BOTANY DOWNS Secondary College

MINUTES OF THE SCHOOL BOARD MEETING HELD ON MONDAY 25 MAY 2026 AT 5:30PM IN THE BOARDROOM

PRESENT:	Lauren Albrey, Ian Marshall, Garry Larsen, Michael Pienaar, Nicola Troughear, Annalee Killip, Sarah Madden.	
VISITORS:	Acting Principal Keir Whipp, Business Manager Diedré Lane.	
APOLOGIES:	Vonja Young, Karen Brinsden, Kerrie Holmes.	
WELCOME:	At 5:30pm the Presiding Member opened the meeting.	*L Albrey*
1. CONFLICTS OF INTEREST:	N Troughear – Presiding Member for Pakuranga College. A Killip – Daughter of a Teacher at BDSC.	*L Albrey*
2. MINUTES:	The Minutes of the last meeting dated Tuesday 28 April 2026 were taken as read. There were no further comments or matters arising. ***Motion:*** *The Presiding Member moved acceptance of the Minutes, seconded by G Larsen, and approved unanimously.*	*L Albrey*

3. ACTIONS FROM PREVIOUS MINUTES:

Action	Who	Update
1. Critical Risk (Ports of Auckland article) further discussion. L Albrey to contact NZSBA for further advice.	L Albrey	July Board Meeting.
2. Discuss and identify potential future legacy/capital projects for formal tagging of funds, setting up a BDSC Trust. Formation of Subcommittee: I Marshall, G Larsen, K Brinsden.	All	July Board Meeting.
3. Staff appreciation initiative recognising teaching staff for their future challenges and work throughout the curriculum transition.	K Brinsden	July Board Meeting.
4. Succession planning/parent coopting on to the Board.	All	Further discussion during Term 4.

4. NZSBA BOARD TASK CHECKLIST

Term 2 Checklist:

Task	Who	Status
Prepare and publish 2025 Annual Report.	K Brinsden	Submitted to MOE 12/05/2026.
Plan community consultation of 2027-2029 Strategic Plan.	K Brinsden	Ongoing.
Appoint Returning Officer for September Election.	Board	Appointed at first Board Meeting of the year.
Prepare midyear Student Achievement Review.	K Brinsden	Monitored monthly.
Conduct midyear Budget Review.	D Lane	September.
Review Privacy Policies and Procedures.	SchoolDocs/Board	Ongoing.

5. FINANCE: *D Lane*

Finance Report:

The Finance Report for April 2026 was taken as read.

Motion: *The Business Manager moved that the Finance Report be accepted, seconded by I Marshall, and approved unanimously.*

- The 2025 Financial Statements and Audit is now complete; the Principal's Annual Plan was submitted to the Ministry of Education on 12 May 2026.
- The Business Manager advised that a new uniform contract has been selected and sought the Board's approval to proceed with entering into the contract.

Motion: *The Business Manager recommended that the Board approves the new uniform supplier and contract, seconded by L Albrey, and approved unanimously.*

	Disposal of Assets: The Tela Lease has expired and needs to be disposed of and removed from the Fixed Asset Register. Laptops have been returned to Tela. The original lease price was $12,813.72 with $0 book value. ***Motion:*** *On behalf of the Principal, the Business Manager recommends that the Board approve the disposal of the leased assets on 30 April 2026, seconded by I Marshall and approved unanimously.* Cheque Register: The Business Manager put forward that the payments for the month of April be approved: April 2026 - $1,044,859.94. ***Motion:*** *The Business Manager moved the ratification of the monthly payments, seconded by G Larsen, and approved unanimously.*	
6. PROPERTY:	**Property Report:** The Property Report for April 2026 was taken as read. ***Motion*****:** *The Business Manager moved that the Property Report be accepted, seconded by G Larsen, and approved unanimously.* Weathertightness Project: • Staff have moved back ending Stage 8. CPU inspection was on Friday 22 May with students back in their classrooms on Monday 25 May. • Stage 9 top level of Administration Block will move on 28 May. Scaffolding around Administration Block is very noisy and intrusive for the Reception area. New Gym: An online meeting was held on 19 May, attended by an Engineering Geologist from Aurecon. Milne Project Managers have been formally engaged by BDSC and have provided a project management fee estimate to Jessica Edmondson to support the funding application. The College has now received the final Ministry of Education payment for the gym project, completing the allocated funding. Aurecon has been engaged under a remediation fee agreement (excluding water testing services), with the project to be managed in a manner consistent with a 5YA project. Three stages of water testing have been scoped. Current observations indicate that inspection holes are damp but do not contain standing water. The Business Manager has advised Marsh Insurance that the building is now partially owned by the Ministry of Education (30%), and an adjustment to the insurance arrangements is required. Confirmation is pending. Boiler and Associated Works: The Business Manager noted that works remain on programme, with completion expected by 22 October 2026. The project remains within the approved funding allocations, supported by both 5YA funding and supplementary funding. The redundant pipework scope in the Gym/PAC has been completed by Respond Architects. Within the Administration Block, an alternative solution has been developed to avoid penetration of passive fire separations between floors, and a building consent amendment has been lodged. Approved variations to date cover air bleeder installations, seismic modifications, additional smart bars, provision of a monkey toe ladder for roof access, and allowance for demolition of redundant pipework. Seismic work – there was a site visit on 13 May from the seismic team, Ministry and Form. They are reviewing further locations of investigation work to be done during the July holidays for the Performing Arts Centre, Administration Block, Library and bridge areas.	*D Lane*

7. HEALTH & SAFETY	External Stairway Gates: Fire and Emergency New Zealand conducted a site visit and recommended the installation of emergency release buttons for the stairway gates. They have advised that signage alone would be insufficient to effectively mitigate risk. The Business Manager has requested that Milne Project Management liaise with Aotea Security regarding this matter. There is sufficient provision within the Fire Upgrade 5YA budget to accommodate this work. Confirmation is currently pending. Sprinkler System Pump Issue: An update from Wormald regarding the sprinkler system pump issue is still pending. The next Health and Safety Meeting is scheduled for Wednesday 19 August 2026.	*D Lane*
8. PRINCIPAL'S REPORT:	The Principal's Report was taken as read. ***Motion**: The Acting Principal moved for acceptance of the Principal's Report, seconded by G Larsen, and approved unanimously.* Policy Review – EOTC: The Board discussed the SchoolDocs review of EOTC documentation for this term. Members were satisfied that the current information is accurate and up to date and therefore agreed that no changes were required or review submission necessary. Progress Update – NCEA Internal Credits: As at 15 May 2026, NCEA credit accumulation is generally tracking behind the same point in 2025, particularly in Year 12, where both total and Merit/Excellence credits have declined across all groups. Year 13 internal credits are also lower overall, although Merit/Excellence credits are slightly ahead, indicating some improvement in quality outcomes. Pasifika learners, especially in Year 13, are a key area of concern due to significantly lower achievement, while Māori learners remain relatively stable in Year 13 but are declining in Year 12. It was noted the need to maintain current effective support, alongside targeted interventions for Pasifika learners and an urgent review of Year 12 assessment pacing and acceleration strategies. Attendance: Regular attendance in 2026 has declined from 81% in Term 1 to 78% in early Term 2, with the most significant decreases evident for Māori (64% to 54%) and Pasifika students (75% to 61%), who remain priority groups. Attendance has also dropped slightly across most year levels, particularly Year 13, while gender differences are minimal. Attendance continues to be closely monitored through fortnightly whānau meetings, with targeted follow-up including family contact, individual support planning, and collaboration with external attendance services for high-risk students. Increased proactive communication from parents is noted as a positive.	*K Whipp*
10. BOARD COMMITTEE REPORTS:	11.1 **Disciplinary Committee:** Nothing to report. — *G Larsen* 11.2 **Property Committee:** Refer to Property Report. — *I Marshall* 11.3 **Personnel Committee:** Nothing to report. — *L Albrey*	
11. CORRESPONDENCE:	None.	
12. EOTC TRIPS:	None.	
IN-COMMITTEE:	The Board went into Committee at 6:24pm and out of Committee at 6:27pm.	*L Albrey*
MEETING CLOSED:	With no further items to discuss, the meeting closed at 6:32pm.	*L Albrey*

UPCOMING EVENTS:	

Monday 25 May to Friday 29 May	Cultural Week and Mufti Day (27 May)
Friday 29 May	Staff Only Day
Monday 1 June	King's Birthday Holiday
Tuesday 2 June to Friday 5 June	Science Week
Tuesday 2 June and Wednesday 3 June	Whānau Leader Interviews
Friday 5 June	Whānau Performance
Monday 8 June to Friday 12 June	Languages Week
Tuesday 9 June	Student, Teacher, Parent Conferences
Thursday 11 June	Show Quest
Monday 15 June to Friday 19 June	English Week
Wednesday 17 June	Student, Teacher, Parent Conferences
Monday 22 June to Friday 26 June	Arts Week
Friday 3 July	End of Term 2

NEXT MEETING:	Monday 27 July 2026 at 5:00pm in the BDSC Boardroom.



SIGNATURE OF PRESIDING MEMBER
Mrs Lauren Albrey

27 July 2026.