



Minutes of Botany Downs School Board Meeting

Held

7 May 2025 AT 6:00 pm

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

Apologies – None

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. 	Confirmed by email - Unanimously carried
<ul style="list-style-type: none"> Matters arising from minutes. 	None
<ul style="list-style-type: none"> Principal's Report. 	<p>The junior playground new build is set to start on 21st July.</p> <ul style="list-style-type: none"> The fence will not be put back up. <p>Vicki met with the MOE regarding our leaky hall. All the windows will be taken out and replaced. The hall will be covered at the end of August until completion.</p> <ul style="list-style-type: none"> Skids will use rooms 11 & 12 and the staff room. Taekwondo - under the canopy PTA Disco is also under the canopy. <p>Board voted unanimously not to autex the hall.</p> <ul style="list-style-type: none"> Both DP's meet with every new child that comes to school. Ki Ora Ake - wellbeing for children. Start with a group in Year 3 <p><i>feedback mechanisms for staff engagement/ worklife balance etc</i></p>

	<p>Community Engagement</p> <ul style="list-style-type: none"> • Board to send out a report to the community, please include school donations <ul style="list-style-type: none"> - Bhavna is to write this letter • Our Local Māori community consultation and Bicultural NZ will be presented at the next Board Meeting <p>The new programme - English Planet- costs \$2,000. (60 Children) - ESOL students are enjoying this.</p> <p>Due to our reputation, we have turned away many students.</p> <ul style="list-style-type: none"> • Courtney Stewart has requested LWOP from 8/10/25-17/1-/25 • Approve the Leave Request as it is more than 5 days. Rita approves • Do we have a Board Member who would like to be on the appointment panel 7 June Saturday 9 am - 2 pm? • Board to approve Appointments Committee Board Member <ul style="list-style-type: none"> ○ Bhavna /Kerry - Unanimously carried <p>The Board approves an outside provider to be present at the interview.</p> <ul style="list-style-type: none"> • Board to approve Vicki's endorser and PLG Provider for Teacher's Registration Chrissy Wakeman Chelsea Primary School Principal (This is different to my appraisal where we approved Maggie Ogram as my appraiser) <p>Tom/Kerry - Unanimously carried</p> <p>Wellbeing for Staff</p> <p>Assure the School Board we are ensuring the well-being of staff at BDS following our Mitey Programme</p> <p>Cameron/Bhavna - Unanimously carried</p>
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<ul style="list-style-type: none"> ● Finance. 	<p>Working capital remains strong and YTD surplus remains above expected levels as per the latest report.</p> <p>Key risks to this position remain the potential for higher than planned costs on the School Hall project.</p> <p>Auditors report highlighted a couple of minor items for enhancement of record keeping but nothing of concern for the board.</p>
<ul style="list-style-type: none"> ● Audit Questionnaires 	<ul style="list-style-type: none"> ● Fraud Risk Assessment ● Governance Checklist <p>Board completed together</p>
<ul style="list-style-type: none"> ● SchoolEd 	<p>Kerry to forward e-mail to Trish regarding School Elections.</p>
<ul style="list-style-type: none"> ● Skids Payments 	<p>Discussion around Rental payments -rewording with the contract is needed. Tom will discuss further with Wayne.</p> <p>Minimum + 10%</p>
<ul style="list-style-type: none"> ● Online Safety Awareness 	<p>Issue raised with cyber safety outside school and parents' awareness.</p> <p>Cyber safety is discussed & integrated through Years 2 - 6.</p>
<ul style="list-style-type: none"> ● Policy and review, including School Docs. 	<p>From Kim for Grants</p> <p>Milestone Trust - \$ 7500- new paperwork BOT minutes like Youthtown example attached with a 'motion'</p> <p>Dragon Trust - \$ 7500- new paperwork BOT minutes like Youthtown example attached with a 'motion'</p> <ul style="list-style-type: none"> ● The Board has passed a Motion to apply for Grants from Milestone Trust - \$7500, and Dragon Trust - \$7500. <p>2025 Governance Document</p> <ul style="list-style-type: none"> ● Updated Primary information sent to Principals, work in action in blue

	<ul style="list-style-type: none"> Assurance to the board that we are continuing to monitor privacy and privacy practices including adding new technology. <p>The Board approves having a school e-mail address rather than a private e-mail address.</p>
<ul style="list-style-type: none"> Property. 	Cameron's E-mail <ul style="list-style-type: none"> Leave the mat in the gender neutral toilet (Room 6 Cloakbay) Board is concerned about Dangerous Goods stored in the Boiler room.
<ul style="list-style-type: none"> Any other business. 	None
<ul style="list-style-type: none"> Correspondence in/out. 	None
<ul style="list-style-type: none"> In-Committee 	None
<ul style="list-style-type: none"> Next Meeting. 	11th June 2025
Actions	

Meeting closed at 8.30 pm



Chairperson

08 / 05 / 2025

Date