



Minutes of Botany Downs School Board Meeting

Held

19 February 2025 AT 6:00 pm

Present – Vicki, Rita, Cameron, Tom, Bhavna, Kerry, Brook

Apologies – None

In Attendance –

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

Agenda Item	Discussion
Elect Presiding Member	Motion for Kerry to continue as Presiding Member Brook/Bhavna - Unanimous carried
• Declaration of conflict of interest.	None
• Confirmation of minutes of previous meeting.	Confirmed by email - Unanimous carried
• Matters arising from minutes.	
• Principal's Report.	<ul style="list-style-type: none"> Vicki has assured the Board that we are following the goals provided by the MoE for attendance. Brook/Bhavna - Unanimous carried
• Finance.	<ul style="list-style-type: none"> 2024 EOY AOV Presented by Mark and Joanne - DP's The Budget for 2025 requires small amendments and will be presented at the next meeting. Brook will report to the Board on the Monthly report. The yearly report will be distributed to all Board members. Vicki/Rita - Unanimous carried
	<ul style="list-style-type: none"> A motion to apply to Youthtown Trust for \$10,000.00 for funding assistance towards our Junior Playground Project valued at \$170,000

	<p>Bhavan/Cameron - Unanimous carried</p> <ul style="list-style-type: none"> • \$100,000 from school funds for Junior Playground <p>Brook/Rita - Unanimous carried</p> <p>Due to Health & safety, and liability considerations, the Board requires the removal of the Junior playground to be done by the contractor who is awarded the playground.</p> <p>Tom/Kerry - Unanimous carried</p> <p>The board approves the submission of Grant requests through Kim Brady.</p> <p>Kerry sent letters to all the Grants received.</p> <p>Bhavan/Rita - Unanimous carried</p> <ul style="list-style-type: none"> • SKIDS contract discussed. <p>Tom and Bhavna will be on the SKIDS proposal contract.</p> <ul style="list-style-type: none"> • Kerry will write a thank you letter to SKIDS to thank them for \$1000 donation
<ul style="list-style-type: none"> • Policy and review Including School Docs. 	
<ul style="list-style-type: none"> • Health and Safety. 	Re Principal's report.
<ul style="list-style-type: none"> • Property. 	Cameron - The cost of the pool has come in under what was budgeted.
<ul style="list-style-type: none"> • Any other business. 	<p>Delegations to be completed</p> <p>Personnel Delegations can be to a person or a committee. Committees must have a minimum of 2 persons, at least one of whom must be a Board member (BM).</p> <p>Student behaviour management committee All current Board members except the Principal</p> <p>Finance committee Brook Tate Principal Executive Officer BDS</p>

	<p>Property Committee Principal Cameron Pitcaithly Tom Pritchard</p> <p>Delegated Authority DP Mark Insley</p> <p>Cameron/Bhavna - Unanimous carried</p> <ul style="list-style-type: none"> • Kerry has approved Grant applications <p>Vicki/Rita - Unanimous carried</p> <ul style="list-style-type: none"> • Board approval for the Appraisal process for 2025 with Maggie Ogram from Osprey Consulting (see below) <p>Tom/Cameron - Unanimous carried</p> <ul style="list-style-type: none"> • Board approval for the Professional Growth Cycle Process with Education Group for 2025 below <p>Tom/Cameron - Unanimous carried</p> <ul style="list-style-type: none"> • My PLD plan for the year is to attend two conferences. • Approval for the NZPF conference in Wellington (NZ Principals Federation) <p>Kerry/Cameron - Unanimous carried</p> <ul style="list-style-type: none"> • Approval for the second conference Sydney/Melbourne paid for by my wash up of the \$12,000 given to principals from PD that was carried over <p>Kerry/Bhavna - Unanimous carried</p> <ul style="list-style-type: none"> • Kerry assured the Board that Vicki has met her appraisal <p><u>Curriculum</u></p> <p>Assurances to the board that BDS is undertaking the Key Requirements for Boards:</p> <ul style="list-style-type: none"> • From Term 1, 2025, Years 0–6 students must receive 10 hours per week of structured literacy instruction (reading and writing / pānui and tuhituhi). • Years 0–8 students must receive an average of 5 hours per week of structured mathematics instruction (Maths or Pāngarau curricula). <p><u>EOTC</u></p>
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	<p>Email Resolution all approved for the EOTC Documentation and plan by the School Board on 11 February 2025 for the Whānau Picnic to go ahead after all the school board had viewed and asked for clarification which was provided.</p> <p>Board to approve the Year 5 and Year 6 camp EOTC and RAMS Vicki will ensure the EOTC and RAMS are approved by email</p> <ul style="list-style-type: none"> • COVID -19 Inquiry Submission - NZSBA Membership The survey was done.
• Correspondence in/out.	
• In-Committee	
• Next Meeting.	<ul style="list-style-type: none"> • Vicki to take a photo of the pool to forward to Kerry.
Actions	

Meeting closed at 8.00pm



Chairperson

25 / 02/ 2025

Date