



Botany Downs School Board Meeting Minutes

Date: Wednesday 5th August

Venue: Botany Downs School Staffroom

Meeting Opened: 5.58pm

Meeting Closed: 7.10pm

Present: B Prentice (Presiding Member), C Pitcaithly, L Ward, F Tang, G Arora, R Lala (staff rep), V Parkins (Principal), M Insley (Deputy Principal) as a visitor and S Muellers as Minute Secretary
Apologies: None

1. Administration

1.1 Welcome - Karakia

1.2 Declaration of Interests - None

1.3 Confirmation of Minutes

Motion: The minutes of the previous meeting held 10 June 2026 are accepted as a true and correct record. Moved: Rita Seconded: Cameron Carried: Unanimously

1.4 Correspondence

In - Nil

Out - Nil

2. Action Points from the Previous Meeting

2.1 Cameron to research and write a Standard Operating Procedure for the pool. Also to investigate the cost of an automatic pool cleaner.

3. Principal's Report *The Principal's Report was distributed to Board Members prior to the meeting and is taken as read.*

3.1 Roll/Attendance

- Vicki discussed the updated Attendance Plan focused and building relationships
- Vicki's Sabbatical report discussed

3.2 Employment

- Myff Leslie: On sick leave for Term 3. Lynette Radue is covering her class for Term 3 and will move to cover an additional Year 0 class in Term 4.
- Iris Liu: Taking 12 months of maternity leave starting at the end of Term 3.
- Structured Literacy: Toni Clarke hired to cover the Structured Literacy groups (Tue–Thu, 9:00 am–12:30 pm) previously run by Lynette Radue.
- Library: Librarian Vanessa Hatley-Owen has resigned from her position and has accepted a role at St Cuthbert's and departs at the end of Week 7.
- Executive Officer continues on half-days, with SchoolEd managing remaining accounting duties; model to be reviewed in Week 4.
- Hired one new TA for junior learning support; currently advertising for an ORS-funded TA.
- Hired Saul Barclay for ongoing garden maintenance.
- Caretaker Deon Stewart was absent for 8 days. Former caretaker Steve Tobin covered 3 days, with internal staff managing daily gate, bin, alarm, and contractor operations.

3.3 Strategic Plan - (Curriculum Presentations/Report)

- AoV presented by Mark Insley and Rachel Raayn (DP) and discussed by the school board.

3.3.1 Ako - Teaching and Learning

- Discussed staff have recorded what they would like for PD this Term to support learning with assessment and we have booked this in through staff meetings, team meetings and also Team Leaders collaborating together on a relieving day

3.3.2 Learners - ākonga

- PD for AI for staff to support learning

3.3.3 Whanaungatanga - Relationships

- **Rednote:** Contract signed by the Presiding Member for school participation.

3.4 Property

- Discussed large amount of R and M needed in the school

3.5 Finance Report

- Discussed LSC and Walking School bus phone reimbursements
- Discussed applying for more grants
- Staff and mobile phone discussed

Motion: That the Board approve \$30 month mobile phone reimbursement for LSC (backdated), and direct operational reimbursement for Walking School Bus Volunteer use of phone.

The Board Unanimously agreed to the proposal

- The Schooled produced Financial report for the period ending 28 February 2026 discussed.
- The Board is required to pass a resolution adopting the updated Balance Sheet and Cashflow budgets, as these will be used in the 2026 annual financial statements.
- Presiding Member signed and returned the copy to Schooled for inclusion in our 2026 annual workpapers
- R&M Grounds has exceeded budget by \$8,064 - includes playground markings \$13,900, garden works \$3,998
- The PTA funded the playground markings. We will transfer the \$13,900 expenditure from R&M Grounds to the asset register, as the padded playground markings are considered a long-term asset due to their durability.
- Staffing expenditure will be higher due to employment to cover for support staff sick leave

Motion: That the accounts be accepted.

Moved: Cameron Seconded: Loua Carried: Unanimously

3.6 Health & Safety

No Explanation needed as no trend is noticed.

3.7 Policies for Review and Board Assurances for Compliance

Presented as part of the Principals Report and noted by the Board.

SchoolDocs ensures that our policies remain up to date and aligned with current legislation.

Specific topics reviewed each Term as per School Docs Framework/ScheduleStatus

- We are working on our AI policy for the school, we are having PD for staff and working with School docs to make our new policy.

Motion: To move that the Principal's Report be accepted.

Moved: Rita Seconded: Fiona Carried: Unanimously

4. Other Agenda Items

None

6. In Committee

None

Meeting closed: 7.10 pm

Next Meeting: 9th September 2026 – 6:00 pm (Staffroom)

Certified as a true and correct record of the resolutions passed and the business conducted at the meeting of the Board held on ___ 2026.

Signed: B. Kremer Presiding Member

Actions from this Meeting:

- Tindall foundation/ Lotto grant/ Foundation North/ Howick local board/ NZ Community Trust - Vicki to investigate further funding.
- Cameron to complete report

18 Feb (Wk 3)	25 Mar (Wk 8)	6 May (Wk 3)	10 Jun (Wk 8)	5 Aug (Wk3)	9 Sept (Wk 8)	28 Oct (Wk 3)	2 Nov (Wk 8)
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