



BOTANY DOWNS SCHOOL BOARD MEETING HELD ON

22nd October 2025 at 6.00 pm

Present: Vicki, Rita, Cameron, Brook, Loua, Gurpreet, Fiona

Apologies: none

Visitors:

Agenda Item	Discussion
Welcome and Introductions	Importance of Confidentiality discussed.
Secretary Position	Rotation between members to take this role
Electing Presiding Member	Co-opting Bhavan Prentice back on the board until the next election. Confirmed by -Cameron/Rita
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	Skids - Tom was going to get a final signed contract for the new Skids management. - Loua & Fiona will meet with Skids management to confirm 3rd party liability insurance for their bus transport and the new contract with new management. Vicki will pass on Skids information.

Communication and Reminders	Time spent on Board Business since last meeting: link Hours Worked School Board 2025 Cameron - 3 hours Vicki - 6 Brooke - 2 Gurpreet - 3 Loua - 3 Fiona - 3 Rita - 3
Principal's Report	<u>Roll Numbers/Attendance</u> • Vicki shared Everyday Matters for attendance • Our Attendance Management Plan is completed and ready to be used in 2026 Assure the board - STAR Vicki asked if any Board Members would like to attend the Health & Safety Guidelines for New BOTs, 2025 Next Steps for 2025 for our Maori students from our whānau survey → Staff continue to use and role model use of te reo, karakia, waiata and a te ao maori view. → Ongoing focus on school values-te reo translation to discuss meaning for students. → Kapa Haka-including junior students. → PD for staff-Tataiako, teaching through a te ao Maori lens. → Continue new Maths programmes that encourage inclusivity, equity for all and hands on learning experiences. → Matariki-whanau involvement in class and shared kai. → Te Wiki o Te Reo Mari language week-celebrations. → Revive emphasis on Aotearoa Histories. → Whanau hui following Matariki celebration-facilitated by Michelle Takaiti. → Whanau and akonga surveys for feedback and work-ons. Next steps for 2025 following on from our Pasifika whānau survey

- Staff engaging in simple greetings, phrases for Pasifika language weeks.
- Celebrate cultures during language weeks and include performances.
- Revive cultural dress up days.
- Continue new Maths programmes that encourage inclusivity, equity for all and hands on learning experiences.
- Explore Pasifika resources that can be used in classrooms to bring Pasifika perspective to life.
- Staff PD-Tapasa, as a culturally responsive lens to explore by teachers in their teaching.
- Community and student surveys for feedback and work-ons.
- Explore options of a Fono to gain voice from our Pasifika families.

Strategic Plan/Annual Plan

- A proposal has now been included in the Education and Training Bill No 2, currently before Parliament, to extend the date for boards' next strategic plans by a year from 1 January 2026 to 1 January 2027. The Bill is expected to pass by the end of this year.
- This proposal means that boards would not be required to publish or submit a new strategic plan in 2026. The current requirements for boards' annual implementation plans and annual reports would remain unchanged.
- We are working on our new annual plan from our survey and I will bring it to the board next meeting.
- Goal one is completed see below

International Students/ESOL

- Board to approve Budget for \$10,000 to go to China for Vicki and Kate with the purpose of recruiting for long term students
- **Year 5**
- **Returning** Chinese female (Term 1, 2026)
- **Returning** Korean male (Week 1- Week 5, Term 1, 2026)

Long Term

Board has approved unanimously to approve the Budget for recruitment

ERO

- So incredibly proud of our staff and tamariki. ERO was impressed with our school.
- Our ERO is completed and we achieve the top score of excellence in all categories: Curriculum, Teaching and Learning, Learner Success and Wellbeing, Leadership, Professional Capability and collective efficacy, Inclusion and Wellbeing, Partnerships and Evaluation for improvement = Excelling
- Stewardship and Governance and Te Tiriti o Waitangi = embedding, we need more Te Reo and the School Board was new.
- Report still to come

Finances

- Tracking well
- Board Approve \$30 for each staff member for christmas gift for the staff

Confirmed by - Gurpreet/Cameron

- Board morning tea - please could someone organise and use Hancocks -
 - Cameron will organise this - Wednesday 12th 10.30 am
- Blurb from the board around school donations please
 - Cameron will do this.
- Board to approve keeping \$1000 per student in the bank
 - Board approved unanimously
- Board to approve \$10,000 for trip to China for Vicki and Kate for marketing, we will be travelling with Howick Intermediate.
 - Board approved unanimously

Property

Holiday Cleaning Report from Deon, cleaning completed thoroughly

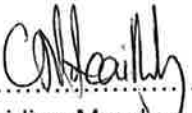
In the holidays I applied for a one off opportunity for funding from the MoE and received \$24,837.00 GST inclusive, we will use this on grounds and roof cleaning and canopy cleaning, gates and fences

Finance Report (B. Tate)	Budget - well funded. Moved: Cameron/ Seconded: Vicki
Policy and Procedures / Review Schedules & Other Checks (School Docs) Xx board member	Risk Management • The Risk Management policy has been reviewed and is up to date. • Vicki Parkins (Principal) to assure the board as above • A new version of the Risk Management policy will replace the current version at the end of Term 3. This can then be adjusted to suit BDS at the start of Term 4. Planning & Preparation for Emergencies • The Planning and Preparing for Emergencies, Disasters and Crises policy has been reviewed and is up to date. Student Attendance • The Student Attendance policy has been reviewed and is up to date. Reporting about Student Progress and Achievement • The Student Attendance policy has been reviewed and is up to date. Searches, Surrender and Retention of Property • The Searches, Surrender and retention of Property policy has been reviewed and is up to date. Minimising Physical Restraint • The Minimising Physical Restraint policy has been reviewed and is up to date. Stand-down, Suspension and Exclusion • The Stand-down, Suspension and Exclusion policy has been reviewed and is up to date. School Records Retention and Disposal • The School Records Retention and Disposal policy has been reviewed and is up to date. Food and Nutrition • The Food and Nutrition policy has been reviewed and is up to date. Changes to Policies Highlighted Yellow in tables above Personnel • Diana Ellis employed for term 4 for our new 5 year olds • We have extended the TA hours of Taylor to help support our return to school student after stand down • Board to Approve Sam Seale LWOP for 9 days ◦ Moved: Brook/Seconded: Rita • Our staffing is not enough for 2026 so I am applying for more staffing using our numbers • I have already applied for more staffing for 2025 and will apply again. • Both applications are due at the beginning of November • We have employed Josh Wakerley for year 4 as Eve Carson will be taking CRT. Harriet Ashley was also

	employed for Manjinder Kaur maternity leave. Both are BT on fixed term. • All staff know classes for 2026 and no changes except for Year 3. • Assure the board that: Disestablishment of Kāhui Ako leadership roles, issued formal notices of disestablishment to impacted teachers. Curriculum • We were successful in applying for a Structured Literacy Support Teacher for 2026 and we received 0.21 FTTE EOTC • Vicki went to the HPPA meeting around swimming and we will be making adjustments to our plans for swimming as a result. We are working through this now • Vicki also will employ two swimming instructors to take swimming along with the teacher, this is in progress and will cost between \$11,000 and \$14, 000. • The Principal's report is accepted. Moved: Loua / Seconded: Brook
Health and Safety / Injury & Incident (Rita Lala)	Trends Noticed No
Property (C. Pitcaithly)	Cost of the hall • \$443,828.12 - Current quote • Discussed car park fencing. Moved: Rita / Seconded: Loua
Any other Business	• Future Board Meetings Confirmed for Wednesday 6.00 pm • Vicki to make a procedure around the Staff carpark.
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	19th November 2025 5.30 pm

Actions	
----------------	--

Meeting closed at 8.00 pm


.....
Presiding Member

22/10/25
.....
Date