

MINUTES OF THE SCHOOL BOARD MEETING HELD ON WEDNESDAY 5 JUNE 2024 AT 5:30PM IN THE BOARDROOM

PRESENT:	Lauren Albrey, Vonja Young, Karen Brinsden, Garry Larsen, Billyjo Flesher-Martin, Nicola Troughear, Tiffany Chan, and Sarah Madden.		
APOLOGIES:	Ian Marshall		
VISITORS:	Business Manager Diedré Lane, Associate Principal Kerrie Holmes, Director of Sport Karl McLennan.		
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 29 April 2024 were taken as read. There were no further comments or matters arising. <i>Motion: The Presiding Member proposed acceptance of the minutes, seconded by Garry Larsen with all in favour.</i>		L Albrey
3. ACTIONS FROM PREVIOUS MINUTES:	Action	Who	Update
	1. A second request for a meeting with the Prime Minister/Botany MP to update on weathertightness project issues.	K Brinsden	Email response received from MP for Botany's Office advising that Mr Luxon has asked Ms Stanford to investigate this and provide clarification on the matter and she advised him that the school met with the local property team on 2 May and were able to outline concerns including the health and safety issues. Ms Stanford's office have advised that the MOE is expected to sign the contract for the weathertightness project in the coming days and will continue to work through the delivery methodology with the school and appointed contractor. She has also advised that the health and safety raised is a priority for the Ministry and they are committed to working closely with the school's leadership team to ensure that the project is delivered successfully in a safe manner.
	2. Long Service to BDSC celebrations.	Y de Graaf	Bosuns in Howick is booked for Monday 10 June from 5:30pm to 7:30pm.
4. SPORTS PRESENTATION:	<p><i>The Director of Sport updated the Board of the Sports Department.</i></p> <p>There are four staff members in the department. All staff work six days per week. The key focus for strategic planning in the department involves participation, performance, process, and partnerships.</p> <ul style="list-style-type: none"> At present 41% of the total participation at the college makes up 39% girls and 43% boys. Currently the college relies on student coaches for 25% of coaching personnel and staff involvement fluctuates. Over the last three years there has been a big gain in recruitment of community support in coaching. Once both gyms are back to being functional there will be growth in participation and performance, creating partnerships with community groups creating an income stream as well as having quality organisations and coaches on site. 		K McLennan
5. FINANCE:	<p>Finance Report:</p> <p>The Finance Report for month end of April 2024 was taken as read. <i>Motion: The Presiding Member moved that the Finance Report be accepted, seconded by Garry Larsen with all in favour.</i></p> <p>Accounts for Payment:</p> <p>The Business Manager put forward that the payments for April \$1,424,886.40 be approved. <i>Motion: The Business Manager recommended ratification of the monthly payments, seconded by Lauren Albrey with all in favour.</i></p>		D Lane
6. PROPERTY:	<p>Property Report:</p> <p>The Property Report for month end of April 2024 was taken as read. <i>Motion: The Presiding Member moved that the Property Report be accepted, seconded by Lauren Albrey with all in favour.</i></p> <p>New Gym:</p>		D Lane

	<p>No further information at this stage. Faris Katten of SENZ involved with the structural analysis of the slab and review of the construction records for drainage and the low placement of the mesh within the slab. Two investigation holes in the cracked floor have since filled up with water. The CCC inspection failed.</p> <p>MOE Weathertightness Project: After several meetings from 22 April through 31 May it is still expected that the project will commence 8 July, though there is still a wait regarding consent and awaiting construction company Form to have a letter of intent from MOE, however a contract is yet to be signed between parties. <i>Action: Principal to contact and request a meeting with Botany Local MP/Prime Minister Hon Christopher Luxon, Lauren Albrey, Ian Marshall, and Diedré Lane again.</i></p>																																				
<p>6. HEALTH & SAFETY:</p>	<p>The next Health & Safety Committee meeting will be on Wednesday 25 June. The Principal commented on an electrocution near miss that was discussed at the Health & Safety committee meeting earlier.</p>	<p><i>K Brinsden</i></p>																																			
<p>7. PRINCIPAL'S REPORT:</p>	<p>The Principal's Report was taken as read. <i>Motion: The Principal moved that the Principal's Report be accepted, seconded by Lauren Albrey with all in favour.</i></p> <p>Community of Learning: Waipaparoa Kāhui Ako Kapa Haka Celebration is being held on Wednesday 26th June. Our Kahui Ako are excited to come together as a collective of eight schools to celebrate our Kapa Haka groups. Our aim is to enhance our community together as a Kāhui Ako, for whānau to feel connected and create a sense of belonging. We hope to develop the student's understanding of what it is like to be part of a kapa haka and enhance their sense of identity and understanding of Māori culture.</p> <p>Policies: <i>Motion: The Principal moved that the Policy documentation without any amendments required be accepted, seconded by Lauren Albrey with all in favour.</i></p> <ul style="list-style-type: none"> • Child Protection Policy. • Travel Policy. • Privacy Policy. <p>Parent Conferences: Wednesday 16 June and Thursday 4 July. These comprise of 10-minute briefings about progress in each subject. Subject teachers present a summary of how the student is progressing and any next steps required. The nature of the conference is a focused dialogue.</p> <p>Uniform: It was agreed by the Board that all Year 10's (boys and girls) are now permitted to wear trousers these for Terms 2 and 3 due to the colder weather.</p>	<p><i>K Brinsden</i></p>																																			
<p>8. STRATEGIC PLAN:</p>	<p>This will be kept up to date via the live link for SLT.</p>	<p><i>K Brinsden</i></p>																																			
<p>9. BOARD COMMITTEE REPORTS:</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">9.1</td> <td style="width: 20%;">Disciplinary Committee:</td> <td>Refer to In-Committee Minutes</td> <td style="width: 15%;"></td> <td style="width: 55%;"></td> </tr> <tr> <td style="text-align: center;">9.2</td> <td>Property Committee:</td> <td>Teaching at ground level while work proceeds on the first and roof levels is not a satisfactory teaching environment.</td> <td></td> <td></td> </tr> <tr> <td></td> <td>a)</td> <td>When we raised ventilation, the contractor looked at us blankly and the MOE sit there hoping it will go away.</td> <td></td> <td></td> </tr> <tr> <td></td> <td>b)</td> <td>H&S seems to be taken care of; however, this is still a concern over acoustics and ventilation.</td> <td></td> <td></td> </tr> <tr> <td></td> <td>c)</td> <td>We should allow the contract to proceed HOWEVER with the proviso that if at any point the environment is not suitable for teaching then the contract pauses until adequate and appropriate decampment spaces are provided by the MOE for the rest of the contract period.</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>It is concerning that the contractor doesn't think there is any work to be done in the ground level areas. Not only is there actuator work but the controls for the entire automation system is on ground level in each block.</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>It is appalling for the MOE to advise us that there are no overlaps with buildings when we find a full overlap in the first six months of the contract.</td> <td></td> <td></td> </tr> </table>	9.1	Disciplinary Committee:	Refer to In-Committee Minutes			9.2	Property Committee:	Teaching at ground level while work proceeds on the first and roof levels is not a satisfactory teaching environment.				a)	When we raised ventilation, the contractor looked at us blankly and the MOE sit there hoping it will go away.				b)	H&S seems to be taken care of; however, this is still a concern over acoustics and ventilation.				c)	We should allow the contract to proceed HOWEVER with the proviso that if at any point the environment is not suitable for teaching then the contract pauses until adequate and appropriate decampment spaces are provided by the MOE for the rest of the contract period.					It is concerning that the contractor doesn't think there is any work to be done in the ground level areas. Not only is there actuator work but the controls for the entire automation system is on ground level in each block.					It is appalling for the MOE to advise us that there are no overlaps with buildings when we find a full overlap in the first six months of the contract.			<p><i>G Larsen</i></p> <p><i>I Marshall</i></p>
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	<p>We should not allow the contract to proceed without resolution to this. This will add considerable cost to the contract.</p> <p>Boiler pipes. Good to understand that the contractor is doing the fixing points and covers/flashings. The MOE hasn't yet provided the college a full design and consent set for the boiler pipework so we can get it priced. This is vital now as the work is starting on 8 July. The contractor wants the work to be block by block therefore heating over winter needs a solution - MOE to come up with a solution with costs. Electrical cables recessed - still not confirmed in writing by the MOE.</p> <p>Potentially the contract will be signed before we get to see their program and site setup designs. That is a big risk for the MOE - again they hope we will go away. It is most unusual that a program and site layout isn't provided to the college - I suspect this is the MOE playing games. Focus is not helping by saying they need a week to provide us with the decampment and scaffolding set up program.</p> <p>MOE needs to understand we cannot plan without a program and site restriction understanding. The more things move along the more we understand just how much decampment fit out and change overs will cost. The college at no point has been told to budget for this as we always understood this was an MOE cost.</p>																													
9.3	Personnel Committee: Refer to In-Committee Minutes.	<i>L Albrey</i>																												
11. CORRESPONDENCE: Refer Actions from Previous Meeting.																														
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13. NEW ITEMS:	Refer to the Principal's Report.																													
MEETING CLOSED:	With no further items to discuss, the meeting closed at 7:25pm.	<i>L Albrey</i>																												
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NEXT MEETING:	Monday 24 June at 5:30pm																													



SIGNATURE OF PRESIDING MEMBER
Mrs Lauren Albrey

1 July 2024

DATED