



Botany Downs School Board Meeting Minutes

Date: Wednesday 10th June	Venue: Botany Downs School Staffroom
Meeting Opened: 7.02pm Meeting Closed: 7pm	Present: B Prentice (Presiding Member), C Pitcaithly, L Ward, F Tang, G Arora, R Lala (staff rep), M Insley (Acting Principal) 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 20 May 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 3 quotes for fencing (see Finance section)

- Myfence Ltd - \$7,963.75
- JK Glass and Aluminium - \$19,400.50
- Monduline-Do It M8 - \$7,705.00

2.2 Letter to accompany mid year reports.

- Rachel Ryan has created a letter to be sent out to parents and caregivers before reports go out. Teachers are happy to clarify any questions at whanau conversations. Refer to pages 14 and 15
Also found in Board shared drive-2026 Curriculum Reports folder

2.3 Pool SOP's - Cameron working on this.

3. Principal's Report *The Principal's Report was distributed to Board Members prior to the meeting and is taken as read. The following are points that were highlighted by Vicki and expanded on or actioned during the Board Meeting.*

3.1 Compliance

Annual Financial Statements Report (for the year ended 31 December 2025): completed by auditors and signed by Presiding Member (Bhavna) and Acting Principal (Mark).

- Uploaded to the Education Sector portal and school website.
- Representation Letter in connection with the financial audit - completed by auditors and signed by Presiding Member (Bhavna) and Acting Principal (Mark).

Both documents found in Board shared drive-2026 Finance Reports folder

Roll return to be completed 1st July.

3.2 Board Process and Policy Review

SchoolDocs Timetabled Policy and Procedure Review report for Term 2.

- Presented at May board meeting.

Next SchoolDocs report in Term 3.

3.3 Strategic Review

Next update included in 2026 Mid Year AoV.

3.4 Student Progress and Achievement

Reporting to Parents-where are we at?

Report Writing

- School mid year report template finalised with etap. This includes teaching sequence statements and drop down comments.
- One page explanation of the new report format being created and sent out before reports are sent.
- Extensive professional development for team leaders and teachers on writing narrative comments using teaching sequence statements.
- Extensive professional development for teachers on allocating progress descriptors in Reading, Writing and Maths.
- Extensive moderation of progress descriptors across teams within year levels.

Whanau Conversations

- Whanau Conferences to take place week 10 term 2. Teachers will be able to clarify questions about the new report format.

Other

- Teachers will continue to communicate with whanau when necessary via email, phone or meeting.
- AoV data and variance reporting-new format to align with MoE recommendations and provide data on new progress descriptors.

Next update included in 2026 Mid Year AoV.

3.5 Roll/Attendance

Notes on any trends-people taking holidays during school time.

Due to the short time frame from the last board meeting (May), this will be included in the August Principal's report. However we will be making minor changes to our Attendance Management Plan and STAR procedures as it has been refined this term during its use.

3.6 Inclusion and Wellbeing

Due to the short time frame from the last board meeting (May), the next update will be included in the August Principal's report.

3.7 Honouring Te Tiriti Waitangi and NZ's Cultural Diversity

What we do-Kapa Haka + junior, Pasifika, language weeks, cultural performances, integrate into learning, Powhiri, Matariki, Whanau hui, surveys for whanau and students (Michelle Takaiti and Teresa Lu)

- Maori and Pasifika whanau surveys have been sent out.
An analysis report to be prepared for term 3.
- Matariki week and celebration morning for Friday of week 11 followed by our Whanau hui.
Organised and planned by Michelle Takaiti - reflection for August board meeting.
- Staff at BDS continue to use culturally responsive practices.
- Ongoing weekly Kapa Haka and Pasifika Au Siva groups.
- Focus and resources shared with teachers for cultural language weeks-this may include presentations at assemblies.
- Inquiry (Science and Social Science) learning continues to reflect cultural aspects. These are also integrated into other learning areas e.g. Reading, Writing.

3.8 Curriculum Area Review

Maths Curriculum-what do we do for Maths? (Rachel R and Mark)

Also found in Board shared drive-2026 Curriculum Reports folder

Botany Downs School Mathematics and Statistics Curriculum Report

In October 2025, the Ministry of Education released an updated Mathematics and Statistics Curriculum, introducing new teaching sequences—with knowledge and practice statements—for **Phase One** (Years 0–3) and **Phase Two** (Years 4–6).

In Mathematics and Statistics, students learn to understand relationships in quantities, space, and data, and to express these ideas in ways that help them make sense of the world. As they move through **Phase Two**, they build deeper confidence and accuracy in using mathematics and statistics for more complex tasks.

Across both **Phase One and Phase Two**, teachers follow the Botany Downs School scope and sequence, which aligns with our key Oxford resource. Learning from Years 0–6 is organised into six strands:

- Number
- Algebra
- Measurement
- Geometry
- Statistics
- Probability (introduced from Year 5)

Phase One focuses on helping students build strong early mathematical thinking. Our students learn to **investigate, sort, and describe** quantities, shapes, and data. Teachers highlight important **number properties** and **shape attributes**, using materials and pictures to help students see the ideas clearly.

Our Phase One students learn through the 'Concrete–Pictorial–Abstract' approach:

- Concrete – using hands-on objects
- Pictorial – using drawings and visual models
- Abstract – using symbols and numbers

There is a strong emphasis on number foundations, including number operations, rational numbers, and number structures. Oxford resources are central, with tools like Numicon used to support learning. Teachers use explicit teaching to help students connect different representations and strengthen their reasoning.

In **Phase Two**, teaching focuses on students' use of a variety of representations to model number operations and to solve word problems. They extend their understanding of whole numbers to fractions and decimals, and they visualise, classify, and draw angles using benchmarks to support and justify their classifications. Students apply their knowledge of number operations to reasoning about measurements and to investigating variations in patterns, shapes, probabilities, and data. They begin to work with exponents, can tell the time, and convert between units of time.

Our Phase Two students Maths learning is built around the Oxford programme to support teaching and learning. This involves whole class and small group explicit teaching lessons using a range of materials (concrete, pictorial, abstract), text books and further resources to support the teaching sequences in Years 4, 5 and 6. The [Ministry Curriculum Alignment Guide](#) is followed to help support with planning and delivering the new curriculum knowledge and practices.

Teachers use a range of formative and summative assessments to track students' progress in Mathematics. These include **Maths Snapshots** (Phase One), **anecdotal observations and conversations**, **SMART (Student Monitoring, Assessment and Reporting Tool)** Maths Assessments to support next learning steps for students (Years 3–6), and **Oxford Pre- and Post-tests**. Students who need extra support may receive in-class help from a Teacher Aide, guided by the classroom teacher. Mark Insley also runs a weekly Year 6 Extension Maths group.

All teachers moderate their Overall Professional Decisions for mid-year and end-of-year Mathematics using the new Mathematics rubrics and progress descriptors, ensuring a shared understanding of progress at each year level. Staff have also taken part in whole-school professional learning focused on moderating student progress in Mathematics.

3.9 Finance

- Annual Financial Statements Report (for the year ended 31 December 2025) - completed by auditors and signed by Presiding Member (Bhavna) and Acting Principal (Mark).
Also found in Board shared drive-2026 Finance Reports folder
- Finance Report date ending May 31st, 2026 - Also found in Board shared drive-2026 Finance Reports folder
- Year 3 and 4 playground update - 40% paid to start construction \$69,507.80
- Grants
 - Lion Foundation \$7,500 - approved
 - Four Winds \$15,000 - approved
 - Trillion Trust \$15,000 - approved
 - Milestone Foundation \$8,500 - submitted
 - Dragon Community Trust \$8,500 - submitted
 - Air Rescue Services \$15,000 - submitted
 - BlueSky Community Trust \$8,500 - submitted
- Carpark fencing-3 quotes, board to approve one. Mark recommends Monduline - Do It M8 - \$7,705.00. Will need to also buy wheel stops \$50 each and Asphalt Anchor screws \$18 for 3 pack. **Approved unanimously to go with Monduline - Do It M8.**
- Representation Letter - confirms adequate resources to continue operations.
- School Finances - continue to track well.
- Nature Garden - final invoice to paid \$18,400

Motion: That the 31 May 2026 accounts be accepted.

Moved: Loua Seconded: Fiona Carried: Unanimously

4.0 Property Updates

- Hall update-all works are finished and we can start using the hall. Deon to polish the floors.
- Removal of dead tree on hill. Will look into a replacement or two and filling/grassing the stump area.
- Received Building Warrant of Fitness.
- Nature Garden update - works are finished and it looks great. Open again in term 4 which gives plants time to grow, take root and form pathways.
- New PE Shed doors done.
- Year 3 and 4 playground update. Work starts on 27th July. Later than expected due to supplier delay.
- Matrix Security: No reports submitted by guard so far for term 2.
- Hall Air Conditioning - Improve Air have done a final inspection on 4th June with works to take 2-3 days beginning on Wednesday 10th June.
- CCTV investigation of waste water pipes through a manhole on school site. Works done between 11th-17th June. Deon to oversee.

4.1 Employment

- Leave request - Vanessa Hatley-Owen (Librarian) Friday 14th August to Friday 21st August, 6 school days. **Approved unanimously**
- Hayley Jeon update - starting in room 11 from Tuesday 2nd June.
- Teacher Aide - Heather Kamsteeg started Tuesday 2nd June.
- Teacher Aide - Leandi Neveling extended hours from week 10 to cater for new ORS students who need break time monitoring.
- The teaching staff is settled.
- Admin - Trish Toussaint remains on half days due to medical treatment and Xero continues to do accounts.

4.2 Health & Safety

Lots of bumps - running into each other or while on the playground.

~~Yes~~/No Explanation if a trend is noticed

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

Moved: Gurpreet Seconded: Fiona Carried: Unanimously

6. Other Agenda Items

Grant Funding Received

Mid Term Elections- MOE moved from Sep 26 to 31 March 27

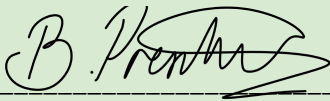
7. In Committee

None

Meeting closed: 7 pm

Next Meeting: 5th August 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:  _____ Presiding Member

Actions from this Meeting:

- Silver flashing to be installed on PE shed door - Mark/Deon
- Mark to have a discussion with Elliot (Cat) owner to prevent him entering school grounds.
- Pigeon Control to be investigated for year 5 building- Mark/Deon

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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