



BOTANY DOWNS SCHOOL BOARD MEETING HELD ON

28 August 2025 at 6.00 pm

Present: Kerry (Presiding Member, Tom, Bhavna, Cameron,
Brook, Vicki

Apologies: Rita (sick)

Visitors: none

Agenda Item	Discussion
Welcome and Introductions	N/A
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 email - Moved Brook, Cameron seconded
Matters arising from minutes	None
Communication and Reminders	Time spend on Board Business since last meeting: link Hours Worked School Board 2025
Principal's Report	The Principal's report is accepted - LSC to work with Attendance Service on eliminating barriers for non-attendance. <u>Injury report</u> No concerns or problems that need addressing - Jubilee has been finalised and is on our facebook page and other facebook pages <u>International students</u>

	Cluster collaboration to visit Vietnam, Thailand, Cambodia and Laos. It is a good time to get into these growing markets and establish relationships. <u>ERO</u> • ERO in week 8 Monday - Wednesday • Vicki met for two hours with Robert from ERO and the BAS completed, all correct • Vicki thanked the school board For the new board members: <u>Welcome on Board – New School Board Members</u> Moved Tom / Seconded Kerry
Finance Report (B. Tate)	Mid year review of June completed with results shared with the board over email. July continues the trend of being within budget and balance sheet is ok. Moved Kerry / Seconded Bhavna
Policy and Review Including School Docs	• Working through term 3 Moved Tom / Seconded Kerry
Health and Safety (from Principal's Report so moved and seconded same as Principals report)	Health & Safety Guidelines for New BOTs, 2025 Board Members to attend? This short, interactive course will help BOT members confidently meet their legal responsibilities and understand what great health and safety governance looks like in a school setting. Perfect for new members — and a solid refresher for experienced ones. Content to include: • NZ-specific legal responsibilities for BOTs • Guidelines on effective H&S governance that works for principals and the school • Practical tools to support your BOT. • Clear guidance for primary schools Early Access will be given to those that indicate interest: I would like to register my interest in this course and receive early access once it is available? <u>Yes</u> <u>No</u>
Property (C. Pitcaithly)	• On Monday 12th August we had a 3 hour tidy up and clean out of the caretakers main shed, the small cleaners room, and the alley way between the caretakers shed

	and the old boiler shed. In attendance was myself, Steve, and Deon. A large amount of rubbish was thrown out, filling the big skip bin. Items that were broken, hoarded for no reason, and very expired cleaning products were disposed of. Paint was moved to the cleaners room. It was identified that the sink in the cleaners room was about to fall apart, so it has been replaced with a more fit for purpose one. There is a large amount of scrap metal to go to the metal man. This consists of the unsafe bag hooks that the ministry put up on the new build, and the metal shoe racks that serve no purpose. Steve has a trailer so he said he will do this. It's quite a heavy load, and not appropriate for the skip bin hence my suggestion to recycle. I suggested any money paid for the scrap go towards lunch for the teachers. We did not have time to do the old boiler shed, that's a few hours for another day! Cameron Pitcaithly • Room 6 will be remediated for term 4 and then 'fixed in the school holidays'. • School hall now has been pushed out to October for the start • Room 27 needs new vinyl in the corridor which we are getting done • Junior Playground Opened on Monday - huge success and thank you. Moved Brook / Seconded Tom
Any of Business	<u>Skids contract</u> Confirmation of the updated wording on the Skids contract raised by Tom over email prior to the meeting. Board confirmed acceptance of the updated wording as per email. Signing of the contract will be post a meeting with the Skids management. <u>Other board business</u> Kerry resigned as Presiding member as of 7:30pm Board nominated Cameron Pitcaithly as Presiding Member Board members unanimously voted in favour.
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	22nd October 2025 with the newly elected board members
Actions	

Meeting closed at 7:37 pm


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Presiding Member

22/10/25
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Date