BOTANY DOWNS Secondary College

MINUTES OF THE SCHOOL BOARD MEETING
HELD ON MONDAY 25 AUGUST 2025 AT 5:00PM IN THE BOARDROOM

PRESENT:	Lauren Albrey, Ian Marshall, Karen Brinsden, Vonja Young, Billyjo Flesher-Martin, Hannah Ghiyath, Nicola Troughear, Kerrie Holmes, Diedré Lane, and Sarah Madden.	
APOLOGIES:	Garry Larsen.	
WELCOME:	At 5:00pm 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 28 July 2025 were taken as read. There were no further comments or matters arising. ***Motion:*** *The Presiding Member proposed acceptance of the Minutes, seconded by I Marshall, with all in favour.*	*L Albrey*
3. ACTIONS FROM PREVIOUS MINUTES:	**Action** / **Who** / **Update** Nil.	
4. FINANCE:	**Finance Report:** The Finance Report for July 2025 was taken as read. ***Motion:*** *The Presiding Member moved that the Finance Report be accepted, seconded by I Marshall with all in favour.* **Funding Applications:** ▪ Application to Trillion Trust for a scoreboard in the old gym for $14,403 with the college contributing $1,000 was declined. We have reapplied. ▪ Application to Four Winds Foundation for three outdoor table tennis tables, 12 outdoor picnic tables costing $35,874.90 with the college contributing $1,000 and was successful with $10,000 for the outdoor table tennis tables. ▪ Application to Grassroots Trust Ltd for $14,403 for a scoreboard – we are awaiting the outcome. ▪ Application to Blue Sky Community Trust for $17,900 for outdoor picnic tables was declined. Application to Trillian Trust: Resolution: A decision was made to apply to Trillian Trust Limited for a grant for kapa haka uniform for our students. The total amount requested is $3,890. This was agreed all in favour. Application to Transpower Community Care Fund: A decision was made to apply to Transpower Community Care Fund for a grant for outdoor picnic tables for sit down lunch for students. The total amount request is $15,000. This was agreed all in favour. **Cheque Register:** The Business Manager put forward that the payments for the below months be approved: July 2025 - $2,558,707.35. ***Motion:*** *The Business Manager recommended ratification of the monthly payments, seconded by L Albrey with all in favour.*	*D Lane*
5. PROPERTY:	**Property Report:** The Property Report for July 2025 was taken as read. ***Motion:*** *The Presiding Member moved that the Property Report be accepted, seconded by I Marshall with all in favour.* • All the defects are nearing completion in Stage 3. • Passive fire work commences in Stage 4 shortly. • Stage 5 is starting on 8 September, this will include three classrooms (Media and two Bio, Conference Centre), Library, Careers and Gateway Departments. • We are still dealing with a number of roof leaks that haven't been repaired yet. • Boiler pipework investigations have been completed, and a report has been sent to the architect, we expect and update at our next meeting.	*D Lane* *I Marshall*

	• We have received advice from the Ministry of Education and the Engineering Advisory Group indicating that, with the exception of T and M Blocks, our buildings are seismically deficient. • A communication will be shared with the community in due course to outline the upcoming remedial work. We are currently awaiting a confirmed programme and timeline for the commencement of this work. Discussions are also underway with Form, who are considering submitting a tender for the project.	
7. PRINCIPAL'S REPORT:	The Principal's Report was taken as read. ***Motion*****:** *The Principal moved for acceptance of the Principal's Report, seconded by L Albrey with all in favour.* **AI Policy:** A generative AI Policy has been drafted and reviewed; we are still in the process of transitioning across to SchoolDocs policies and procedures. ***Motion*****:** *The Principal moved for adopting the Policy and Guidelines for Generative AI. This was, seconded by L Albrey with all in favour.* **Winter Sports Tournament Week:** We have the following teams taking part in the annual winter tournament: Travelling teams: - 1st XI girls Football, Whangarei. - 1st XI Girls Football, Napier. - Badminton, Wellington. - U15 Boys Rugby, Wellington. Auckland based teams: - Netball, Auckland Netball Centre. - 1st XI Boys Hockey, North Harbour. - 1st XI Boys Football, Huapai. - Basketball Girls, Bruce Pullman. - Basketball Boys, Bruce Pullman. **KBB Music Festival:** This year both our orchestra and our jazz band received bronze awards at the gala concert. We had four students selected for two ensembles. Tiffany Ong, Candice Wang and Rick Zhao in the Chamber Orchestra and Cici Wang in the Concert Band. It was a very successful event. **2026 Enrolments:** Currently there are 193 in zone students. ***Recommendation*****:** *The Principal's recommendation is to only take students of current sibling when going to the ballot (Category 2 only) seconded by L Albrey with all in favour.* **Education Review Office Evaluation Visit to BDSC in Term 4:** It was suggested by the Principal that we request that their visit next Term be deferred until Term 1, 2026 due to the remedial disruption around the school and the impact on wellbeing, morale and the quality of teaching and learning. ***Motion*****:** *The Principal will reply to ERO requesting this proposed visit be deferred until Term 1, 2026, seconded by L Albrey with all in favour.* *I would like to extend my heartfelt thanks to Kerrie Holmes for her outstanding leadership while I was on sabbatical leave. I am deeply grateful for the way she managed every challenge with efficiency and finesse. Kerrie demonstrated superb professionalism and confidence, notably hosting both the Prime Minister and the Minister of Education during this time—an exceptional achievement that reflects her capability and dedication. Special thanks also go to the deputy principals for their unwavering support, and to Mageshni Narain, Appal Naidu, and Shraddha Sharma, who admirably stepped up to take on additional responsibilities, helping to distribute the leadership load. Their collective efforts ensured the continued smooth running of our school, and I am truly appreciative. ~ Karen Brinsden.*	*K Brinsden*
8. STRATEGIC PLAN:	Progress against all actions for of our annual goals will be kept up to date via the live link. The goals will be a continuous report with actions dated stamped as appropriate.	*K Brinsden*

10. BOARD COMMITTEE REPORTS:

11.1	**Disciplinary Committee:** Refer to Principal's Report.	*G Larsen*
11.2	**Property Committee:** Refer to Property Report.	*I Marshall*
11.3	**Personnel Committee:** Refer to In Committee.	*L Albrey*

11. CORRESPONDENCE: Nil.

12. EOTC TRIPS:

Trip Name	Location	Dates	TIC
Girls Football	Napier	24-29 August	Vanessa Walter & Debbie McGregor
Equestrian	Taupo	24-30 August	Rachel Scott
Girls Hockey	Whangarei	25-29 August	Gurpreet Kaur
Girls Football	Napier	25-29 August	Debbie McGregor
U15 Rugby	Wellington	25-29 August	Karl McLennan
Badminton	Wellington	25-29 August	Daisie Yu
10OED Climbing	Stonefield's	14-15 October	Harry Dyer
3 OED Alpine	Whakapapa	20-23 August	Harry Dyer
International	Rotorua	9-11 September	Enda McKenna
Bronze DOE 1	Hunua Ranges	20-21 September	Debbie Bottom
Bronze DOE 2	Hunua Ranges	1-2 October	Debbie Bottom
Silver DOE 1	Mahurangi Harbour	22-24 September	Debbie Bottom
Silver DOE 2	Mahurangi Harbour	2-4 December	Debbie Bottom

MEETING CLOSED: With no further items to discuss, the meeting closed at 6:21pm. *L Albrey*

UPCOMING EVENTS:

Wednesday 27 August	Out-of-Zone Enrolment Applications Close
Friday 29 August	Student Rep on the Board Voting Day
Friday 29 August	Daffodil Day
Monday 1 September to Thursday 11 September	Senior Examinations
Wednesday 3 September	Out-of-Zone Enrolment Ballot Drawn
Monday 15 September	2026 Head and Lead Student Voting – Y12
Monday 15 September to Friday 19 September	Te Wiki O Te Reo Māori
Friday 19 September	End of Term 3
Monday 6 October	Start of Term 4

NEXT MEETING: Monday 22 September 2025 at 5:30pm in the BDSC Boardroom.



22 September 2025

SIGNATURE OF PRESIDING MEMBER
Mrs Lauren Albrey