

MINUTES OF THE SCHOOL BOARD MEETING HELD ON MONDAY 29 JULY 2024 AT 5:30PM IN THE BOARDROOM

PRESENT:	Lauren Albrey, Principal Karen Brinsden, Garry Larsen, Ian Marshall, Nicola Troughear, Tiffany Chan, and Sarah Madden.								
APOLOGIES:	Vonja Young, Billyjo Flesher-Martin.								
VISITORS:	Business Manager Diedré Lane								
WELCOME:	5:30pm the Presiding Member opened the meeting.		L Albrey						
1. CONFLICTS OF INTEREST:	Nil.		L Albrey						
2. MINUTES:	With no changes or omissions noted, the Minutes of the last meeting dated Monday 1 July 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 G Larsen with all in favour.</i>		L Albrey						
3. ACTIONS FROM PREVIOUS MINUTES:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Action</th> <th style="width: 20%;">Who</th> <th style="width: 40%;">Update</th> </tr> </thead> <tbody> <tr> <td>Another request for a meeting with the Prime Minister / Botany MP to update on weathertightness project issues.</td> <td style="text-align: center;">K Brinsden</td> <td></td> </tr> </tbody> </table>			Action	Who	Update	Another request for a meeting with the Prime Minister / Botany MP to update on weathertightness project issues.	K Brinsden	
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4. FINANCE:	<p>Finance Report: The Finance Report for month end of June 2024 was taken as read. <i>Motion: The Presiding Member moved that the Finance Report be accepted, seconded by G Larsen with all in favour.</i></p> <p>Accounts for Payment: The Business Manager put forward that the payments for June \$863,916.84 be approved. <i>Motion: The Business Manager recommended ratification of the monthly payments, seconded by G Larsen with all in favour.</i></p> <p>The Finance team are currently working on a project which will automate accounts payable and eliminate paper copies and become electronic.</p>		D Lane						
5. PROPERTY:	<p>Property Report: The Property Report for month end of June 2024 was taken as read. <i>Motion: The Presiding Member moved that the Property Report be accepted, seconded by G Larsen with all in favour.</i></p> <ul style="list-style-type: none"> • Building consent has been approved for the roof remedial/weather tightness project, however the school has not received the document. • The timeframe to begin work is now is from 15 August. • Additional funding has been requested for the weather tightness remedial work. • The vinyl replacement, flexi hose replacement and flashing replacement were all completed during the July school holidays. • On 25 July a lawyer's letter was issued regarding the flooring in the new gym. A reply is required within the next 30 days. • The old gym's insurance claim has been approved by the MOE and paid to the college. • Further 5YA projects outstanding <ul style="list-style-type: none"> ○ Lighting ○ Fire system ○ Lifts ○ Changing rooms (starting soon) ○ Sewerage line being repaired 		D Lane						
6. HEALTH & SAFETY:	Health & Safety Committee Meeting will be on Wednesday 7 August.		K Brinsden						
7. PRINCIPAL'S REPORT:	The Principal's Report was taken as read. <i>Motion: The Principal moved that the Principal's Report be accepted, seconded by L Albrey with all in favour.</i>		K Brinsden						

	<p>Recruitment of new Teachers: Lower retention rates of secondary teachers are assumed for the rest of 2024. The Ministry initiatives aim at increasing teacher supply however they are anticipating that supply will be short of demand by about 40 to 620 secondary teachers in 2024 and supply will exceed demand this year with an estimated shortage of 130 teachers by 2025. The college has recently recruited two overseas teachers The Community Survey that the college sent out also identified that parents and students are concerned about the quality and standards of newly appointed teachers as well.</p> <p>Language Students Trip to Japan 7-20 July: Ms Lodge and Mrs Troughear took 16 students to Japan over the school holidays. The students have been in homestays and attending school. The homestay families were very friendly and welcoming. The students really enjoyed their experience. Our school has had a sister school relationship with Nishinomiya Imazu Senior High School since 2015. Mrs Troughear commented that the school in Japan really appreciates the relationship they have with Botany Downs Secondary College.</p> <p>Appointment of Returning Officer for Student Representative Election to the Board The recommended election date for the student representative is Wednesday 18 September 2024. The Board have agreed to appoint Sarah Madden as the Returning Officer for the Student Elections.</p> <p>Timeline for Student Board Elections:</p> <table border="1" data-bbox="387 824 1281 992"> <tr> <td>Call for Nominations By</td> <td>Tuesday 27 August 2024</td> </tr> <tr> <td>Nominations close at Midday on</td> <td>Monday 2 September 2024</td> </tr> <tr> <td>Election Day</td> <td>Wednesday 18 September 2024</td> </tr> <tr> <td>Count Votes By</td> <td>Tuesday 24 September 2024</td> </tr> <tr> <td>Student takes Office</td> <td>Wednesday 25 September 2024</td> </tr> </table> <p>The Board Strategic Retreat is on Friday 2 August until Sunday 4 August. Pre reading has been provided to the Board and Community Survey information will be sent to the Board.</p> <p>The Principal also thanked the Board for their support during her leave from the school during the July.</p>	Call for Nominations By	Tuesday 27 August 2024	Nominations close at Midday on	Monday 2 September 2024	Election Day	Wednesday 18 September 2024	Count Votes By	Tuesday 24 September 2024	Student takes Office	Wednesday 25 September 2024	
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<p>8. STRATEGIC PLAN:</p>	<p>Kept up to date via the live link for SLT.</p>	<p><i>K Brinsden</i></p>										
<p>9. BOARD COMMITTEE REPORTS:</p>	<table border="1" data-bbox="387 1263 1520 1368"> <tr> <td>9.1</td> <td>Disciplinary Committee: Refer to In-Committee Minutes.</td> <td><i>G Larsen</i></td> </tr> <tr> <td>9.2</td> <td>Property Committee: Refer to Property Report.</td> <td><i>I Marshall</i></td> </tr> <tr> <td>9.3</td> <td>Personnel Committee: Refer to In-Committee Minutes.</td> <td><i>L Albrey</i></td> </tr> </table>	9.1	Disciplinary Committee: Refer to In-Committee Minutes.	<i>G Larsen</i>	9.2	Property Committee: Refer to Property Report.	<i>I Marshall</i>	9.3	Personnel Committee: Refer to In-Committee Minutes.	<i>L Albrey</i>		
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<p>10 CORRESPONDENCE:</p>	<p>Refer to Principal's Report - Attachment 1 – Waipaparoa Newsletter</p>											
<p>11. EOTC TRIPS:</p>	<table border="1" data-bbox="387 1429 1520 1503"> <thead> <tr> <th>Trip Name</th> <th>Location</th> <th>Dates</th> <th>TIC</th> </tr> </thead> <tbody> <tr> <td>Premier Mixed Touch Nationals</td> <td>Rotorua</td> <td>5-9 December</td> <td>Julie Mahar</td> </tr> </tbody> </table>	Trip Name	Location	Dates	TIC	Premier Mixed Touch Nationals	Rotorua	5-9 December	Julie Mahar			
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<p>12. NEW ITEMS:</p>	<p>Refer to the Principal's Report.</p>											
<p>MEETING CLOSED:</p>	<p>With no further items to discuss, the meeting closed at 6:40pm.</p>	<p><i>L Albrey</i></p>										
<p>UPCOMING EVENTS:</p>	<table border="1" data-bbox="387 1630 1520 1805"> <tr> <td>Monday 12 August</td> <td>Maths and Money Week.</td> </tr> <tr> <td>Wednesday 14 August</td> <td>Sports Scholarships due.</td> </tr> <tr> <td>Wednesday 14 August</td> <td>"Pulse" Dance Showcase</td> </tr> <tr> <td>Tuesday 20 August</td> <td>Online In Zone Enrolments due.</td> </tr> <tr> <td>Monday 26 August</td> <td>Board Meeting</td> </tr> </table>	Monday 12 August	Maths and Money Week.	Wednesday 14 August	Sports Scholarships due.	Wednesday 14 August	"Pulse" Dance Showcase	Tuesday 20 August	Online In Zone Enrolments due.	Monday 26 August	Board Meeting	
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<p>NEXT MEETING:</p>	<p>Monday 26 August 2024 – 5:30PM.</p>											



SIGNATURE OF PRESIDING MEMBER
Mrs Lauren Albrey

DATED 26 August 2024