



## Minutes of Botany Downs School Board Meeting

Held

14 February 2024 AT 6:00 pm

Present – Jess Storey (Presiding Member), Vicki Parkins (Principal), Kerry Budd, Rita Lala, Bhavna Prentice, Matthew Cooke, Cameron Pitcaithly, Brook Tate.

Apologies – None.

In Attendance – None.

Time spent on Board Business since last meeting (please record on spreadsheet).

Agenda Item	Discussion
1. Presiding Member	Jess has resigned as Presiding Member. Kerry has been elected as new Presiding Member with Rita taking on the role of Secretary from Kerry. This has been passed unanimously.
2. Declaration of conflict of interest.	None. A discussion was had about starting a register should a conflict arise. At this stage there is no need for a register.
2. Confirmation of minutes of previous meeting.	Resolved that the minutes of the meeting held on 13 <sup>th</sup> December 2023 were received and confirmed as a true and correct record.  <b>Cameron / Bhavna - Unanimous carried</b>
3. Matters arising from minutes.	None.
4. Property Committee	<ul style="list-style-type: none"> <li>Cameron to join Kerry on the property committee.</li> </ul>
5. Governance Manual	Resolved that the 2024 Governance Manual by Bhavna, Cameron, Brook and Jess is now active.  <b>Kerry / Rita - Unanimous carried</b>
6. Uniform – girls tunic	Approve the change of fabric for girls tunic  <b>Kerry / Matthew – Unanimous carried</b>

<p><b>7. Uniform – boys socks</b></p>	<p>Vicki has emailed John Russell to advise that the School Board moves to having Black socks for winter.</p> <p><b>Bhavna / Brook – Unanimous carried</b></p>
<p><b>8. Principal’s Report.</b></p>	<ul style="list-style-type: none"> <li>• Taken as Read</li> </ul> <p>Personal</p> <ul style="list-style-type: none"> <li>• Recruitment and Induction Letters of Offer always download the latest online template each time you make an appointment.</li> </ul> <p><i>We verify that the right process is in place to comply with these requirements.</i></p> <ul style="list-style-type: none"> <li>• Whenever we consider using a fixed term employment agreement, we must check it meets the legal requirements to be considered a true fixed term.</li> </ul> <p><i>We verify that the right process is in place to comply with these requirements.</i></p> <ul style="list-style-type: none"> <li>• Fixed Term Employment Agreements Induction. Our new employees are welcomed, supported, and orientated effectively as they start work in your school</li> </ul> <p><i>We verify that the right process is in place to comply with these requirements.</i></p> <ul style="list-style-type: none"> <li>• Existing employees covered by the Support Staff in Schools’ Collective Agreement and Kāiaraahi i te Reo and Therapists who have already signed the IEA promulgated on 6 March 2023 do not need to sign a new IEA. We did this last year.</li> </ul> <p><i>We verify that the right process is in place to comply with these requirements.</i></p> <ul style="list-style-type: none"> <li>• Employing relief teachers Documentation Day-to-day relief teachers require proper documentation of police vet and restraint training.</li> </ul>
<p><b>9. Finance.</b></p>	<p>Finance committee approves report.</p> <p>Term deposit has been decided for a portion of the cash equivalent.</p>
<p><b>10. Policy and review Including School Docs.</b></p>	<p>School Docs</p> <ul style="list-style-type: none"> <li>• Presiding Member to be added to Accounts Payments as the third person</li> </ul>

	<ul style="list-style-type: none"> <li>NZSTA email response = query about third person - If it does not already include that the presiding member can be called upon to authorise this could be added in to the policies.</li> <li>Action, if approved Vicki to add this to school docs and Jess to add our Governance Manual</li> </ul>
<b>11. Health and Safety.</b>	Taken as read.
<b>12. Property.</b>	Matthew and Kerry to be on hiring committee for new Caretaker.
<b>13. Any other business.</b>	<p>BOT to approve overseas travel for Vicki for conference for PD using Principals \$12,000</p> <p><b>Kerry / Brook - Unanimous Carried.</b></p> <ul style="list-style-type: none"> <li>School donation</li> <li>Activity donation - each year level itemises for the year what this is for. This may vary from each year group. Last year \$6000 less than if all paid.</li> </ul>
<b>14. Correspondence in/out.</b>	<p>Inwards: None.</p> <p>Outwards: None</p>
<b>15. In-Committee</b>	None
<b>16. Next Meeting.</b>	27 March 2024
<b>Actions</b>	<ul style="list-style-type: none"> <li>Donation discussion to continue as part of next meeting.</li> <li>Presiding member to act as 3<sup>rd</sup> person for banking. Vicki to add to school docs. Presiding member to add to Governance Manual</li> <li>Kerry and Jess to hand over Presiding Member email account.</li> </ul>

Meeting closed at 7:35 pm

  
 -----  
 Presiding Board member

27/03/2024  
 -----  
 Date