



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
• Declaration of conflict of interest.	None
• Confirmation of minutes of previous meeting.	Circulated and confirmed over email. Tom confirmed, Kerry second
• Matters arising from minutes.	None
• Finance.	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.
• Girls Tunic Fabric	Board approves the new supplier from Indonesia and 5 year agreement for Girls Winter Tunics.
• Whanau conversations	Vicki requested board guidance on timings. Guidance given as week 2 whanau conversations and week 3 whanau picnic.
• Skids contract	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.

• Health and Safety.	Re Principal's report.
• Property.	<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>
• Principals report	Board approves hall and room hireage as per principals report.
• Policies and procedures	<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"> • The Risk Management policy has been reviewed and is up to date. • The Planning and Preparing for Emergencies, Disasters and Crises policy has been reviewed and is up to date. • The School Planning and Reporting policy has been reviewed and is up to date. • The 2024 Health and PE survey has been added to this policy. • The Health Education policy has been reviewed and the policy is now up to date. • The Safety Management System policy and Worker Engagement, Participation and Representation policy have been reviewed and are up to date. • The Healthcare policy and its subtopics have been reviewed and are up to date. • The Digital Technology User Agreement form has been changed to the 2025 updated version. • The Digital Technology and Online Safety policy has been reviewed and is now up to date.
• Any other business.	3 board members have terms ending in June. Elections to be held for replacements. New Presiding Member is required.
• Correspondence in/out.	
• In-Committee	
• Next Meeting.	14th May 2025
Actions	

Meeting closed at 7.40pm



Chairperson

14 / 05 / 2025

Date