



BOTANY DOWNS SCHOOL BOARD MEETING HELD ON

29th July 2025 at 6.00 pm

Present: Vicki, Kerry, Rita, Cameron, Tom, Bhavna, Brook -

Apologies: none

Visitors: Tracy Perry

Agenda Item	Discussion
Welcome and Introductions	
Declaration of any conflict of interest for this meeting (when a board member's personal interests or relationships could compromise their impartiality or decision-making when acting on behalf of the school).	None
Related Party Transactions (business dealings between a company and a party that has a pre-existing relationship with it, such as a related entity or key management personnel).	Non-Arms Length Transaction (items provided at a rate lower than market value) None Arm's Length transactions (purchased at market value price no disclosure required) None
Confirmation of minutes of previous meeting	Confirmed by - Rita / Brook
Matters arising from minutes	None
AoV presented by Mark and Rachel DP	Thorough presentation, no questions were asked.
Communication and Reminders	Time spent on Board Business since last meeting: link Hours Worked School Board 2025

Principal's Report

Roll Numbers/Attendance

Overall School Attendance for 2025 (year-to-date as of 25/7/25) remains at 91% (MoE Target is 90%).

MoE Attendance Targets: (data from 4/2/25 - 25/7/25)

Regular Attendance (*attending more than 90% of time*): Target is 70% for 2025. **BDS at 74%**

Moderate Absence (*attending 70% - 80% of time*): Target is 6% (or below) for 2025. **BDS at 5%**

Chronic Absence (*attend less than 70% of time*): Target is 5% (or below) for 2025. **BDS at 2%**

Maori & Pasifika Attendance (MoE Priority Group)

Maori Overall Attendance for year-to-date is 89%

Pasifika Overall Attendance for year-to-date is 86%

Jubilee

Add onto the doc that it is for 18+ only

- No charge
- We have had \$3000 for sponsorship
- Logo created
- A4 advertising being worked on
- Save the date has gone out
- Board working on Liquor license
- Draft Advertisement - hopefully going out this week
- Iris brought back badges from China for every child and Staff, PTA and School Board and also all attendees

Effective communication pathways Report given by Vicki

- ☐ BDSs Whānau Survey In our Newsletter this week:

Kiwi Schools app not working on school phones

Kiwi Schools are working on it.

Strategic Plan/Annual Plan

- Changes will be coming but we have not heard yet
- Survey and focus groups will help design our strategic plan

Kate Keenan - ESOL

21 of our 24 short-term international students have arrived and are settling in well. 2 will start on Monday and 1 the following Monday. Kate is teaching these students for ESOL 3 times a week.

ERO

- Collecting evidence for ERO

- We are having ERO visit week 8 of September 1st, this will involve the Board and we can discuss this at our next meeting

Finances

- Upgrade of sub mains cable. Total: \$11,202.96
- Finances tracking well
- Approve cash flow budget
- Approve balance sheet budget
- Board check list states that we should do a Mid-Year Finance Budget review. This will be done for our next meeting in August.

Property

- Flood in room 6, students now in room 9 until the end of the year
- Manyard Marks has opened a project for this. It will be insurance and MoE spend.
- Drying black mould and fixing this and painting walls so we can use the classroom.
- Paint not ortex to go back up for now so we can use the classroom.
- The whole wall and part of roof will be replaced in the school holidays at christmas. It has been sealed for now.
- Vandalism in the holidays, organised to get it fixed before schools started, on four walls including ESOL and down the street = 1,667.50



From Deon - Cleaning from holiday report

- 1) Resilient Floors: Machine scrub and strip vinyl flooring and lay polish (has been done).
- 2) Glass Doors & Partitions: Wash and blade both sides (according to random checks, it has been done).

	<p>3) Windows Inside: Admin, Staffroom and heavy traffic areas (according to random checks, it has been done).</p> <p>4) Toilets and Ablutions: Wash walls and partitions, wash ceilings to remove mildew and dirt (according to random checks , this has not been done. I have photo's to support my findings).</p> <p>5) Wash or Dust up to 3 metres: All windowsills, skirting boards and <i>fittings</i> etc (<i>according to random checks, has been done</i>).<i>Venetians of offices (has been done)</i>.<i>The outside surfaces of fridge, stove oven and cupboards, has been done</i>).</p> <p><u>Personnel</u></p> <ul style="list-style-type: none"> ● Board approved by email unanimously on July 2 for Vicki Parkins to apply for a Sabbatical ● Lynette Radue is starting in Room 10 job sharing with Tineke Oed until week 6. ● Eve Kellet will be returning in term 4 to room 18 ● Board to approve \$5,500 for Courtney Steward x2 Responsibility Unit Moved: Tom/Seconded: Kerry <p><u>Curriculum</u></p> <p>2025 Professional Development for Term 1 and 2 presented</p> <p>Keeping Ourselves Safe - Meeting with Parents 12 August to be informed about the programme and ask questions. We have booked our Community Officer in to take the Lesson about keeping themselves physically safe.</p> <hr/> <p>2025 Within School Leader Report for School Board Presented</p> <p>The Principal's report is accepted.</p> <p>Moved Rita/Seconded Kerry</p>
Finance Report (B. Tate)	<p>Audit report returned, no concerns.</p> <p>Cashflow Budget & Balance sheet budget 2024</p> <p>Moved: Brook/Seconded: Vicki</p>
Policy and Review Including School Docs Xx board member	<ul style="list-style-type: none"> ● Sick bay procedures have been updated, reinforcing send to sickbay with a buddy, sick bay card, letting Principal and DP know if a broken arm or severe illness. ● Please change the wording of first aid log, or a summary of entries in the student management system (SMS) to Accident Register.

Health and Safety / Injury & Incident (Rita Lala)	Trends Noticed Yes Explanation if a trend is noticed: A lot of bumps to the head - walking into poles and other children.
Property (C. Pitcaithly)	<p>Deon and I did a walk around concentrating on the caretaking facilities on Monday 28th July. In short they appear to be in good condition.</p> <p>There are however a lot of items that have been stored over the years in the various sheds that Deon has. Deon is aware a massive tidy up is needed, and a ruthless sort out. He said he has had trouble finding time to complete this.</p> <p>There are a lot of old classroom chairs and desks that need disposing of.</p> <p>Once the old boiler shed is sorted out some shelving will be required.</p> <p>I also noticed a lot lichen growing on the roof of the library on the southern side. This has the potential to rust out the roof beneath it. Discussed this with Vicki, and she has authorised Deon to get the roof guys in to clean it up.</p> <p>Deon and Vicki updated me on the room 6 leak. More extensive damage than first thought. Temporary repairs are due to be carried out to enable the classroom to be used again. Permanent and more extensive works are planned for the school holidays.</p> <p>The Board has decided that Cameron and one other will help to sort out the Boiler room. Cameron will let Vicki know a date. Vicki will get Steve in to help.</p>
Any other Business	SKIDs <ul style="list-style-type: none"> • Tom will follow up with Holly regarding the contract. BOT Elections <ul style="list-style-type: none"> • Kerry is to contact Trish to confirm if 5 members are needed.
Correspondence In/Out	Inward as per Board Papers and circulated by email - see Google Drive Outward (See Google Drive) - Nil

Public Excluded Business (PEB)	Nil
Next Meeting	26th August 2025
Actions	<p>SKIDs</p> <ul style="list-style-type: none">• Tom will follow up with Holly regarding the contract. <p>BOT Elections</p> <ul style="list-style-type: none">• Kerry is to contact Trish to confirm if 5 members are needed.

Meeting closed at 7.50 pm



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Presiding Member

26 / 08 / 2025

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Date