

MINUTES OF THE SCHOOL BOARD MEETING HELD ON MONDAY 29 MAY 2023 AT 5PM IN THE BDSC BOARDROOM

PRESENT:	Karen Brinsden, Lauren Albrey, Murray Goodman, Ian Marshall, Garry Larsen, Nicola Troughear, Yvonne de Graaf, Diedré Lane.																	
APOLOGIES:	Mark Twyman, Tiffany Chan.																	
VISITORS:	Associate Principal Kerrie Holmes, 2022 Parent Candidate Billyjo Flesher-Martin.																	
WELCOME:	At 5.00pm the Presiding Member opened the meeting with BDSC’s karakia.	L Albrey																
1. CONFLICTS OF INTEREST:	Nicola Troughear is Presiding Member of Pakuranga College School Board.	L Albrey																
2. MINUTES:	With no changes or omissions noted, the minutes of the last meeting dated Monday 1 May 2023 were taken as read. There were no further comments or matters arising. <i>Motion: The Presiding Member proposed acceptance of the minutes, seconded by Garry Larsen with all in favour.</i>	L Albrey																
3. ACTIONS FROM PREVIOUS MINUTES:	<table><tr><th>Action</th><th>Who</th><th>Update</th></tr><tr><td>1. Explore how gender diversity and inclusion rights can be incorporated into the school uniform.</td><td>K Brinsden</td><td>Received feedback from approx. 45 students who volunteered to share their thoughts. Preparing a report for management discussion.</td></tr><tr><td>2. Parent Shu Chen suggested BDSC uses the WeChat app to engage with the Chinese community better.</td><td>K Brinsden</td><td>WeChat is widely used in China. KKG not interested in monitoring BDSC account. <i>Action: Will see if any staff members would look after it.</i></td></tr><tr><td>3. MOE should attend a board meeting.</td><td>Y de Graaf</td><td>No response from Rob McAllistair regarding invitation to May’s meeting. <i>Action: Will invite him to June’s meeting.</i></td></tr><tr><td>4. Contact local MP Chris Luxon to discuss the issues and lack of action from MOE.</td><td>K Brinsden</td><td>Luxon’s letter on hold but haven’t heard anything further from MOE. <i>Motion: Board member Garry Larsen recommends Chris Luxon sends letter to MOE, seconded by Ian Marshall with all in favour.</i></td></tr></table>			Action	Who	Update	1. Explore how gender diversity and inclusion rights can be incorporated into the school uniform.	K Brinsden	Received feedback from approx. 45 students who volunteered to share their thoughts. Preparing a report for management discussion.	2. Parent Shu Chen suggested BDSC uses the WeChat app to engage with the Chinese community better.	K Brinsden	WeChat is widely used in China. KKG not interested in monitoring BDSC account. <i>Action: Will see if any staff members would look after it.</i>	3. MOE should attend a board meeting.	Y de Graaf	No response from Rob McAllistair regarding invitation to May’s meeting. <i>Action: Will invite him to June’s meeting.</i>	4. Contact local MP Chris Luxon to discuss the issues and lack of action from MOE.	K Brinsden	Luxon’s letter on hold but haven’t heard anything further from MOE. <i>Motion: Board member Garry Larsen recommends Chris Luxon sends letter to MOE, seconded by Ian Marshall with all in favour.</i>
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4. FINANCE:	Finance Report: The Finance Report for April 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> Cheque Register: The Business Manager put forward that the payments for the month of April \$1,220,703.30 be approved. <i>Motion: The Business Manager recommended ratification of the monthly payments, seconded by Lauren Albrey with all in favour.</i> Government Contracts: Joining the Government’s travel contract would centralise airline bookings across the college, consolidate travel vouchers and save on travel costs. Can withdraw from contract if not happy with service. <i>Motion: The Business Manager recommends joining the Government’s All of Government (AOG) travel contract, seconded by Lauren Albrey with all in favour.</i>		D Lane															

	<p>Homestay Allowance: With the increase in the cost of living and to stay comparative with other schools, our current \$290 per week homestay allowance will need to increase. <i>Motion: The Business Manager recommends that the homestay allowance is increased to \$310 per week for the rest of this year with the board funding the additional \$20 per week. From 2024 the allowance will increase to \$325 per week, seconded by Murray Goodman with all in favour.</i></p> <p>2022 Principal’s Annual Report: Auditors have confirmed their approval of the end of year financials, but we haven’t received their formal documentation yet. <i>Action: The Board Secretary will circulate the report for approval once received then and submit it to MOE as required.</i></p>			
5. PROPERTY	<p>Property Report: The Property Report for May was taken as read. <i>Motion: The Presiding Member moved that the Property Report be accepted, seconded by Garry Larsen with all in favour.</i></p> <p>Roof Remediation: No update on this project. There are new leaks from the weather and Veron Consultants have been great following up on these.</p> <p>New Gym: Artwork in entrance way needs to be confirmed. The original artist has not responded to any enquiries. Looking at changing the colours of the design to our whānau colours. Will contact the Art Department and Neon Signs to see what they suggest.</p> <p>Diedré Lane left the meeting at 5.43pm.</p>	D Lane		
7. PRINCIPAL’S REPORT:	<p>The Principal’s Report was taken as read. <i>Motion: The Presiding Member moved for acceptance of the Principal’s Report, seconded by Murray Goodman with all in favour.</i></p> <p>Gym Changing Rooms: The changing rooms in the gym are in desperate need of upgrading. Getting quotes has been challenging. This project will hopefully fall under 5YA.</p> <p>Acting Principal: The Principal will be away with 3 staff members and 29 students from 26 June to 5 July for a service trip to our sister school in Fiji. <i>Motion: The Principal requests that Associate Prinicpal Kerrie Holmes be given delegated authority as Acting Principal during her absence.</i></p> <p>International Student Marketing Trip: The recent marketing trip to China was very successful and the Principal and Dean of Chinese International Students were well received. There is a lot of interest from China however we have limited space in certain year levels. We will need to look at international student numbers in October before taking on 2024 out of zone students.</p> <p>Billyjo Flesher-Martin left the meeting at 6.21pm.</p>	K Brinsden		
9. POLICIES	There were no policies requiring ratification this month.	L Albrey		
10. BOARD COMMITTEE	<table><tr><td>10.1</td><td>Disciplinary Committee: Refer to Principal’s Report.</td></tr></table>	10.1	Disciplinary Committee: Refer to Principal’s Report.	K Brinsden
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REPORTS:	10.2	Property Committee: Refer to Property Report.	I Marshall L Albrey
	10.3	Personnel Committee: In-Committee.	
13.NEW ITEMS:	There were no new items to discuss.		
MEETING CLOSED:	With no further items to discuss, the meeting closed at 6.25pm.		L Albrey
UPCOMING EVENTS 2023	Wednesday 31 May	Year 9-13 Student-Teacher-Parent Conferences	
	Thursday 1 June	Year 12 rostered home	
	Friday 2 June	Mufti Day – for Cultural Week	
	Monday 5 June	Public Holiday - Kings Birthday Weekend	
	Tuesday 6 to Friday 9 June	Languages Week	
	Tuesday 6 June	Year 10 rostered home	
	Thursday 8 June	Year 9 rostered home	
	Wednesday 21 June	Mufti Day – In support of Fiji Trip	
	Monday 26 June to Wednesday 5 July	Service trip to sister school Lelean Memorial, Suva	
	Tuesday 27 June	Scholarship Evening TBC	
	Wednesday 28 June	Careers East Expo	
		PUM Meeting TBC	
		Show Quest TBC	
	Friday 30 June	End of Term 2	
NEXT MEETING:	Monday 26 June at 5.30pm at BDSC.		



SIGNATURE OF DEPUTY PRESIDING MEMBER:
Mr Murray Goodman

26 June 2023

DATED