



Minutes of Botany Downs School Board Meeting

Held

5th September 2024 AT 6:00 pm

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

Apologies –

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.	Confirmed with the additions made by email - Unanimous carried
Matters arising from minutes.	
Principal's Report.	Taken as Read Brook/ Bhavna- Unanimous carried
Finance.	Financial Report taken as read. - Unanimous carried
Policy and review Including School Docs.	<p>Risk Management (every term)</p> <ul style="list-style-type: none"> ● 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"> ● 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>Student Attendance</p> <ul style="list-style-type: none"> • The Student Attendance policy has been reviewed and is up to date. • Vicki Parkins (Principal) to assure the board as above. <p>Reporting to Parents on Student Progress and Achievement</p> <ul style="list-style-type: none"> • The Reporting to Parents on Student Progress and Achievement policy has been reviewed and is up to date. • Vicki Parkins (Principal) to assure the board as above. <p>Searches, Surrender and Retention of Property</p> <ul style="list-style-type: none"> • The Searches, Surrender and Retention of Property policy has been reviewed and is up to date. • Vicki Parkins (Principal) to assure the board as above. <p>Minimising Physical Restraint</p> <ul style="list-style-type: none"> • The Minimising Physical restraint policy has been reviewed and is up to date. • Vicki Parkins (Principal) to assure the board as above. <p>Stand-down, Suspension and Exclusion</p> <ul style="list-style-type: none"> • The Stand-down, Suspension and Exclusion policy has been reviewed and is up to date. • Vicki Parkins (Principal) to assure the board as above. <p>School Records Retention and Disposal</p> <ul style="list-style-type: none"> • The School Records Retention and Disposal policy has been reviewed and is up to date. • Vicki Parkins (Principal) to assure the board as above. <p>Safety and Welfare for Students on Work Experience</p> <ul style="list-style-type: none"> • Not applicable to Botany Down Primary School. <p>Kerry /Cameron - Unanimous carried</p>
<p>Review Schedule Completed for Term 3</p>	<p>Bhavna/ Kerry - Unanimous carried</p>
<p>Health and Safety.</p>	<p>Taken as Read</p>
<p>Property.</p>	<p>The BOT moves that an application be made to the Four Winds Foundation towards the funding of our school pool resurfacing project valued at \$7,500.00 +gst a</p>

	The BOT moves that an application be made to the Trillian Trust towards the funding of our school pool fence project valued at \$9,500.00 +gst Confirmed with the additions made by email - Unanimous carried
Personel	Refer Principal's Report
Any other business.	<ul style="list-style-type: none"> Add Topics from Schedule to Agenda - School Board Annual Reporting Schedule 2024
Correspondence in/out.	
In-Committee	No
Next Meeting.	6th November
Actions	

Meeting closed at 6.25 pm



Chairperson

06 / 11 / 2024

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Date

