



Botany Downs School Board Meeting Minutes

Date: 9 September 2026

Venue: Botany Downs School Staffroom

Meeting Opened: 6.00pm

Meeting Closed: 6.25pm

Present: B Prentice (Presiding Member), L Ward (Online), F Tang, R Lala (staff rep), V Parkins (Principal) and S Muellers as Minute Secretary

Apologies: C Pitcaithly, G Arora

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 5 August 2026 are accepted as a true and correct record. Moved: Rita Seconded: Fiona Carried: Unanimously

1.4 Correspondence

In - Nil

Out - Nil

2. Action Points from the Previous Meeting

2.1 Recommendation Board Applies to Howick Local Board for the next project - the playground canopy for Years 3/4, opens in January.

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 Roll/Attendance

- **Stepped Attendance Plan:** Our "Building Relationships" plan is performing well. We have added a student to our Walking School Bus and collaborated with a local college and ECE provider to wrap around attendance. Roll numbers total 2 more than last year.

3.2 Employment

- **Reliever Compliance:** In accordance with updated government guidelines, all relievers hold casual contracts starting from Term 3. We maintain strict compliance by verifying, recording, and storing reference checks, vulnerable children's checks, teacher registrations, and restraint module completions in each reliever's file.
- **New Librarian:** Appointed to start 14 September, with handover training occurring prior to the departure of our current librarian. She brings prior primary school library and Scholastic experience. Working hours: 9:15 AM – 2:15 PM.
- **Katie Smith** - 15 days leave to be approved for next year - approved unanimously.

3.3 Strategic Plan - (Curriculum Presentations/Report)

[SENCO & LSC Report](#)

[Māori and Pasifika Survey and Analysis](#)

Legislative & Ministry Updates (Strategic Planning 2027–2028) - discussed.

Motion: *That the Board approves including an acknowledgment in our Annual Report that Te Tiriti o Waitangi is the founding document of Aotearoa New Zealand, recognising the rights of Māori as tangata whenua, including the protection of Te Reo Māori as a taonga and the place of mātauranga Māori within education.*

Moved: Rita **Seconded:** Loua | **Carried:** Unanimously

3.3.1 Ako - Teaching and Learning

- SLT looking to PD for 2027 for TOD and staff meetings

3.3.2 Learners - ākonga

- Data from our Structure Literacy Intervention is showing very positive shifts for all students

3.3.3 Whanaungatanga - Relationships

- Survey for the community sent out twice
- Working on including all four terms into our reports for attendance data to show the full year
- Discussed the Analysis of the recent Botany Downs School survey highlights high parent satisfaction regarding staff culture, student safety, and community inclusiveness, alongside specific feedback on communication, health, and technology policy.

3.4 Property Updates

- **Hazardous Substances:** Caretaker completed a chemical storage safety course. Quotes are being gathered for a compliant, separate chemical housing unit and spill kit. Board member support for Deon is requested for this project. Cameron/ Deon to sort. Loua to help if needed.
- **Drop & Go Area:** Surface hole repair. Waiting for the quote. Cones are currently expanded to prevent SKIDS parents from blocking staff bays while permanent signage is produced by SKIDS.
- MoE site inspection booked for July (toilets, drainage, roofing). Second half of 10 YP

- Selected as one of 500 schools for the MoE Solar Panel & Energy Management Programme (webinar attended; awaiting cost analysis).

Boardroom Mould & Roof Leak

- Issue:** Water ingress from a leaking roof caused mold growth in the boardroom during Term 2.
- Action Taken:** Air and surface testing was conducted by the Principal. Results confirmed the mould is **not** toxic black mould (*Stachybotrys*).
- Next Steps:** The affected area is being encapsulated/covered for safety, and the Ministry of Education has been engaged to investigate and repair the roof leak.

3.5 Finance Report

Playground Canopy - The PTA confirmed at Monday's meeting that they will fully fund four shade sails for our junior playground, up to \$60,000.

Motion: The Board approves the installation of the junior playground shade sails, fully funded by the PTA and accepts the ongoing maintenance cost for cleaning, approximately \$1000 every two years for cleaning.

Staff Recognition:

Motion: *That the Board approve a \$30 Christmas voucher per staff member.*

Moved: Bhavna **Seconded:** Rita **Carried:** Unanimously

Principal Overseas Travel Request (Perth Agent Fair):

Motion: *That the Board approves travel for Principal Vicki to attend the International Student Agent Fair (ICEF ANZA) in Perth. Funding up to \$10,500 NZD (Registration ~\$7,500 NZD, Airfares ~\$3,000 NZD, Crowne Plaza accommodation, and expenses) to be allocated from the current budget.*

Moved: Loua **Seconded:** Bhavna **Carried:** Unanimously

General Comment

Fixed Asset Depreciation Rates:

Each year, as part of the Annual Financial Reporting process, Boards are required to review the depreciation rates or 'useful lives' of the asset categories on the school's Fixed Asset Register. A letter has been included with this report detailing the Asset Categories as per the Ministry's requirements. The Board needs to note its review and approval or change of these rates for 2026 in the Board's Minutes. Please return a signed copy of this letter to Schooled for us to hold on file.

Fixed Asset Register Disposals:

As part of the Annual Financial Reporting process; schools are required to review their Fixed Asset Register every year. Over the next few weeks, we will be sending a copy of your fixed asset register to the school for review. Once the register has been reviewed and marked up with any assets stolen or disposed of throughout 2026, it should be returned to Schooled (prior to the end of November 2026). We will then update your fixed asset register with any disposals, as well as reconciling the 2026 purchases.

Motion: *That the presented School Ed Financial Accounts be accepted.*

Moved: Loua **Seconded:** Fiona **Carried:** Unanimously

3.6 Health & Safety

Health and Safety Meeting Minutes and Health and Safety Report in the Board Folder

Notices: No Trends Notices issued for this period.

Pigeon problem discussed

Board to approve removal of pigeons by No More Birds Phone 021 966 610

Board Team to work on deterrent with steel works and bird spikes and meet with the No More Birds for a workable solution Board to have a team then they do what they can and then let us know what to do.

3.7 Policies for Review and Board Assurances for Compliance

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

Specific topics reviewed each term as per School Docs Framework/Schedule

Updated policies on our website:

- Staff Conduct
- Principal Professional Growth Cycle
- Teacher Professional Growth Cycle
- Minimising Physical Restraint
- Cellphones and Other Personal Digital Devices

Policies reviewed for Term 3:

- School Community Engagement Policy (board)
- Inclusive School Culture (board)
- Enrolment
- Student Attendance (board)
- Student Uniform/Student Dress Expectations
- Concerns and Complaints Policy (board)

Assurances for Term 3:

- Curriculum and Student Achievement Policy,
- Risk Management
- Emergency Management
- Student Attendance
- Reporting about Student Progress and Achievement
- Bullying and Harassment
- Student Behaviour Management
- Searches, Surrender, and Retention of Property
- Minimising Physical Restraint
- Stand-down, Suspension, and Suspension Outcomes
- Computer Security and Cybersecurity
- School Records Retention and Disposal

- Food and Nutrition
- International Educational Policy revisited and in our folder
- AI policy created

Harrison Tew and Emergency procedures reviewed and action implemented working with Harrison Tew:

- Plan for people with lack of mobility, hearing, vision, respiratory, dietary, high health needs.
- Emergency supplies and/or grab bags for Year 3, 4, 5 and 6.
- Plan for reuniting with parents/guardians/caregivers after an emergency e.g. lockdown.
- Book audit and training with Harrison tew for 2027

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

Moved: Fiona

Seconded: Bhavna

Carried: Unanimously

6. Other Agenda Items

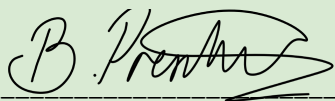
CCTV camera required to check drainage, storm water, sewage and waste water. Urgent work to be undertaken. 40K for potential scope of work. **Approved Unanimously by the Board.**

7. In Committee

Meeting closed: 6.25 pm

Next Meeting: 28 October 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 9 September 2026.

Signed:  Presiding Member

Actions from this Meeting:

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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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