



**MINUTES OF THE COLLEGE BOARD MEETING
MONDAY 29 MARCH 2021 AT 5.30PM
IN THE BOTANY DOWNS SECONDARY COLLEGE BOARDROOM**

PRESENT:	Karen Brinsden, Lauren Albrey, Murray Goodman, Ian Marshall, Mark Twyman, Daisie Yu, Jessica Dixon, Yvonne de Graaf, Diedre Lane. Garry Larsen joined the meeting via Zoom at 5.55pm.																	
APOLOGIES:																		
WELCOME	The Board Chair welcomed members to the meeting.	<i>L Albrey</i>																
1. MINUTES:	With no changes or omissions noted, the Minutes of the last meeting dated 22 February were taken as read. There were no further comments or matters arising. <i>Motion: The Board Chair proposed acceptance of the minutes, seconded by Murray Goodman with all in favour.</i>	<i>L Albrey</i>																
2. ACTIONS FROM PREVIOUS MINUTES:	<p>Strategic Planning Retreat: The Board approved the weekend of Friday 30 July to Sunday 1 August.</p> <p>Board/Staff Drinks: The Board approved the date of Thursday 1 July.</p>	<i>L Albrey</i>																
3. FINANCE:	<p>Finance Report: The Finance Report for February was taken as read. <i>Motion: The Board Chair moved that the Finance Report be accepted, seconded by Mark Twyman with all in favour.</i></p> <p>Cheque Register: The Business Manager put forward that the payments for the month of February \$710,732.60 be approved. <i>Motion: The Business Manager recommended ratification of the monthly payments, seconded by Lauren Albrey with all in favour.</i></p> <p>Depreciation and Assets: Depreciation has not been included for January and February as this is subject to an import of new assets on the New Era Development Plan. This will be updated in the next month.</p> <p>It is an audit requirement to review Depreciation rates on an annual basis:</p> <table border="1"> <tr><td>Buildings</td><td>50 years</td></tr> <tr><td>Computer Equipment</td><td>3 years</td></tr> <tr><td>Curriculum Equipment</td><td>10 years</td></tr> <tr><td>Furniture</td><td>10 years</td></tr> <tr><td>Leased Assets</td><td>3 years</td></tr> <tr><td>Library</td><td>12.5% Diminishing Value</td></tr> <tr><td>Music Equipment</td><td>10 years</td></tr> <tr><td>Plant and Equipment</td><td>10 years</td></tr> </table>	Buildings	50 years	Computer Equipment	3 years	Curriculum Equipment	10 years	Furniture	10 years	Leased Assets	3 years	Library	12.5% Diminishing Value	Music Equipment	10 years	Plant and Equipment	10 years	<i>D Lane</i>
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<p>4. PROPERTY:</p>	<p>Property Report: The Property Report for February was taken as read. <i>Motion: The Board Chair moved that the Property Report be accepted, seconded by Ian Marshall with all in favour.</i></p> <p>Roof Remedial: Still waiting to receive a scope.</p> <p>Gym #2: MOE declined the Board’s proposal to initially fund the second gym. They did not have all the information on hand to make an informed decision. <i>Action: The Business Manager will follow up with the MOE Financial Advisor and supply the current Board Financials and discuss the current status of working capital.</i></p>	<p>D Lane</p>								
<p>5. HEALTH & SAFETY:</p>	<p>Health & Safety Folders: We have had three fire callouts within the last ten days because of faulty manual call points. <i>Action: The Business Manager is to:</i></p> <ul style="list-style-type: none"> • <i>Look at amending the communications process so the Principal only comes in if there is an actual fire.</i> • <i>Get a report on the potential aging of wires from Wormald.</i> <p>Murray mentioned that Spark are changing their business model regarding landlines; this will impact our alarm system and process (which currently works off a landline). <i>Action: The Business Manager is to follow up with Spark to better understand the impacts of this change.</i></p>	<p>K Brinsden</p>								
<p>6. 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 Lauren Albrey with all in favour.</i></p> <p>Strategic School Review: The Senior Leadership Team are working on unpacking our Vision and Mission in preparation for the Strategic Retreat. Looking at shortening our Mission statements.</p>	<p>K Brinsden</p>								

	<p>Leadership Courses: The Principal has enrolled in a Growth Culture Leadership programme for 2021. The application to the PLD National Fund was successful and will fully cover the costs of the course. One of our Deputy Principals is undertaking the Aspiring Principal programme this year.</p> <p>Q&A HOLA: Topic of discussion for this event could be:</p> <ul style="list-style-type: none"> • What are they preparing to do to lead their team forward? Or, • What are the opportunities and risks to the changes to the curriculum and online learning moving forward? <p>Any queries HOLA have for the Board can be made in advance to the Board Secretary.</p>	
<p>OTHER ITEMS:</p>	<p>Board Photo: <i>Action: The Board Secretary to organize PhotoLife to come in.</i></p> <p>Communication with the Community: A section in the Botany Bulletin each month would work well. <i>Action: The Board Secretary will let the Board Chair know two weeks before the Bulletin is due to go out.</i></p> <p>Board Internal Evaluation: It was suggested to spend 10 minutes every third meeting to discuss what could be improved on. <i>Action: The Board Secretary to include this in the relevant Agendas.</i></p> <p>Board Minutes and Policies: Board Minutes and policies should be available to the staff and the community. Reception has a record of all the Board Minutes. The Website should show the relevant policies. <i>Action: The Board Secretary will organize policies on the Website and put each month's minutes up on the Staffroom noticeboard.</i></p> <p>Trustee Vacancy: Need to think about next year's election. Could look for any Year 9 parents who have the required skill sets who could be interested in joining the Board.</p> <p>Community Relations: Deputy Principal in charge of Community Engagement will contact a few businesses to see what interactions/benefits/relations could be created.</p> <p>Policy Ratification: Physical Restraint Policy - Staff need to be made aware of when they can and cannot use physical restraint. <i>Action: The Principal is to create staff awareness.</i></p> <p><i>Motion: The Physical Restraint, Staff Leave, and Board Honoraria and Reimbursements policies were accepted, seconded by Mark Twyman with all in favour.</i></p>	<p>L Albrey</p>

NEXT MEETING	Monday 3 May 2021 at 5pm at The Lounge. Q&A HOLA and dinner follows at 7pm.
UPCOMING EVENTS	Friday 2 to Tuesday 6 April - Easter Holiday Thursday 8 to Friday 9 April – BRAVO L1-3 Assessments (Drama) 5pm-6pm in the PAC Friday 14 April to Saturday 17 April – 2021 Polyfest, Manukau Sports Bowl Friday 9 April - Cross Country Wednesday 14 April - Mufti-day for Senior Ball \$2 Friday 16 April - Last day of Term 1 Monday 3 May - Term 2 Starts
MEETING CLOSE	With no further business to discuss, the meeting closed at 8pm.



SIGNATURE OF BOARD CHAIR:

Mrs Lauren Albrey

3 May 2021

DATED