



**MINUTES OF THE COLLEGE BOARD MEETING
MONDAY 31 MAY 2021 AT 5.00PM
THE LOUNGE, 186 WELLINGTON STREET, HOWICK**

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| PRESENT: | Lauren Albrey, Murray Goodman, Ian Marshall, Mark Twyman, Daisie Yu, Jessica Dixon, Yvonne de Graaf, Diedré Lane. | |
| APOLOGIES: | Karen Brinsden, Garry Larsen. | |
| 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 3 May were taken as read. There were no further comments or matters arising. <i>Motion: The Board Chair proposed acceptance of the minutes, seconded by Ian Marshall with all in favour.</i> | <i>L Albrey</i> |
| 2. ACTIONS FROM PREVIOUS MINUTES: | <p>2.1 Consent of Outdoor Screen: Auckland Council will charge \$1800 exc GST to investigate requests to change consents. All agreed that we will not pursue this any further.</p> <p>2.4 International Department Staffing: It is likely that we will have less than 75 international students next year. This will greatly impact the International Department as we will be unable to sustain all our current staff.</p> <p>2.7 Analogue Lines: Work in progress. The Business Manager will keep Murray Goodman updated.</p> | <p><i>D Lane</i></p> <p><i>D Lane</i></p> <p><i>D Lane</i></p> |
| 3. FINANCE: | <p>Finance Report: The Finance Report for April 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 April \$619,417.64 be approved. <i>Motion: The Business Manager recommended ratification of the monthly payments, seconded by Lauren Albrey with all in favour.</i></p> <p>Principal's Annual Report: The Annual Report was submitted to the Ministry of Education on Friday 28 May. The Business Manager would like to thank the Finance Team and the Principal's PA for their help with this. The Board Chair thanked all involved.</p> | <i>D Lane</i> |
| 4. PROPERTY: | <p>Property Report: The Property Report for April was taken as read.</p> | <i>D Lane</i> |

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| | <p><i>Motion: The Board Chair moved that the Property Report be accepted, seconded by Murray Goodman with all in favour.</i></p> <p>Weather Tightness Project: Five companies wishing to tender for the project visited our site with Ministry of Education’s Reza Mohammadi.</p> <p>Drawings have been delayed because of not being able to access the roof due to inclement weather.</p> <p>The next version of temporary repair work has been approved.</p> <p>Gym #2: The project is moving along though there is a problem with the Ministry of Education’s fire standards. A Fire Engineer will check these and report back to DLM.</p> <p>5YA: Currently on hold. Should be grouped into Weather Tightness Programme.</p> <p>Property Issues: Natalya Yakoleva, Reza Mohammadi and Desire Correa de Melo from Ministry of Education met with the Property Committee to discuss consolidating all the projects. Natalya Yakoleva will investigate and advise.</p> | |
| 5. HEALTH & SAFETY: | <p>Health & Safety Folders: The Business Manager and Principal’s PA are in the process of updating these.</p> | |
| 6. PRINCIPAL’S REPORT: | <p>The Principal’s Report was taken as read.</p> <p><i>Motion: The Acting Principal moved for acceptance of the Principal’s Report, seconded by Mark Twyman with all in favour.</i></p> <p>Senior School Ball: Students and parents have been advised that all attendees will be breathalysed upon arrival to the ball and those reading over 0 will be refused entry.</p> <p>Ellerslie Events Centre have been asked what extra security they will put in place to keep students safe in the carpark.</p> <p>College Screening: Drug Detector dogs have been booked to come in on Tuesday 8 June.</p> <p>Vaping: Vaping is a major issue at all schools at the moment. The Senior Leadership are looking at ways to manage this.</p> <p>International Department: Some International students are struggling with mental health due to the pandemic. It was suggested that the department meets with the Counsellors to learn some ways to assist these students.</p> <p><i>Action: The Principal will follow this up.</i></p> | K Holmes |

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| 8. OTHER ITEMS: | <p>8.1 Policies for Website: Once these have finished being reviewed, a decision will be made on which ones should be put up on the website.</p> <p>8.2 Privacy Commission: <i>Action: The Board Chair recommended that all members complete the Privacy ABC e-learning module then forward their Completion Certificate to the Board Secretary to file.</i></p> <p>8.3 Student Management Behaviour Policy: <i>Action: The Board Secretary will amend this policy to include the option of virtual suspension meetings during pandemics.</i></p> | L Albrey |
| 9. BOARD COMMITTEE REPORTS | <p>9.1 Community Relations: Deputy Principal Debbie McGregor is waiting for GETBA (Greater East Tamaki Business Association) and Connect Futures (local training company) to get back to her with a meeting time.</p> <p>9.5 Botany Blurb: <i>Action: Ian Marshall to provide a blurb for Friday 4 June's Botany Bulletin.</i></p> | M Twyman L Albrey |
| 10. POLICY RATIFICATION: | <i>Motion: The Board Chair recommends that the Managing Challenging Behaviour and Physical Restraint, Child Protection and Privacy and Information policies be accepted, seconded by Ian Marshall with all in favour.</i> | |
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| NEXT MEETING | Monday 28 June 2021 at BDSC. Board photo at 5pm. Meeting starts at 5.30pm. | |
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| UPCOMING EVENTS | <p>Tuesday 8 to Friday 11 June – Support Staff Week. Monday 14 to Friday 18 June – Languages Week. Monday 28 June – Board Meeting at BDSC. Tuesday 29 to Wednesday 30 June – ENCORE (L1-3 Drama Performances 9am-4pm). Saturday 3 July – School Ball. Monday 5 July – Scholarship Evening (Staffroom 7pm-8.30pm). Thursday 8 July – Music Showcase (PAC from 5pm) Friday 9 July – Term 2 ends.</p> | |
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| MEETING CLOSE | Meeting closed at 6.12pm. | |



28 June 2021

SIGNATURE OF BOARD CHAIR:
Mrs Lauren Albrey

DATED