BOTANY DOWNS Secondary College

MINUTES OF THE SCHOOL BOARD MEETING HELD ON MONDAY 24 FEBRUARY 2025 AT 5.30PM IN THE BOARDROOM

PRESENT:	Lauren Albrey, Ian Marshall, Vonja Young, Billyjo Flesher-Martin, Karen Brinsden, Hannah Ghiyath and Sarah Madden.	
APOLOGIES:	Garry Larsen, Nicola Troughear.	
VISITORS:	Associate Principal Kerrie Holmes, Business Manager Diedré Lane.	
WELCOME:	At 5:30pm the Presiding Member opened the meeting.	*L Albrey*
1. CONFLICTS OF INTEREST:	Nil.	*L Albrey*
2. PRESIDING MEMBER	***Motion:*** *The Deputy Presiding member nominated for 2025 nominated Lauren Albrey as the 2025 Presiding Chair, seconded by Vonja Young with all in favour.*	*K Brinsden*
3. MINUTES:	With no changes or omissions noted, the Minutes of the last meeting dated Monday 25 November 2024 were taken as read. There were no further comments or matters arising. ***Motion:*** *The Presiding Member proposed acceptance of the Minutes, seconded by Ian Marshall with all in favour.*	*L Albrey*
4. ACTIONS FROM PREVIOUS MINUTES:	**Action** / **Who** / **Update** No Actions outstanding.	
5. FINANCE:	**Finance Report:** The Finance Report for November and December 2024 and January 2025 was taken as read. ***Motion:*** *The Presiding Member moved that the Finance Report be accepted, seconded by Ian Marshall with all in favour.* **Review of Depreciation of Fixed Assets:** Rates remain unchanged from the previous year. ***Motion:*** *The Business Manager recommended reviewing the rates and approve depreciation rates for all fixed assets, seconded by Lauren Albrey with all in favour.* **Cheque Register**: The Business Manager put forward that the payments for the below months be approved: • November 2024 - $1,480,786.40. • December 2024 - $1,003,542.54. • January 2025 - $1,039,803.23. ***Motion:*** *The Business Manager recommended ratification of the monthly payments, seconded by Lauren Albrey with all in favour.*	*D Lane*
6. PROPERTY:	**Property Report:** The Property Report for January 2025 was taken as read. ***Motion:*** *The Presiding Member moved that the Property Report be accepted, seconded by Karen Brinsden with all in favour.* **Weathertightness Project:** • Stage 1 was awarded CPU on 18 February. Internal defects inspection was done on 19 February. The college plans to move back in from 20 February. • Stage 2 is delayed due to minor variations that need Council approval as well. The Scaffolding will remain up until all work is completed. • Stage 3 is underway but facing issues with scaffolding as there will be an overlap between stages. *Diedré Lane left the meeting at 5:55pm.*	*D Lane*

	Remediation Project Resolution: At a certain school, the Ministry of Education Project Manager attempted to blame the contractor for a recent incident where a person was severely injured. The incident occurred outside the contractor's site fence and did not involve the contractor. The Ministry of Education remained silent, while the Project Manager seemed eager for the contractor to take responsibility instead of the School Board. **Resolution for BDSC Remediation Project (or for any other project) PCUB risks, mitigations, and responsibilities:** 1. That the BDSC Board can instruct requirements and ask for risk mitigations for matters inside the contractor's fence (just as the MOE does). 2. That the contractor and the MOE take full accountability as PCUB's for the areas where the MOE has instructed, against the BDSC Board recommendations, that BDSC students and staff operate from within the contractor fence line, including the classrooms and whanau areas themselves, and the designated walkways into and out of the contractor area. 3. That no erection or removal of scaffolding and encapsulation takes place while BDSC students and staff are on the first-floor level. 4. That no construction materials, plant, or construction personnel are moved between contractor fenced areas during school hours. And when moved outside school hours shall fall entirely with the jurisdiction of the MOE and contractor PCUB's. 5. That all materials, plant, and personnel moving to and from each building fenced area includes a safe and secure fenced route to and from the building site to an agreed drop off and pick up point. This does not put BDSC staff and students at risk. A designated drop off/pick up point shall be approved by the BDSC Board. 6. Please note BDSC and the BDSC Board has no contractual relationship with the contractor nor the MOE. BDSC Board is simply the tenant utilising the buildings and general BDSC site area. 7. This resolution when passed is to be copied to the MOE PM, the contractor, and the most senior and relevant MOE person involved with the project. ***Motion:*** *Ian Marshall moved that the Resolution be accepted, seconded by Lauren Albrey with all in favour effective immediately.* NB: A Project Review is due to take place as soon as Stage 2 is completed. Health and Safety and Safety Risks will be part of that review.	*I Marshall*
7. HEALTH & SAFETY:	Next meeting is to be held on Wednesday 5 March.	*K Brinsden*
8. PRINCIPAL'S REPORT:	The Principal's Report was taken as read. ***Motion*****:** *The Presiding Member moved for acceptance of the Principal's Report, seconded by Ian Marshall with all in favour.* **2024 NCEA Results:** There was a drop of 2.3% in NCEA Level 2 compared to 2023, Level 3 had an increase of 2.3% and University Entrance increased by 3.2%. NB: Weathertightness Project could impact some subjects due to delayed stages which could impact students' access to specialist subject resources, this may have a detrimental effect to their NCEA achievements.	*K Brinsden*

Our **2024 Scholarship Results** were monumental for BDSC, with a total of 59 scholarships awarded, including 10 Outstanding Scholarships and two Outstanding Scholarship Awards. This achievement is a testament to our teachers' hard work and commitment to their students.

Year 11 BDSC Diploma:
This was introduced in 2023 in place of a full Level 1 NCEA Programme. The overall performance reflecte4d patterns seen in previous years with NCEA Level 1, categorised into four awards - Diploma not awarded, Diploma with Distinction and Diploma with High Distinction. During 2024 gaining Literacy and Numeracy has been a barrier for many students.
Recommendations for next steps:

- Address and monitor Literacy and Numeracy Gaps: Implement targeted interventions to support students in improving their literacy and numeracy skills.
- GPA Enhancement Programs: Identify students in Q1 and share with Whānau Leaders and HOLA so they can design programs to boost GPA performance.
- Individualized Support: Provide individualized support at whānau level for students who missed the diploma due to specific reasons (e.g., attendance, literacy, numeracy) to help them overcome these challenges.
- Monitoring and Early Intervention: Establish a system for monitoring student progress throughout the year, allowing for early intervention and support to address potential issues before they impact diploma achievement.
- Feedback and Communication: Foster open communication between teachers, students, and parents to provide constructive feedback and ensure a collaborative approach to addressing challenges.

Attendance from 1-20 February is lower than the same time last year.

Enrolments have increased with our class sizes being large, the average size for a class is sitting around approximately 30 students.

Policy Ratification:
Motion: *The Presiding Member recommended the ratification of Delegation of Authority; Resolution of Delegation of Authority and Finance Policies seconded by Ian Marshall with all in favour.*

Delegations of Authority:

- Deputy Presiding Chair:
  Motion: *The Presiding Member nominated Ian Marshall, seconded by Vonja Young with all in favour.*
- Property Committee Chair – Ian Marshall.
- Personnel Committee Chair – Lauren Albrey.
- Disciplinary Committee Chair – Garry Larsen.
  These Committees will be supported by the entire Board when called upon as and when required.
- 2025 Returning Officer – Sarah Madden.
  It was also noted that there are 2025 Triennial Elections held in September as well as the Student Elections.

SAS Sport Limited Uniform Proposal:
SAS submitted a proposal and expressed interest in becoming our uniform provider. After discussions, the Board decided to continue with our current providers.

Ursuline Academy of Dallas BDSC Visit for Principal, Karen Brinsden and Director of IT, Appal Naidu:

The objective is to conduct a reconnaissance, visit Ursuline Academy of Dallas before sending BDSC teachers (potentially two) to our partner school. This visit aims to ensure we understand the environment our staff will be entering and to clarify our expectations for their time there. As a responsible employer, it is crucial to undertake this preliminary visit to familiarise ourselves with the facilities and resources available at Ursuline Academy; establish clear expectations and objectives for our teachers during their stay and ensure the safety and wellbeing of our staff by understanding the local context and conditions. Upon returning from the trip, a detailed report outlining findings and recommendations will be compiled and shared with the relevant stakeholders. This report will inform the final decision and preparations for the teachers' visit. The aim is to ensure a smooth and successful collaboration between BDSC and Ursuline Academy of Dallas, benefiting both our staff and students.

Motion: *The Principal moved for acceptance of the visit to Ursuline Academy of Dallas, seconded by Lauren Albrey with all in favour.*

International Fees:

For 2026 it was proposed that the following fees will be increased and that there will be an adoption of a contingency fee for all students.

	2024	2025	2026
Tuition p/y	$19,000	$20,500	$21,000
Homestay p/w	$340	$370	$400
Contingency		$2,000*	$1,000 ($2,000 (Experiential students**)

*Only applied to some students prior to 2025
**Generally, students from Europe and Latin America

Motion: *The Principal moved for acceptance of the fee increase for International Students, seconded by Lauren Albrey with all in favour.*

9. STRATEGIC PLAN: As per Principal's Report. *K Brinsden*

10. BOARD COMMITTEE REPORTS:

11.1	**Disciplinary Committee:** ***Refer to Principal's Report.***	*Garry Larsen*
11.2	**Property Committee:** ***Refer to Property Report.***	*I Marshall*
11.3	**Personnel Committee:** Nothing to report this month.	*K Brinsden*

11. CORRESPONDENCE: Nil.

12. EOTC TRIPS: There have been no issues with our Year 9 Camps, and the remaining three are scheduled for this week. Further trips are planned for March, including mountain biking, sailing regattas, and other water-related events. EOTC will be discussed further at the next Board meeting, where we will review specific responsibilities in the process.

13. NEW ITEMS: Nil.

MEETING CLOSED: With no further items to discuss, the meeting closed at 7:50pm. *L Albrey*

UPCOMING EVENTS:

Monday 3 to Friday 7 March	Sea Week
Friday 7 March	Mufti Day (Sea Week)
Monday 24 March to Friday 28 March	Summer Sports Tournament Week
Wednesday 26 March and Tuesday 1 April	Student, Teacher, Parent Conferences
Wednesday 2 April to Saturday 5 April	Polyfest
Friday 11 April	Senior College Ball
	Last day of Term 1

NEXT MEETING: Monday 24 March 2025 at 5.30pm in the BDSC Boardroom.

24 March 2025

SIGNATURE OF PRESIDING MEMBER
Mrs Lauren Albrey