



## Minutes of Botany Downs School Board Meeting

Held

19 March 2025 at 6:00 pm

Present – Vicki, Cameron, Tom, Kerry, Brook

Apologies – Rita, Bhavna

In Attendance – None

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

Cam 3 hrs

Kerry 2 hrs

Tom 1 hr

Brook 3 hrs

Agenda Item	Discussion
<ul style="list-style-type: none"> <li><b>Declaration of conflict of interest.</b></li> </ul>	None
<ul style="list-style-type: none"> <li><b>Confirmation of minutes of previous meeting.</b></li> </ul>	Circulated and confirmed over email. Tom confirmed, Kerry second
<ul style="list-style-type: none"> <li><b>Matters arising from minutes.</b></li> </ul>	None
<ul style="list-style-type: none"> <li><b>Finance.</b></li> </ul>	2025 Final Budget V5 was raised for approval and approved by the board with the resulting deficit in plan for 2025 of \$41,383.14. Brook confirmed approval, Kerry second.
<ul style="list-style-type: none"> <li><b>Girls Tunic Fabric</b></li> </ul>	Board approves the new supplier from Indonesia and 5 year agreement for Girls Winter Tunics.
<ul style="list-style-type: none"> <li><b>Whanau conversations</b></li> </ul>	Vicki requested board guidance on timings. Guidance given as week 2 whanau conversations and week 3 whanau picnic.
<ul style="list-style-type: none"> <li><b>Skids contract</b></li> </ul>	Board agreed to enter into new agreement with Skids with noted variations. Kerry approved and Tom second. Vicki to sign and return it to Skids.

<ul style="list-style-type: none"> <li>● <b>Health and Safety.</b></li> </ul>	Re Principal's report.
<ul style="list-style-type: none"> <li>● <b>Property.</b></li> </ul>	<p>Vicki to discuss with Deon to put laminated sign in pool area with warnings about operating the pool related equipment and to seek further information from the school office.</p> <p>Vicki, Deon and Cameron did a walk around the school on 14 March and found a number of minor issues that Deon will address.</p>
<ul style="list-style-type: none"> <li>● <b>Principals report</b></li> </ul>	Board approves hall and room hireage as per principals report.
<ul style="list-style-type: none"> <li>● <b>Policies and procedures</b></li> </ul>	<p>Board approves Governance Manual, Vicki to add to school docs</p> <p>Vicki has assured the board of the following:</p> <ul style="list-style-type: none"> <li>● The Risk Management policy has been reviewed and is up to date.</li> <li>● The Planning and Preparing for Emergencies, Disasters and Crises policy has been reviewed and is up to date.</li> <li>● The School Planning and Reporting policy has been reviewed and is up to date.</li> <li>● The 2024 Health and PE survey has been added to this policy.</li> <li>● The Health Education policy has been reviewed and the policy is now up to date.</li> <li>● The Safety Management System policy and Worker Engagement, Participation and Representation policy have been reviewed and are up to date.</li> <li>● The Healthcare policy and its subtopics have been reviewed and are up to date.</li> <li>● The Digital Technology User Agreement form has been changed to the 2025 updated version.</li> <li>● The Digital Technology and Online Safety policy has been reviewed and is now up to date.</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Any other business.</b></li> </ul>	3 board members have terms ending in June. Elections to be held for replacements. New Presiding Member is required.
<ul style="list-style-type: none"> <li>● <b>Correspondence in/out.</b></li> </ul>	
<ul style="list-style-type: none"> <li>● <b>In-Committee</b></li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Next Meeting.</b></li> </ul>	14th May 2025
<b>Actions</b>	

Meeting closed at 7.40pm

A handwritten signature in black ink, appearing to be 'M. J. ...' with some scribbles.

Chairperson

14 / 05 / 2025

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Date