



## Minutes of Botany Downs School Board Meeting

Held

26 June 2024 AT 6:00 pm

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

Apologies – None *Bhaona Prentice*

In Attendance – None

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

Agenda Item	Discussion
Declaration of conflict of interest.	None
Change of date for next Board Meeting	<ul style="list-style-type: none"> <li>Thursday 5th September 6.00 pm</li> </ul>
Agenda/Financial Reports	<ul style="list-style-type: none"> <li>Agenda goes to the Presiding member - Kerry. Kerry will send it out.</li> <li>Vicki will send out the Financial Report</li> </ul>
Confirmation of minutes of previous meeting.	Matthew / Kerry - Unanimous carried
Matters arising from minutes.	<ul style="list-style-type: none"> <li>Timeline for pool refurbishment, and the jobs completed so far.</li> <li>Progression to the start of hall weather tightening.</li> </ul>
Analysis of Variance Joanne & Mark	<ul style="list-style-type: none"> <li>Data shared with the Board</li> </ul>
Principal's Report.	<p>Taken as Read</p> <ul style="list-style-type: none"> <li></li> </ul> <p>Brook / Cameron - Unanimous carried</p>
Finance.	Financial Report taken as read.

	The Board has approved the budget for 2024.
Policy and review Including School Docs.	<p>Up to date</p> <p><b>Risk Management (every term)</b></p> <ul style="list-style-type: none"> <li>• The Risk Management policy has been reviewed and updated.</li> <li>• Vicki Parkins (Principal) to assure the board as above.</li> </ul> <p><b>Planning and Preparing for Emergencies, Disasters and Crises (every term)</b></p> <ul style="list-style-type: none"> <li>• The Planning and Preparing for Emergencies, Disasters and Crises policy has been reviewed and is up to date.</li> <li>• Vicki Parkins (Principal) to assure the board as above.</li> </ul> <p><b>School Planning and Reporting</b></p> <ul style="list-style-type: none"> <li>• The School Planning and Reporting policy has been reviewed and is up to date.</li> <li>• Vicki Parkins (Principal) to assure the board as above.</li> </ul> <p><b>Safety Checking and Police Vetting</b></p> <ul style="list-style-type: none"> <li>• The Safety Checking and Police Vetting policies have been reviewed and are up to date.</li> <li>• Vicki Parkins (Principal) to assure the board as above.</li> </ul> <p><b>Teacher Registration and Certification</b></p> <ul style="list-style-type: none"> <li>• The Teacher Registration and Certification policy has been reviewed and is up to date.</li> <li>• Vicki Parkins (Principal) to assure the board as above.</li> </ul> <p><b>Performance Management</b></p> <ul style="list-style-type: none"> <li>• The Performance Management policy has been reviewed and is up to date.</li> <li>• Vicki Parkins (Principal) to assure the board</li> </ul> <p><b>Appointment Procedure, Staff Conduct and Professional Development</b></p> <ul style="list-style-type: none"> <li>• The Appointment Procedure, Staff Conduct and Professional Development policies have been reviewed and are up to date.</li> <li>• Vicki Parkins (Principal) to assure the board as</li> </ul> <p><b>Equal Employment Opportunities</b></p> <ul style="list-style-type: none"> <li>• The Equal Employment Opportunities policy has been reviewed and is up to date.</li> <li>• Vicki Parkins (Principal) to assure the board as above.</li> </ul> <p><b>Child Protection and Abuse Recognition and Reporting</b></p> <ul style="list-style-type: none"> <li>• The Child Protection and Abuse Recognition and Reporting policies have been reviewed and are up to date.</li> <li>• Vicki Parkins (Principal)</li> </ul> <p><b>Curriculum and Student Achievement Policy</b></p> <ul style="list-style-type: none"> <li>• The Curriculum and Student Achievement policy has been reviewed and is up to date.</li> </ul>

	<ul style="list-style-type: none"> <li>• Vicki Parkins (Principal) to assure the board as above.</li> </ul> <b>Cellphones and Other Personal Digital Devices</b> <ul style="list-style-type: none"> <li>• The Cellphones and Other Personal Digital Devices policy has been reviewed and is up to date.</li> <li>• Vicki Parkins (Principal) to assure the board as above.</li> </ul>
Review Schedule	<b>Employer Responsibility Policy (board)</b> <ul style="list-style-type: none"> <li>• Include Kahui Ako section.</li> </ul> <b>Teacher Relief Cover</b> <ul style="list-style-type: none"> <li>• Change bullet point 3 in arranging relief cover section to say DP is responsible for arranging cover.</li> </ul> <b>Classroom Release Time (primary)</b> <ul style="list-style-type: none"> <li>• The school allocates classroom release time as full days, a set of pre-determined hours over a number of days, or a combination of both.</li> </ul>
Health and Safety.	Taken as Read
Property.	<ul style="list-style-type: none"> <li>• Pool report group (Matthew, Cameron &amp; Bhavna).</li> </ul>
Personel	
Any other business.	<b>Uniform</b> <ul style="list-style-type: none"> <li>• Add Topics from Schedule to Agenda - <a href="#">School Board Annual Reporting Schedule 2024</a></li> </ul>
Correspondence in/out.	
In-Committee	No
Next Meeting.	14th August
<b>Actions</b>	

Meeting closed at 7.15 pm



Chairperson

14 / 08 / 2024

-----

Date

