BOTANY DOWNS Secondary College

MINUTES OF THE SCHOOL BOARD MEETING HELD ON MONDAY 24 MARCH 2025 AT 5:30PM IN THE BOARDROOM

PRESENT:	Lauren Albrey, Ian Marshall, Garry Larsen, Vonja Young, Karen Brinsden, Hannah Ghiyath, and Sarah Madden.	
APOLOGIES:	Billyjo Flesher-Martin, 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. MINUTES:	With no changes or omissions noted, the Minutes of the last meeting dated Monday 24 February 2025 were taken as read. There were no further comments or matters arising. ***Motion:*** *The Presiding Member proposed acceptance of the Minutes, seconded by Garry Larsen, with all in favour.*	*L Albrey*
3. ACTIONS FROM PREVIOUS MINUTES:	**Action** / **Who** / **Update** EOTC / Karen Brinsden / Pending	
4. FINANCE:	**Finance Report:** The Finance Report for November and February 2025 was taken as read. ***Motion:*** *The Presiding Member moved that the Finance Report be accepted, seconded by Ian Marshall with all in favour.* **Auditors:** Auditors are on site at the College Monday 24 and Tuesday 25 March. The deadline for accounts for the Auditors is Monday 31 March. **Cyclical Maintenance:** As a requirement by the Auditors, there must be a signed Cyclical Maintenance Plan from our 5YP project managers Milne PM Ltd for 2024. This is accrual/provision ($76k) for exterior painting of all buildings. ***Motion:*** *The Business Manager recommended to the Board to approve a Cyclical Maintenance Plan for 2024, seconded by Lauren Albrey with all in favour.* **Cheque Register**: The Business Manager put forward that the payments for the below months be approved: • February 2025 - $1,040,963.25. ***Motion:*** *The Business Manager recommended ratification of the monthly payments, seconded by Lauren Albrey with all in favour.*	*D Lane*
5. PROPERTY:	**Property Report:** The Property Report for February 2025 was taken as read. ***Motion:*** *The Presiding Member moved that the Property Report be accepted, seconded by Garry Larsen with all in favour.* **Weathertightness Project:** The Remedial work continues with Stage 3 - Yellow commencing with an agreed finish date of 4 July, which has been extended from the original date of 10 June. *Diedré Lane left the meeting at 5:50pm.*	*D Lane*

	Seismic Monitoring of new remediation work: A meeting was held on Monday 24 March with the Ministry and our Property Committee in regard to seismic monitoring of the work currently being carried out. This is listed as an occupancy risk to students and after assessments a peer review group will be established in June with a report following in July.	*I Marshall*
7. HEALTH & SAFETY:	Next meeting is to be held on Wednesday 21 May.	*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.* **Community of Learning** Our Kāhu Ako's main focus areas are literacy, numeracy, and attendance. **The 2024 NCEA Achievement Report** has been completed by Heads of Learning Areas and their Line Managers. **Attendance and Data Accuracy** Information from www.educationcounts.govt.nz links attendance with both student wellbeing and attainment. Students who are absent even 5-10% of the time (which is still considered "regular" attendance) nevertheless obtain fewer NCEA credits than those with higher attendance rates. Evidence suggests that there is no "safe" level of non-attendance which has no impact on student and ākonga wellbeing and attainment. The attendance data presented at the last Board Meeting was not an accurate representation of the average percentage rates. As it used the period-by-period rate. Period by period data can be significantly impact by the day-to-day activities/events and individual completion of teacher rolls. Half day percentage rates give us a more accurate record of the average attendance rates. Caution is needed when looking percentage rates for Māori and Pasifika students by year level as we are only looking at small groups of students as indicated in the brackets in the corrected data. **Student Achievements** The school is extremely proud of the following students in their recent achievements: ○ Olivia Dixon – Duke of Edinburgh Gold Award. ○ Adian Platts – Gold in the U19 4x400m Relay Team and Bronze in the U18 4x100m Relay Team at the 2025 NZ Track and Field Championships. ○ Jonathan O'Connor – Cast in the Encore Theatre Collective's Production of Annie. ○ Amelia Higson – Gold in the Oceanbridge Sail Auckland 420 Class. ○ Ashton Phipps – NZ Title second year in a row at the New Zealand Grand Prix. ○ Former student Zachary Saunders competed in the National Athletics Competition recently in the 100m race and finished in second place. ○ Former student Xavier Saifoloi who is currently playing as Loose Forward for the Crusaders in Super Rugby.	*K Brinsden*

AI in Schools
A new interest group is being formed for staff interested in integrating AI in education. Establishing an AI Policy for students and staff is a priority.

Pub Charities Grant
Deputy Principal Keir Whipp is requesting permission to apply to Pub Charity for funds to cover the costs of two workshops with the Aotearoa Bone and Pounamu Carving Academy for 10MAO and 1MAO students.
Motion**:** *The Presiding Member moved for acceptance of the request, seconded by Ian Marshall with all in favour.*

International Students Marketing Trip
The Principal just returned from an International Marketing trip to Hong Kong and Cambodia with one of our International Marketing Directors, interviewing students and meeting agents for future students attending the college.

Southeast Asia is a key market for the college, and we hope to recruit a large number of our student body from the region over the next two to three years.

Acknowledging BDSC's 20 Years
The Principal is purchasing a sculpture by artist James Wright who is a New Zealand Sculptor who draws inspiration from his heritage and rural upbringing. His large scale Corten steel sculptures are found throughout NZ in private and public collections. The piece is called "Turn around (and come in)." This will be placed in the gardens near Reception.



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. – In Committee	*K Brinsden*
11. CORRESPONDENCE:	Nil.	

12. EOTC TRIPS:

Trip Name	Location	Dates	TIC
Pool Sessions	Panmure	3 & 10 March	Harry Dyer/Ellie Schick
Sea Kayaking Trip 1	Ponui Island	5-6 March	Harry Dyer
Mountain Biking x 3 trips	Woodhill Forest	4, 17, 20 March	Harry Dyer/Jonny Saville
Mountain Biking x 2 trips	Barry Curtis Park	10 & 11 March	Harry Dyer
Sea Kayaking Trip 2	Ponui Island	13-14 March	Harry Dyer
Practice Tramp		19 March	Harry Dyer
Mangemangeroa Track	Shelley Park	21 March	Harry Dyer
NZSS Ultimate Champs	Owen Delaney Park Taupo	24-26 March	Vanessa Walter
Sailing Teams Regatta	Akarana Yacht Club	26-28 March	Vanessa Walter
Omanawanui Tramp Trip 1	Waitakere Ranges	27-28 March	Wilmari Pretorius
Omanawanui Tramp Trip 2	Waitakere Ranges	3-4 April	Matthew Cowie
Yacht Fleet Racing Regatta	Devonport	4 April	Vanessa Walter

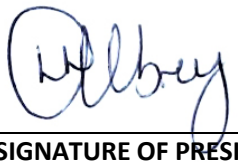
13. NEW ITEMS: Nil.

MEETING CLOSED: With no further items to discuss, the meeting closed at 6:45pm. *L Albrey*

UPCOMING EVENTS:

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
Friday 19 April	Good Friday
Monday 21 April	Easter Monday
Tuesday 22 April	Easter Tuesday
Friday 25 April	ANZAC Day
Monday 28 April	Start of Term 2

NEXT MEETING: Monday 28 April 2025 at 5:30pm in the BDSC Boardroom.



28 April 2025

SIGNATURE OF PRESIDING MEMBER
Mrs Lauren Albrey