BOTANY DOWNS Secondary College

MINUTES OF THE SCHOOL BOARD MEETING
HELD ON MONDAY 29 SEPTEMBER 2025 AT 5:30PM IN THE BOARDROOM

PRESENT:	Lauren Albrey, Ian Marshall, Karen Brinsden, Vonja Young, Michael Pienaar, Nicola Troughear, Hannah Ghiyath, Annalee Killip, Kerrie Holmes, Diedré Lane, and Sarah Madden.	
APOLOGIES:	Garry Larsen	
WELCOME:	At 5:40pm the Deputy Presiding Member opened the meeting.	*I Marshall*
1. CONFLICTS OF INTEREST:	N Troughear currently Presiding Member at Pakuranga College.	
2. INTRODUCTIONS:	The Board welcomed Michael Pienaar and Annalee Killip and also said thank you and good luck to outgoing Student Representative Hannah Ghiyath.	*I Marshall*
3. PRESIDING MEMBER SELECTIONS:	The Principal called for nominations for a Presiding Member of the School Board. I Marshall nominated L Albrey, which was accepted. ***Motion:*** *L Albrey continues as Presiding Member, seconded by V Young with all in favour.* Nominations were called for Deputy Presiding Member of the School Board, L Albrey nominated V Young, which was accepted. ***Motion:*** *V Young was elected as Deputy Presiding Member, seconded by I Marshall, with all in favour.*	*K Brinsden*
4. COOPTING MEMBERS:	The Board discussed the possibility of coopting additional nominees from the recent Parent Election at a later stage.	
5. MINUTES:	With no changes or omissions noted, the Minutes of the last meeting dated Monday 25 August 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*
6. ACTIONS FROM PREVIOUS MINUTES:		

Action	Who	Update
1. Write to ERO requesting deferring their visit this year due to remedial work interruptions.	K Brinsden	ERO have responded and agreed to defer their visit until Term 1, 2026. Exact date to be determined. Awaiting notification.
2. School Gardens Project	D Lane	In consultation with Form.
3. Correspondence to MOE regarding outstanding property matters.	L Albrey	To be advised.
4. Look at succession planning/parent coopting on to the Board.	All	To be reviewed in early 2026.

7. FINANCE:	**Finance Report:** The Finance Report for August 2025 was taken as read. ***Motion:*** *The Presiding Member moved that the Finance Report be accepted, seconded by I Marshall with all in favour.* **Cheque Register:** The Business Manager put forward that the payments for the below months be approved: August 2025 - $1,110,869.58. ***Motion:*** *The Business Manager recommended ratification of the monthly payments, seconded by V Young with all in favour.*	*D Lane*
8. PROPERTY:	**Property Report:** The Property Report for August 2025 was taken as read. ***Motion:*** *The Presiding Member moved that the Property Report be accepted, seconded by I Marshall with all in favour.*	*D Lane*

	Remedial/Weathertightness Update*:* - Stage 4 – classes have moved back and are on timetable since 15 September. - Passive fire remediation is outstanding. - Stage 5 – Library upper level was decanted on 15 September with Library staff having moved to the LHUB, Careers and Gateway team have moved to the Rangitoto Room in the Staffroom. - No further update regarding roof leaks with the Admin block still not 100% repaired. - New Gym – SENZ cannot guarantee that the slab has reached final settlement as it is a geotechnical matter. A resolution is still to be sought. **10YPP and 5YA Projects:** - Lift upgrade meeting scheduled for 30 September. Work is still remaining regarding the lighting upgrade. - Boiler Pipework – Form have tendered for the project. It was also discussed that Form should be completing the current stages outstanding. L Albrey will write a letter to Rob McAllister disputing this. **Other onsite work:** - Testing and tagging happening during the September School Holidays and we are also automating our Hazard Register. - Seismic work has started. Work on the inside of some buildings needs more welding plates. The development of the school gardens has been identified as the next planned project following damage to surrounding areas caused by recent construction activities. It was noted we should ask Form that they may be expected to contribute to approximately half of the restoration costs, given their prior assurance that any damage resulting from their work would be remedied. Further discussions with Form will be undertaken to address this matter.	
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.* **Policies:** The Finance Policy was reviewed earlier this year and subsequently approved. The EOTC Policy is currently under evaluation, with a comparative analysis being conducted against the corresponding policy outlined in SchoolDocs. ***Motion*:** *The Principal recommended the ratification of the Protected Disclosure Policy, Theft and Fraud Prevention Policy, seconded by L Albrey with all in favour.* **2026 Enrolments:** At present 311 Year 9 students are enrolled for the 2026 academic year with additional enrolments anticipated. **Principal's Sabbatical:** A key objective of the Principal's sabbatical was to examine the structural composition of senior leadership teams within educational institutions. Botany Downs Secondary College currently operates under a distributed leadership model. However, in comparison to several peer schools, the College has a smaller number of Deputy Principals. This may reflect a more streamlined and focused leadership approach, but it also raises the possibility that the college is under resourced at senior leadership level particularly given its size and complexity.	*K Brinsden*

Triennial Election Results:
Stability and continuity for the Board with four re-elected parent representatives which means the school retains critical knowledge particularly around the remedial property work currently being carried out as there is at least one more year remaining.

Year 13 Students Rugby Tournament in Abu Dhabi:
The Board support of this trip has been withdrawn, and a parent group is now taking over all responsibilities for the trip.

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:** No comment.	*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
Blake Leadership Tramp	Kaimai Mamaku Conservation Park	22-23 Sep	Linda Byrne & Tina Sharp
3 OED	Wanganui	8-11 Oct	Harry Dyer
10 OED	Pinnacles	20-21 Nov & 25-26 Nov	Harry Dyer
3x3 Basketball	Mt Maunganui	17-20 Nov	Vanessa Walter
10 IGO	Waitomo	1-2 Dec & 2-3 Dec	Sally Brodie

MEETING CLOSED: With no further items to discuss, the meeting closed at 8:15pm. *L Albrey*

UPCOMING EVENTS:

Monday 6 October	Start of Term 4
Wednesday 22 October	Sports Awards Evening
Monday 27 October	Labour Day Public Holiday
Wednesday 29 October	Senior Awards Ceremony for Year 12
	Senior Awards Ceremony for Year 13
Friday 31 October to Monday 3 November	Junior Examinations
Friday 31 October	Year 13 Graduation Celebration
Tuesday 4 – Friday 28 November	NCEA and Scholarship Examinations
Friday 7 November	Senior Awards Ceremony for Year 11
Friday 14 November	Staff Only Day

NEXT MEETING: Tuesday 28 October 2025 at 5:30pm in the BDSC Boardroom.

28 October 2025

SIGNATURE OF PRESIDING MEMBER
Mrs Lauren Albrey