

## MINUTES OF THE SCHOOL BOARD MEETING HELD ON MONDAY 29 APRIL 2024 AT 5:00PM IN THE BOARDROOM

<b>PRESENT:</b>	Lauren Albrey, Ian Marshall, Vonja Young, Karen Brinsden, Garry Larsen, Billyjo Flesher-Martin (arrived 5.39pm), Tiffany Chan and Yvonne de Graaf.										
<b>APOLOGIES:</b>	Nicola Troughear.										
<b>VISITORS:</b>	Business Manager Diedré Lane, Associate Principal Kerrie Holmes.										
<b>WELCOME:</b>	At 5:00pm the Presiding Member opened the meeting.	<i>L Albrey</i>									
<b>1. CONFLICTS OF INTEREST:</b>	Nil.	<i>L Albrey</i>									
<b>2. MINUTES:</b>	With no changes or omissions noted, the minutes of the last meeting dated Monday 25 March 2024 were taken as read. There were no further comments or matters arising. <i>Motion: The Presiding Member proposed acceptance of the minutes, seconded by Karen Brinsden with all in favour.</i>	<i>L Albrey</i>									
<b>3. ACTIONS FROM PREVIOUS MINUTES:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Action</th> <th style="text-align: left;">Who</th> <th style="text-align: left;">Update</th> </tr> </thead> <tbody> <tr> <td>1. Long service to BDSC celebrations.</td> <td>Y de Graaf</td> <td>Event to be at Bosuns and include all staff as well as the 15- and 20-year staff member's partners. <i>Action: The Board Secretary will provide date options.</i></td> </tr> <tr> <td>2. Survey questions for staff, students, and parents for Strategic Retreat.</td> <td>K Brinsden</td> <td>Will use same survey as last year so trends can be ascertained.</td> </tr> </tbody> </table>	Action	Who	Update	1. Long service to BDSC celebrations.	Y de Graaf	Event to be at Bosuns and include all staff as well as the 15- and 20-year staff member's partners. <i>Action: The Board Secretary will provide date options.</i>	2. Survey questions for staff, students, and parents for Strategic Retreat.	K Brinsden	Will use same survey as last year so trends can be ascertained.	
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<b>4. FINANCE:</b>	<p><b>Finance Report:</b> The Finance Report for April 2024 was taken as read. <i>Motion: The Presiding Member moved that the Finance Report be accepted, seconded by Garry Larsen with all in favour.</i></p> <p><b>Cheque Register:</b> The Business Manager put forward that the payments for April \$2,591,313.48 be approved. <i>Motion: The Business Manager recommended ratification of the monthly payments, seconded by Ian Marshall with all in favour.</i></p> <p><b>Auditors:</b> The 2023 Financials are almost complete. The Auditors are waiting for our corrected Analysis of Variance as well as our Student Progress and Te Tiriti o Waitangi reports. Once finalized, the report will be presented to the Board for approval before submission to MOE on 31 May.</p> <p><b>New Gym:</b> Payment of \$13k has been made to engage consultants for the damaged floor. This will be reimbursed (via insurance claim) after the geotechnical investigation has been completed and liability confirmed.</p>	<i>D Lane</i>									
<b>5. PROPERTY:</b>	<p><b>Property Report:</b> The Property Report for April 2024 was taken as read. <i>Motion: The Presiding Member moved that the Property Report be accepted, seconded by Vonja Young with all in favour.</i></p>	<i>D Lane</i>									

	<p><b>Weathertightness Project:</b> MOE believes this project will still commence in July even though they are still adjusting drawings, haven't relodged the building consent to Council and not appointed a main contractor.</p> <p>At the last meeting we received a construction programme which is working on each block being completed within three months with an additional month to move back in. This, along with their belief that classes on the ground floor in the same block as construction could continue as normal, seems unrealistic. We have grave Health and Safety concerns. We are also concerned about the specialized classrooms that can't decant, i.e. laboratories/chemicals, food technology ovens, music room pianos, etc. <i>Action: Because this project is continually going around in circles and MOE won't share pertinent information, the Principal will request a meeting with our Local MP/Prime Minister Hon Christopher Luxon, Lauren Albrey, Ian Marshall and Diedré Lane.</i></p> <p><b>10YPP/5YA:</b> Andrew Milne has been proactive and is fully engaged in these projects. Drawings of requirements will be created then requests sent for tender.</p>							
<p><b>6. HEALTH &amp; SAFETY:</b></p>	<p>The Principal would like to thank Business Manager Diedré Lane for all the work she put into completing our approved Fire Evacuation Scheme.</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 that the Principal's Report be accepted, seconded by Lauren Albrey with all in favour.</i></p> <p><b>Student NCEA Data:</b> Credit tracking will start this term going forward. Year 12 Māori and Pasifika students are a strong cohort and are progressing very well.</p> <p><b>1<sup>st</sup> XV Rugby Proposal to wear le Faikagas:</b> Tongan and Samoan students could have the option to wear cultural le faikagas at formal premier rugby events and before and after premier games if they become a school uniform item and are worn with respect and honour. <i>Motion: The Presiding Member recommended that this privilege be piloted by the 1<sup>st</sup> XV premier rugby team first before opening it to other codes or events, seconded by Ian Marshall with all in favour.</i></p> <p><b>1<sup>st</sup> XV Rugby Proposal for recognition caps:</b> These would be awarded to students who have played 10 premier rugby games and would be worn with their formal uniform. Designs for these caps will be shared with the Board for feedback.</p>	<p><i>K Brinsden</i></p>						
<p><b>8. STRATEGIC PLAN:</b></p>	<p>As per Principal's Report.</p>	<p><i>K Brinsden</i></p>						
<p><b>9. BOARD COMMITTEE REPORTS:</b></p>	<table border="1"> <tr> <td data-bbox="411 1630 491 1659"> <p>9.1</p> </td> <td data-bbox="499 1630 1337 1659"> <p><b>Disciplinary Committee:</b> Nil.</p> </td> <td data-bbox="1345 1630 1497 1659"> <p><i>G Larsen</i></p> </td> </tr> <tr> <td data-bbox="411 1659 491 2123"> <p>9.2</p> </td> <td data-bbox="499 1659 1337 2123"> <p><b>Property Committee:</b></p> <ol style="list-style-type: none"> <li>1. No sign off for the project to proceed until:               <ol style="list-style-type: none"> <li>a. All matters requested from MOE are provided to BDSC so the Board can make a full Health &amp; Safety assessment. Refer to a separate list of information to be disclosed. The Board agreed that this will be undertaken by an independent Health &amp; Safety expert. This is required because MOE are proposing only a partial decampment of buildings rather than a full decampment as was the plan since prior to 2022.</li> <li>b. Full design and specifications, inclusive of building consent, for the entire work scope for the boiler pipework inclusive of all relevant details, an aesthetic solution, and for BDSC's concerns to be addressed. This includes all pipework being within appropriate covers or above ceilings, and removal of temporary piping.</li> </ol> </li> </ol> </td> <td data-bbox="1345 1659 1497 2123"> <p><i>I Marshall</i></p> </td> </tr> </table>	<p>9.1</p>	<p><b>Disciplinary Committee:</b> Nil.</p>	<p><i>G Larsen</i></p>	<p>9.2</p>	<p><b>Property Committee:</b></p> <ol style="list-style-type: none"> <li>1. No sign off for the project to proceed until:               <ol style="list-style-type: none"> <li>a. All matters requested from MOE are provided to BDSC so the Board can make a full Health &amp; Safety assessment. Refer to a separate list of information to be disclosed. The Board agreed that this will be undertaken by an independent Health &amp; Safety expert. This is required because MOE are proposing only a partial decampment of buildings rather than a full decampment as was the plan since prior to 2022.</li> <li>b. Full design and specifications, inclusive of building consent, for the entire work scope for the boiler pipework inclusive of all relevant details, an aesthetic solution, and for BDSC's concerns to be addressed. This includes all pipework being within appropriate covers or above ceilings, and removal of temporary piping.</li> </ol> </li> </ol>	<p><i>I Marshall</i></p>	
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	<ul style="list-style-type: none"> <li>c. Full disclosure of the building consent documents submitted with an audit of the scope that has been removed over the last 18 months.</li> <li>d. Confirmation that MOE will be responsible for all decampment costs including various fit outs of the existing gym for the needs of each building. MOE has had designs for this prepared previously.</li> <li>e. That all electrical wiring within the building will be recessed.</li> <li>f. That the decampment staging and sequencing be agreed with BDSC prior to any construction contracts. BDSC needs assurance it can continue to provide full learning and Health &amp; Safety for students and staff during the staged building by building remediation works.</li> <li>g. Acknowledgement that MOE's contribution to the new gym and international classrooms is for around 330m2 of the gym itself, and that the remaining floor area (the majority by far) is Board funded.</li> </ul> <p>2. That the Botany MP be contacted for assistance to get the correct information and full disclosure in a timely manner from MOE. To date this has not occurred.</p>																											
9.3	<b>Personnel Committee:</b> Refer to In-Committee Minutes.	<i>L Albrey</i>																										
<b>11. CORRESPONDENCE:</b>	Refer to the Principal's Report.																											
<b>12. EOTC TRIPS:</b>	Nil.																											
<b>13. NEW ITEMS:</b>	Refer to the Principal's Report.																											
<b>MEETING CLOSED:</b>	With no further items to discuss, the meeting closed at 6.15pm. Diedré Lane and the Board retired to the Staffroom for presentations from the Heads of Learning Areas.	<i>L Albrey</i>																										
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<b>NEXT MEETING:</b>	Wednesday 5 June 2024 at 5:30pm at BDSC.																											



5 June 2024

**SIGNATURE OF PRESIDING MEMBER**

Mrs Lauren Albrey

**DATED**