



Minutes of Botany Downs School Board Meeting

Held

11 June 2025 AT 6:00 pm

Present – Vicki, Rita, Tom, Bhavna, Brook -

Apologies – Kerry, Cameron,

In Attendance – None

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

Agenda Item	Discussion
<ul style="list-style-type: none"> Declaration of conflict of interest. 	None
<ul style="list-style-type: none"> Confirmation of minutes of previous meeting. 	Cameron/Bhavna - Unanimously carried
<ul style="list-style-type: none"> Matters arising from minutes. 	None
<ul style="list-style-type: none"> Principal's Report. 	<ul style="list-style-type: none"> Jubilee - Special Alcohol License - <ul style="list-style-type: none"> Term 4 Week 4 - Thursday 30th October 5 - 8 pm Brook will look at applying for this and will report back in July. 2025 Maori and Pasifika Community Survey Analysis - Mark Insley first report - the Questions were sent home in an envelope and emailed. Very pleased with our feedback. Trying something different to have the hui on our Matariki event day, to capture more people. New Deputy Principal - Rachel Ryan New Y 4 Team Leader - Courtney Cox <p>Rita/Bhavna - Unanimously carried</p>
<ul style="list-style-type: none"> Personal 	<ul style="list-style-type: none"> Teresa LWOP to be approved

	Rita/Bhavna - Unanimously carried
<ul style="list-style-type: none"> Curriculum 	<ul style="list-style-type: none"> We have been accepted for the MoE free PD for Years 4-6 Structured Literacy
<ul style="list-style-type: none"> Kāhui Ako 	<ul style="list-style-type: none"> The Government has also confirmed it will phase out funding for several initiatives, including: <ul style="list-style-type: none"> Kāhui Ako (Communities of Learning) – all funding for Kāhui Ako, including Across-School and Within-School teacher roles, will cease from the beginning of 2026.
<ul style="list-style-type: none"> Student Achievement/Progress 	<ul style="list-style-type: none"> We are emailing out our reports to begin the process for our new assessment reporting from the government.
<ul style="list-style-type: none"> EOTC 	<ul style="list-style-type: none"> Staff attended PD around EOTC on our TOD, excellent PD Mark and Vicki will be looking into the new changes Oral Language - Webinar and follow up discussion
<ul style="list-style-type: none"> Finance. 	<p>Finances looking good.</p> <p>Key risks to the Budget remains the unexpected expense needed for hall refurbishment.</p> <p>Improved income through Grants</p>
<ul style="list-style-type: none"> Skids 	<p>Tom will need to go back to Skids to get the statement consistent with what we are currently doing.</p> <p>Brook will monitor Skids payments.</p>
<ul style="list-style-type: none"> Policy and review, including School Docs. 	<p>Brief minutes of Review meeting - who attended - table as the minutes and when.</p> <p>Risk Management (every term)</p> <ul style="list-style-type: none"> The Risk Management policy has been reviewed and is up to date. 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.

<ul style="list-style-type: none"> • Reviews 	<ul style="list-style-type: none"> • Vicki Parkins (Principal) to assure the board as above. <p>Safety Checking and Police Vetting</p> <ul style="list-style-type: none"> • The Safety Checking and Police Vetting policies have been reviewed and are up to date. • Vicki Parkins (Principal) to assure the board as above. <p>Teaching Staff</p> <ul style="list-style-type: none"> • The Teaching Staff policy has been reviewed and is up to date. • Vicki Parkins (Principal) to assure the board as above. <p>Performance Management</p> <ul style="list-style-type: none"> • The Performance Management policy has been reviewed and the policy is now up to date. • Vicki Parkins (Principal) to assure the board as above. <p>Appointment Policy, Staff Conduct and Professional Development</p> <ul style="list-style-type: none"> • The Appointment Policy, Staff Conduct and Professional Development policies have been reviewed and are up to date. • Vicki Parkins (Principal) to assure the board as above. <p>Employment Policy and Equal Employment Opportunities</p> <ul style="list-style-type: none"> • The Employment Policy and Equal Employment Opportunities Policy have been reviewed and are up to date. • Vicki Parkins (Principal) to assure the board as above. <p>Child Protection and Abuse Recognition and Reporting</p> <ul style="list-style-type: none"> • The Child Protection and Abuse Recognition and Reporting policies have been reviewed and are now up to date. • Vicki Parkins (Principal) to assure the board as above. <p>Curriculum and Student Achievement Policy</p> <ul style="list-style-type: none"> • The Curriculum and Student Achievement policy has been reviewed and is now up to date. • Vicki Parkins (Principal) to assure the board as above. <p>Cellphones and Other Personal Digital Devices</p> <ul style="list-style-type: none"> • Changes to the policy are below
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<p>Review Schedule</p>	<ol style="list-style-type: none"> 1. Removed, "The device should be kept turned off and out of sight in their school bag." from bullet point. 2. Added bullet point, "During school hours, a personal digital device should be kept turned off and out of sight in their school bag." <ul style="list-style-type: none"> • The Cellphones and Other Personal Digital Devices policy has been reviewed and is now up to date. • Vicki Parkins (Principal) to assure the board as above. <p>Brook/Bhavna - Unanimously carried</p> <ul style="list-style-type: none"> • Refer below <p>.Rita/Bhavna - Unanimously carried</p>
<ul style="list-style-type: none"> • Board Task Checklist – Term 2, 2025 	<p>Refer below</p>
<ul style="list-style-type: none"> • Property. 	<p>New seats for Year 3's</p> <p>Tree Names for the Year levels are up.</p> <p>Old seats by room 9 have been removed.</p>
<ul style="list-style-type: none"> • Any other business. 	<p>None</p>
<ul style="list-style-type: none"> • Correspondence in/out. 	<p>None</p>
<ul style="list-style-type: none"> • In-Committee 	<p>None</p>
<ul style="list-style-type: none"> • Next Meeting. 	<p>30th July 2025</p>
<p>Actions</p>	

Review Schedule		
Policies	Action	Check
Planning and Preparing for Emergencies, Disasters and Crises (board)	<ul style="list-style-type: none"> The Planning and Preparing for Emergencies, Disasters and Crises policy has been reviewed and no updates are required. 	✓
Communication During an Emergency, Disaster or Crises (board)	<ul style="list-style-type: none"> The Communication During an Emergency, Disaster or Crises policy has been reviewed and no updates are required. 	✓
Emergency Closure (board)	<ul style="list-style-type: none"> The Emergency Closure policy has been reviewed and no updates are required. 	✓
Emergency Management	<ul style="list-style-type: none"> The Emergency Management policy has been reviewed and no updates are required. 	✓
Disaster Management	<ul style="list-style-type: none"> The Disaster Management policy has been reviewed and no updates are required. 	✓
Crisis Management	<ul style="list-style-type: none"> The Crisis Management policy has been reviewed and no updates are required. 	✓

Rita/Bhavna - Unanimously carried

Board Task Checklist – Term 2, 2025

Area	Action	Done
School Planning & Reporting	Prepare and publish your 2024 annual report by 31 May. Auditors have not yet finalised their report	
School Planning & Reporting	Plan community consultation for the 2026–2028 strategic plan. Term 3	
School Planning & Reporting	Set aside board time to discuss consultation approach and community engagement.	

	July Meeting	
Triennial Elections 2025	Wednesday 10th September	
Triennial & Student Rep Elections 2025	Appoint a Returning Officer (by 9 July for triennials, 4 August for student reps). Appointed SchoolEd	
Triennial & Student Rep Elections 2025	Begin succession planning for new members. Discussion around Kerry staying on as Presiding Member Brook/Bhavna - Unanimously carried	
Triennial & Student Rep Elections 2025	Plan how to promote the elections and welcome new board members. Email, Newsletter and welcome at meeting with induction from PM Not needed, Presiding Member staying on.	
Finance	Conduct your mid-year budget review after receiving June YTD reports. Brook to speak to	
Student Achievement	Conduct a mid-year review of student achievement. July Meeting	
Board Policy Review	Review curriculum policies in light of recent curriculum changes. Term Two included in Principals Report	
Physical Restraint Requirements	Review your policy to meet new restraint requirements (effective 7 Feb 2025). Ensure relevant teachers complete the online module. Completed	
Learning & Development	Register board members for workshops or webinars (e.g., Student Suspension Meetings, Recruitment). N/A	
Learning & Development	Enrol in online learning modules (e.g., Community Engagement, Student Achievement). N/A	
Learning & Development	Visit the Learning Library to access past training and new topics (e.g., EOTC, Engagement). N/A	
Learning & Development	Contact for customised training for boards or Kāhui Ako. N/A	
Housekeeping	Review completion of all Term 1 board tasks. Completed	

Housekeeping	Check and action any current board member vacancies. Checked and actioned	
Housekeeping	Ensure new/presiding members complete Appendix 2 to join mailing list. N/A	

Meeting closed at 7.00 pm



Chairperson

29 / 07 / 2025

Date