



Minutes of Botany Downs School Board Meeting

Held

6 November 2024 AT 6:00 pm

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

Apologies – Cameron Pitcaithly

In Attendance – None

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

Agenda Item	Discussion
Declaration of conflict of interest.	None
Confirmation of minutes of previous meeting.	Kerry / Rita - Unanimous carried
Matters arising from minutes.	<ul style="list-style-type: none"> Matthew's replacement Brook - Activity Donation & School Donation
Principal's Report.	<p>Taken as Read</p> <ul style="list-style-type: none"> Board to approve TOD 30 May TOD Friday, before Kings Birthday 24 Oct Friday, before Labour Day <p>Bhavna / Kerry - Unanimous carried</p>
Finance.	<ol style="list-style-type: none"> Board to approve Vicki putting unspent \$4000 from her \$12,000 2024 Principals fund to be spent in 2025 <p>Bhavna/ Rita - Unanimous carried</p> <ol style="list-style-type: none"> Board to approve Increase credit card limit to \$15,000.00. Vicki 10.000 Trish 5000

	<p>Rita/ Kerry - Unanimous carried</p> <p>3. Board to approve the draft budget for 2025</p> <p>Matthew/Brook - Unanimous carried</p> <p>4. Board to approve \$30 on staff Xmas Gift</p> <p>Brook / Kerry - Unanimous carried</p> <p>Brook to investigate ANZ charges related to fees.</p>
<p>Policy's and Procedures</p>	<p>Risk Management (every term)</p> <ul style="list-style-type: none"> ● Assure the board that identified hazards are being monitored/controlled (including risks to student safety and wellbeing) and that measures are being re-evaluated to check their adequacy. This includes sun protection and EOTC activities. ● The Risk Management policy has been reviewed and updated. ● Vicki Parkins (Principal) to assure the board as above. <p>Planning and Preparing for Emergencies, Disasters and Crises (every term)</p> <ul style="list-style-type: none"> ● Assure the board that there are emergency plans in place that provide emergency and evacuation procedures. Confirm that planning and procedures are up to date and in hard copy and emergency supplies are checked and up to date. Assure the board that trial evacuations have been completed every term. ● The sentence: Twice a year, the office administrator checks that the printed procedures are available and up to date, has been changed to Twice a year, the Emergency Procedure Coordinator checks that the printed procedures are available and up to date. ● The Planning and Preparing for Emergencies, Disasters and Crises policy has been reviewed and is up to date. ● Vicki Parkins (Principal) to assure the board as above. <p>School Year, Terms, and Holidays</p> <ul style="list-style-type: none"> ● Assure the board that the school has been open for the statutory number of half-days and hours per day in the current year. Inform the board of the dates and number of half-days for instruction for the next year. ● The School Year, Terms and Holidays policy has been reviewed and updated. ● Vicki Parkins (Principal) to assure the board as above. <p>Managing Income and Expenditure and Expenditure</p>

- Assure the board that the school has complied with section 155 of the Education and Training Act, and appropriate provisions of the Crown Entities Act 2004 relating to borrowing.
- A nominated board member assures the board that they have completed three randomly timed checks of the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities.
- [Reviews and updates made to policies](#)
- The Managing Income and Expenditure and Expenditure policy has been reviewed and updated.
- Vicki Parkins (Principal) to assure the board as above.

School Donations and Student Activity Payments * (government scheme only)

- Assure the board that if the school has opted in to the government donation scheme, this has been decided in consultation with the school community, and the community has been notified of this decision. If the school has opted in to the scheme, assure the board that the school has not asked for donations, except for overnight camps.
- [Reviews and updates made to policies](#)
- The School Donations and Student Activity Payments policy's have been reviewed and updated.
- Vicki Parkins (Principal) to assure the board as above.

Gifts

- Assure the board that all financial gifts can be properly accounted for, and the nature of gifts given is reasonable and proportionate to the reason they are given.
- The Gifts policy has been reviewed and updated.
- Vicki Parkins (Principal) to assure the board as above.

School Swimming Pool

- See School Swimming Pool on your SchoolDocs site for the assurances relevant to your swimming pool.
 - The School Swimming Pool policy has been reviewed and updated.
 - Vicki Parkins (Principal) to assure the board as above.

Daily School Bus *

- See Daily School Bus on your SchoolDocs site for the assurance relevant to your school bus.

	<p>International Learners Review *</p> <ul style="list-style-type: none"> Assure the board that the school has completed a self-review of how it is meeting Code of Practice requirements and that the self-review attestation will be submitted by the due date (1 December) each year. The International Learners policy is an optional module in SchoolDocs that we do not use. Our ESOL coordinator completes the self review as required. Vicki Parkins (Principal) to assure the board as above. <p>Managing Income and Expenditure (board)</p> <ul style="list-style-type: none"> The Managing Income and Expenditure policy has been reviewed and updates have been completed. <ul style="list-style-type: none"> Reviews and updates made to policies <p>School Donations and Student Activity Payments / Attendance Dues and Other Income-state-integrated</p> <ul style="list-style-type: none"> The School Donations and Student Activity Payments policy has been reviewed and updates have been completed. <ul style="list-style-type: none"> Reviews and updates made to policies Maintaining the donation at current levels. Activity donations change to being payable at the time of the activity. We will not ask for a Year level activity donation as is current. <p>Kerry/Bhavna Unanimous carried</p> <p>Expenditure</p> <ul style="list-style-type: none"> The Expenditure policy has been reviewed and updates have been completed. <ul style="list-style-type: none"> Reviews and updates made to policies <p>School Board Approved our new International Educational Policy</p> <p>Board approve by email funding application to the Trillion Trust.</p>
<p>Health and Safety.</p>	<p>Taken as Read</p>
<p>Property.</p>	<ul style="list-style-type: none"> Pool update from Cameron - (cover is on. Fence and trees are done. Cameron is getting an independent pool inspector to check the fence even though there appears to be no requirement). <p>Unanimously carried by the board by e-mail</p>

<p>Personel</p>	<p>Refer Principal's Report</p> <ul style="list-style-type: none"> ● Please Minute approved by email supporting the application of Kate Keenan and Rachel Ryan for the Kahui Ako Across School Leader Role. <p>Board has approved this</p> <ul style="list-style-type: none"> ● Please can we minute the Boards knowledge and approval that we have been gifted a Within School Leader role from the Kahui ako. <p>Bhavna/Matthew Unanimous carried</p>
<p>Any other business.</p>	<ul style="list-style-type: none"> ● Add Topics from Schedule to Agenda - School Board Annual Reporting Schedule 2024 ● Bhavna and Kerry to investigate other Afterschool ● Replacement for Matthew. After it was discussed at last meeting Cameron approached Tom Pritchard to see if he was interested. He is. Any other people interested? Formal process going forward?
<p>International Education Policy</p>	<ul style="list-style-type: none"> ● School Board to Approve our new International Educational Policy <p>Board approved.</p>
<p>Correspondence in/out.</p>	<ul style="list-style-type: none"> ● Please could a board member write a letter for our community explaining the change in the socks for 2025. Kerry to write this letter. ● Please could the Board Write a thank you letter, he will provide the emails, contact kim@thefundraiser.co.nz Kerry to write the thank you letter.
<p>In-Committee</p>	<p>No</p>
<p>Next Meeting.</p>	<p>11th December</p>
<p>Actions</p>	

Meeting closed at 7.40 pm



Chairperson

11 / 12 / 2024



Date