Student Fees: <i>Motion: The Director of International Students proposed that the 2023 fees remain the same pending a final review in 2023 for the 2024 fee structure, seconded by Murray Goodman with all in favour.</i></p> <p>Nurse Report: An operational staff member fell by Spirit whānau and needed surgery on her foot. She will be off work until the beginning of May (Term 2). The Administration team are doing a great job rallying around to cover her role.</p>											
<p>8. POLICIES</p>	<p>Policy Ratification:</p> <table border="1" data-bbox="355 472 1310 1093"> <tr> <td data-bbox="355 472 437 651">8.1</td> <td data-bbox="437 472 1310 651"> <p>CCTV Surveillance Procedures: Not accepted as the policy needs to be updated further. <i>Action: The Board Secretary will amend and pass to Murray Goodman to review before being presented to the board at the next meeting.</i></p> </td> </tr> <tr> <td data-bbox="355 651 437 1093">8.2</td> <td data-bbox="437 651 1310 1093"> <p>International Student Policies: <i>Motion: The below International Policies were accepted to include The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, seconded by Murray Goodman with all in favour:</i></p> <ul style="list-style-type: none"> • <i>Accommodation Policy.</i> • <i>Disciplinary Policy.</i> • <i>Fee Paying Student Policy.</i> • <i>Fee Protection Policy.</i> • <i>Managing Recruitment Agencies Policy.</i> • <i>Refund Policy.</i> • <i>Student Travel Policy.</i> </td> </tr> </table> <p>Garry Larsen left the meeting at 6.46pm for an urgent work issue.</p>	8.1	<p>CCTV Surveillance Procedures: Not accepted as the policy needs to be updated further. <i>Action: The Board Secretary will amend and pass to Murray Goodman to review before being presented to the board at the next meeting.</i></p>	8.2	<p>International Student Policies: <i>Motion: The below International Policies were accepted to include The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, seconded by Murray Goodman with all in favour:</i></p> <ul style="list-style-type: none"> • <i>Accommodation Policy.</i> • <i>Disciplinary Policy.</i> • <i>Fee Paying Student Policy.</i> • <i>Fee Protection Policy.</i> • <i>Managing Recruitment Agencies Policy.</i> • <i>Refund Policy.</i> • <i>Student Travel Policy.</i> 							
8.1	<p>CCTV Surveillance Procedures: Not accepted as the policy needs to be updated further. <i>Action: The Board Secretary will amend and pass to Murray Goodman to review before being presented to the board at the next meeting.</i></p>											
8.2	<p>International Student Policies: <i>Motion: The below International Policies were accepted to include The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, seconded by Murray Goodman with all in favour:</i></p> <ul style="list-style-type: none"> • <i>Accommodation Policy.</i> • <i>Disciplinary Policy.</i> • <i>Fee Paying Student Policy.</i> • <i>Fee Protection Policy.</i> • <i>Managing Recruitment Agencies Policy.</i> • <i>Refund Policy.</i> • <i>Student Travel Policy.</i> 											
<p>9. NEW ITEMS:</p>	<table border="1" data-bbox="355 1223 1310 1653"> <tr> <td data-bbox="355 1223 437 1507">9.1</td> <td data-bbox="437 1223 1310 1507"> <p>2021 NCEA Achievement Report: Taken as read. Was informative and good to see what was successful in 2021 and what needs attention this year. The Deputy Principals will meet with the Heads of Learning Areas to provide feedback and discuss goals and targets for 2022. Follow through is required for the Literacy and Numeracy Pilot exams that didn't take place.</p> </td> </tr> <tr> <td data-bbox="355 1507 437 1653">9.2</td> <td data-bbox="437 1507 1310 1653"> <p>Philip Bradley, University Research: <i>Action: Board Members to send their completed surveys to Philip by the end of this week.</i></p> </td> </tr> </table>	9.1	<p>2021 NCEA Achievement Report: Taken as read. Was informative and good to see what was successful in 2021 and what needs attention this year. The Deputy Principals will meet with the Heads of Learning Areas to provide feedback and discuss goals and targets for 2022. Follow through is required for the Literacy and Numeracy Pilot exams that didn't take place.</p>	9.2	<p>Philip Bradley, University Research: <i>Action: Board Members to send their completed surveys to Philip by the end of this week.</i></p>							
9.1	<p>2021 NCEA Achievement Report: Taken as read. Was informative and good to see what was successful in 2021 and what needs attention this year. The Deputy Principals will meet with the Heads of Learning Areas to provide feedback and discuss goals and targets for 2022. Follow through is required for the Literacy and Numeracy Pilot exams that didn't take place.</p>											
9.2	<p>Philip Bradley, University Research: <i>Action: Board Members to send their completed surveys to Philip by the end of this week.</i></p>											
<p>10. BOARD COMMITTEE REPORTS:</p>	<table border="1" data-bbox="355 1722 1310 1910"> <tr> <td data-bbox="355 1722 437 1760">10.1</td> <td data-bbox="437 1722 1310 1760">Community Relations: No progress has been made due to Covid.</td> </tr> <tr> <td data-bbox="355 1760 437 1798">10.2</td> <td data-bbox="437 1760 1310 1798">Disciplinary: Nil.</td> </tr> <tr> <td data-bbox="355 1798 437 1836">10.3</td> <td data-bbox="437 1798 1310 1836">Personnel and Appointments: (refer to Principal's Report).</td> </tr> <tr> <td data-bbox="355 1836 437 1874">10.4</td> <td data-bbox="437 1836 1310 1874">Property Committee: (refer to Property Report).</td> </tr> <tr> <td data-bbox="355 1874 437 1910">10.5</td> <td data-bbox="437 1874 1310 1910">Botany Bulletin: April's Message Completed.</td> </tr> </table>	10.1	Community Relations: No progress has been made due to Covid.	10.2	Disciplinary: Nil.	10.3	Personnel and Appointments: (refer to Principal's Report).	10.4	Property Committee: (refer to Property Report).	10.5	Botany Bulletin: April's Message Completed.	<p><i>M Twyman G Larsen K Brinsden I Marshall M Goodman</i></p>
10.1	Community Relations: No progress has been made due to Covid.											
10.2	Disciplinary: Nil.											
10.3	Personnel and Appointments: (refer to Principal's Report).											
10.4	Property Committee: (refer to Property Report).											
10.5	Botany Bulletin: April's Message Completed.											
<p>MEETING CLOSED:</p>	<p>With no further business to discuss, the meeting closed at 7.04pm.</p> <p>Recording of the meeting stopped and Philip Bradley thanked members for allowing him to observe the meeting.</p>											

UPCOMING EVENTS	28 March – 1 April	Summer Tournament Week
	6 April	Year 9-10 Parent Teacher Conferences
	9 April	Sheilah Winn Regional Festival at BDSC
	12 April	Cross Country
		Year 9-10 Parent Teacher Conferences
	14 April	Last day of Term 1
	18 April	SDNZ Competition, Vodafone Events Centre
	2 May	Start of Term 2
Board Meeting		

NEXT MEETING:	Monday 2 May 2022
----------------------	-------------------



2 May 2022

SIGNATURE OF PRESIDING MEMBER:

DATED

Mrs Lauren Albrey