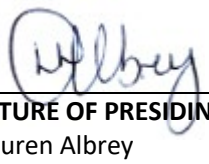
BOTANY DOWNS Secondary College

MINUTES OF THE SCHOOL BOARD MEETING HELD ON MONDAY 26 MAY 2025 AT 5:00PM IN THE BOARDROOM

PRESENT:	Lauren Albrey, Ian Marshall, Garry Larsen, Vonja Young, Nicola Troughear, Hannah Ghiyath, and Sarah Madden.	
APOLOGIES:	Karen Brinsden, Billyjo Flesher-Martin.	
VISITORS:	Associate Principal Kerrie Holmes, Business Manager Diedré Lane.	
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 April 2025 were taken as read. There were no further comments or matters arising. ***Motion:*** *The Presiding Member proposed acceptance of the Minutes, seconded by G Larsen, with all in favour.*	*L Albrey*
3. ACTIONS FROM PREVIOUS MINUTES:	**Action** / **Who** / **Update** Nil.	
4. FINANCE:	**Finance Report:** The Finance Reports for April 2025 was taken as read. ***Motion:*** *The Presiding Member moved that the Finance Report be accepted, seconded by I Marshall .with all in favour.* **Auditors:** The audit of our financial statements has now been completed, and the report was provided by Crowe NZ Audit Partnership. The Annual Report is now complete and available. **Cheque Register:** The Business Manager put forward that the payments for the below months be approved: March 2025 - $1,123,528.20 April 2025 - $.1,406,738.53 ***Motion:*** *The Business Manager recommended ratification of the monthly payments, seconded by I Marshall with all in favour.*	*D Lane*
5. PROPERTY:	**Property Report:** The Property Report for April 2025 was taken as read. ***Motion:*** *The Presiding Member moved that the Property Report be accepted, seconded by I Marshall with all in favour.* **Weathertightness Project:** • The Remedial work continues Stage 1 intended to be completed at the end of May. • There are several roof leaks in the buildings, including some of the new areas where work has just been completed. This is due to different roof heights between the old and new areas. We are waiting for further information as to when this will be rectified. • We are still waiting for remediation costs for the new gym and a meeting is planned for 9 June. **General Maintenance:** Two air condition units have failed in the library and admin server room, and replacements are underway.	*D Lane*

	The worm farm has been upgraded and fencing around the chiller area thanks to our Property Manager Louwrens MacKenzie who did all the work for this and saved a significant amount of money for the school.	
7. 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 G Larsen with all in favour.*** **Policy Ratification:** The Policies under review for this month were the Emergency and Crisis Management Policy and CCTV Surveillance Procedures. *The Presiding Member recommended that the policy and procedures be further investigated and report back at the next meeting.* **Community of Learning:** The Kahui Ako is to be disestablished from 27 January 2026. Salary protection will be in place for staff who have contracts that surpass 27 January. **Attendance:** Following the analysis of Term 1 data the target needs to be amended for Māori and Pasifika students. Māori students, by the end of Term 2 will have improved regular attendance to 70%. Pasifika students, by the end of Term 2 will have improved regular attendance to 75%.	*K Holmes*
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 Holmes*
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** 3OED Lead Climbing / Auckland / 28-30 May / Harry Dyer Shielah Winn / Wellington / 30 May – 2 June / Sarah Walton 10OED Sea Kayaking / Auckland / 3-4 June / Matthew Cowie 2OED Mountain Biking Trip 2 / Rotorua / 12-13 June / Harry Dyer	
13. WHANAU LEADERS	Whānau Leaders presentations to the Board from 6:20pm.	
MEETING CLOSED:	With no further items to discuss, the meeting closed at 6:15pm.	*L Albrey*
UPCOMING EVENTS:	Monday 2 June — King's Birthday Friday 6 June — Whānau Performance Monday 9 June to Friday 13 June — Languages Week Saturday 14 June — Year 9 In-Zone Enrolment OPEN DAY Wednesday 18 June — Student, Teacher, Parent Conferences Friday 20 June — Matariki Monday 23 June to Friday 27 June — English Week Tuesday 24 June — Student, Teacher, Parent Conferences Friday 27 June — End of Term 2 Monday 14 July — Start of Term 3	
NEXT MEETING:	Monday 23 June 2025 at 5:30pm in the BDSC Boardroom.	



23 June 2025

SIGNATURE OF PRESIDING MEMBER
Mrs Lauren Albrey