

## MINUTES OF THE SCHOOL BOARD MEETING HELD ON TUESDAY 29 OCTOBER 2024 AT 5:30PM IN THE BOARDROOM

<b>PRESENT:</b>	Lauren Albrey, Principal Karen Brinsden, Vonja Young, Nicola Troughear, and Sarah Madden.							
<b>APOLOGIES:</b>	Ian Marshall, Garry Larsen, Billyjo Flesher-Martin, Hannah Ghiyath							
<b>VISITORS:</b>	Associate Principal Kerrie Holmes, Business Manager Diedré Lane, Gemma Periam from EONZ							
<b>WELCOME:</b>	5:30pm the Presiding Member opened the meeting.	L Albrey						
<b>1. CONFLICTS OF INTEREST:</b>	Nil.	L Albrey						
<b>2. MINUTES:</b>	<p>With no changes or omissions noted, the Minutes of the last meeting dated Monday 23 September 2024 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 K Brinsden with all in favour.</i></p>	L Albrey						
<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>Write to MOE to advise that BDSC Property staff should be included in all PCG Project meetings for the remediation project.</td> <td>I Marshall</td> <td>The monthly Governance PCG and fortnightly operational site meeting structure is standardised across MOE projects and in line with the previously communicated meeting structure in the recent agreement letter dated 16 August 2024 with the school. BDSC will receive the fortnightly site meeting minutes or PCG report at the same time as all attendees. For the PCG meeting, a report is provided to all attendees in advance of the meeting with a finalised report issued post meeting if any changes are made. There is a financial governance meeting that, as per Ministry standard, is held between the PQS (Principal (Ministry in this case) Quantity Surveyor) and the MOE with Frequency in attendance. Matter closed.</td> </tr> </tbody> </table>		Action	Who	Update	Write to MOE to advise that BDSC Property staff should be included in all PCG Project meetings for the remediation project.	I Marshall	The monthly Governance PCG and fortnightly operational site meeting structure is standardised across MOE projects and in line with the previously communicated meeting structure in the recent agreement letter dated 16 August 2024 with the school. BDSC will receive the fortnightly site meeting minutes or PCG report at the same time as all attendees. For the PCG meeting, a report is provided to all attendees in advance of the meeting with a finalised report issued post meeting if any changes are made. There is a financial governance meeting that, as per Ministry standard, is held between the PQS (Principal (Ministry in this case) Quantity Surveyor) and the MOE with Frequency in attendance. Matter closed.
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<b>4. PRESENTATION Education Outdoors New Zealand</b>	<p>Education Outdoors New Zealand (EONZ) have reviewed our EOTC safety management systems. This includes any curriculum-based trips out of school such as school camps, sporting and cultural trips/events, overseas trips. The review was conducted to assess our EOTC systems against best practice standards and look at what we are doing well and what needs improvement.</p> <p>Areas for improvement:</p> <ul style="list-style-type: none"> <li>▪ Integrating our current procedures that exemplify good practice with a new EOTC Safety Management Plan recommended by EONZ.</li> <li>▪ Providing training for all staff (and as part of that, utilising our experienced staff in that process) and our Board; and</li> <li>▪ Implementing a process to review events/trips after they have taken place to ensure continuous improvement and analysis for prevention of incidents.</li> <li>▪ Identifying risk factors – update risk assessments and significant risks.</li> <li>▪ Competency of staff.</li> <li>▪ Allocation of an EOTC expert staff member.</li> <li>▪ Standard operating procedures.</li> <li>▪ Keeping parents informed – regular communication with more detail of activities so they are aware of the risks involved.</li> </ul> <p>At present this is in a transitioning phase with modifications, new systems, and documentation yet to be put in place.</p> <p>Trips that have already been submitted for the remainder of this year are being reviewed to ensure all risks are identified and mitigated and work will continue with EONZ to establish robust policies and procedures.</p>	G Periam						
<b>5. FINANCE:</b>	<p><b>Finance Report:</b></p> <p>The Finance Report for month end of September 2024 was taken as read.</p> <p><i>Motion: The Presiding Member moved that the Finance Report be accepted, seconded by K Holmes with all in favour.</i></p>	D Lane						

	<p>Key focus is on Finance and Governance Procedures where we are including a section regarding “Sensitive Expenditure.”</p> <p><b>Accounts for Payment:</b> The Business Manager put forward that the payments for September \$1,231,917.40 be approved. <i>Motion: The Business Manager recommended ratification of the monthly payments, seconded by V Young with all in favour.</i></p> <p>It was also noted that for GST returns, IRD payments will increase in 2025. The draft Profit and Loss of the 2025 Budget was discussed at the meeting. It includes in zone student allocations but no provision for the decanting costs for the buildings. The Sports area will include further transport charges, rugby competitions and participating fees for all codes.</p>																											
<p><b>6. PROPERTY:</b></p>	<p><b>Property Report:</b> The Property Report for month end of September 2024 was taken as read. <i>Motion: The Presiding Member moved that the Property Report be accepted, seconded by V Young with all in favour.</i></p> <p>Remedial project is on track. Contract Programme has been received. New gym slab information will be available next week regarding the issues with the floor and liability/insurance.</p>	<p><i>D Lane</i></p>																										
<p><b>7. HEALTH &amp; SAFETY:</b></p>	<p>Nothing to report.</p>	<p><i>K Brinsden</i></p>																										
<p><b>8. 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 L Albrey with all in favour.</i></p> <p><u>Policies ratified at the meeting were:</u></p> <p>International Student Policies: Accommodation, Disciplinary, Fee-Paying Students, Fee Protection, Managing Recruitment Agencies, Staff Travel, Student Travel.</p> <p>Emergency Management Plan: Pages 18 to 45 may require regular updates due to staff leaving and names needing updating in various evacuation areas as well as local schools staff updates.</p> <p>Recruitment of Deputy Principal for 2025 - Timeline:</p> <table border="1" data-bbox="387 1413 1332 1637"> <tr> <td>Wednesday 23 October</td> <td>Online Education Gazette Advertisement posted.</td> </tr> <tr> <td>Friday 8 November</td> <td>Referees Reports due by Midday.</td> </tr> <tr> <td>Monday 11 November</td> <td>Applications Close.</td> </tr> <tr> <td>Monday 18 November</td> <td>Shortlisted applicants notified.</td> </tr> <tr> <td>Between Wednesday 20 November and Saturday 23 November</td> <td>Interviews.</td> </tr> <tr> <td>Term 1, 2025</td> <td>Position begins.</td> </tr> </table> <p>Subcommittee has been arranged and it was agreed that interviews to be conducted for shortlisted candidates on Wednesday 20 November from 4:00pm.</p> <p>Confirmed Board Meeting Dates for 2025:</p> <table border="1" data-bbox="387 1765 868 2089"> <tr> <td rowspan="2"><b>Term 1</b></td> <td>Monday 24 February</td> </tr> <tr> <td>Monday 24 March</td> </tr> <tr> <td rowspan="3"><b>Term 2</b></td> <td>Monday 28 April</td> </tr> <tr> <td>Monday 26 May</td> </tr> <tr> <td>Monday 23 June</td> </tr> <tr> <td rowspan="2"><b>Term 3</b></td> <td>Monday 28 July</td> </tr> <tr> <td>Monday 25 August</td> </tr> <tr> <td rowspan="3"><b>Term 4</b></td> <td>Monday 22 September</td> </tr> <tr> <td>Tuesday 28 October</td> </tr> <tr> <td>Monday 24 November</td> </tr> </table>	Wednesday 23 October	Online Education Gazette Advertisement posted.	Friday 8 November	Referees Reports due by Midday.	Monday 11 November	Applications Close.	Monday 18 November	Shortlisted applicants notified.	Between Wednesday 20 November and Saturday 23 November	Interviews.	Term 1, 2025	Position begins.	<b>Term 1</b>	Monday 24 February	Monday 24 March	<b>Term 2</b>	Monday 28 April	Monday 26 May	Monday 23 June	<b>Term 3</b>	Monday 28 July	Monday 25 August	<b>Term 4</b>	Monday 22 September	Tuesday 28 October	Monday 24 November	<p><i>K Brinsden</i></p>
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<b>9. STRATEGIC PLAN:</b>	Live link: <a href="#">2024 Annual Plan</a> . The continuous report with actions is dated stamped as appropriate.	<i>K Brinsden</i>										
<b>10. BOARD COMMITTEE REPORTS:</b>	<table border="1"> <tr> <td>9.1</td> <td><b>Disciplinary Committee:</b> Nothing to report this month.</td> <td><i>G Larsen</i></td> </tr> <tr> <td>9.2</td> <td><b>Property Committee:</b> Refer to Property Report.</td> <td><i>I Marshall</i></td> </tr> <tr> <td>9.3</td> <td><b>Personnel Committee:</b> Refer to In-Committee Minutes.</td> <td><i>L Albrey</i></td> </tr> </table>	9.1	<b>Disciplinary Committee:</b> Nothing to report this month.	<i>G Larsen</i>	9.2	<b>Property Committee:</b> Refer to Property Report.	<i>I Marshall</i>	9.3	<b>Personnel Committee:</b> Refer to In-Committee Minutes.	<i>L Albrey</i>		
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<b>11. CORRESPONDENCE:</b>	Refer to Principal's Report											
<b>12. EOTC TRIPS:</b>	<table border="1"> <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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<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 7:58pm.	<i>L Albrey</i>										
<b>UPCOMING EVENTS:</b>	<table border="1"> <tr> <td><b>Wednesday 30 October</b> 1:00pm 7:00pm</td> <td>Venue: St Columba Church, Botany Year 12 Awards Ceremony Year 13 Awards Ceremony</td> </tr> <tr> <td><b>Friday 1 November</b> 1:00pm</td> <td>Venue: St Columba Church, Botany Year 13 Graduation Celebration, followed by afternoon tea.</td> </tr> <tr> <td><b>Friday 15 November</b></td> <td>Staff Only Accord Day</td> </tr> <tr> <td><b>Monday 18 November</b> 9:00am</td> <td>Year 11 Awards Ceremony</td> </tr> <tr> <td><b>Tuesday 10 December</b> 9:00am 1:00pm</td> <td>Year 10 Awards Ceremony Year 9 Awards Ceremony</td> </tr> </table>	<b>Wednesday 30 October</b> 1:00pm 7:00pm	Venue: St Columba Church, Botany Year 12 Awards Ceremony Year 13 Awards Ceremony	<b>Friday 1 November</b> 1:00pm	Venue: St Columba Church, Botany Year 13 Graduation Celebration, followed by afternoon tea.	<b>Friday 15 November</b>	Staff Only Accord Day	<b>Monday 18 November</b> 9:00am	Year 11 Awards Ceremony	<b>Tuesday 10 December</b> 9:00am 1:00pm	Year 10 Awards Ceremony Year 9 Awards Ceremony	
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<b>NEXT MEETING:</b>	Monday 25 November – 5:30PM.											

**SIGNATURE OF DEPUTY PRESIDING MEMBER**  
Mr Ian Marshall

**DATED** 25 November 2024.