



Botany Downs School Board Meeting Minutes

Date: Wednesday 1 April

Venue: Botany Downs School Staffroom

Meeting Opened: 6.02 pm

Meeting Closed: 7.14 pm

Present: B Prentice (Presiding Member), C Pithcaithly, L Ward, F Tang, G Arora, R Lala (staff rep), V Parkins (Principal) and W Sole as Minute Secretary

In Attendance: M Insley

Apologies: None

1. Administration

1.1 Welcome - Karakia

1.2 Declaration of Interests - None

1.3 Confirmation of Minutes

Motion: The minutes of the previous meeting held 18 February 2026 are accepted as a true and correct record. Moved: R Lala Seconded: F Tang Carried unanimously

1.4 Correspondence

In - Nil

Out - Nil

2. Action Points from the Previous Meeting

2.1 Camp - very successful

2.2 Governance Manual completed

2.3 CCTV footage of vandalism (Police can't identify offenders). Need to have solid identification. New hi-res camera over that area to be installed.

2.4 Moth Plant - dealt with.

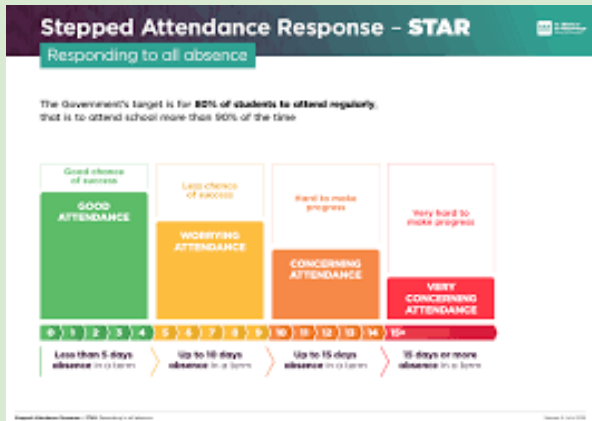
2.5 All Board Members have access to School Board Drive.

2.6 Budget approved by email.

3. Principal's Report - The Principal's Report was distributed to Board Members prior to the meeting and is taken as read. The following are points that were highlighted by Vicki and expanded on or actioned during the Board Meeting.

3.1 Roll/Attendance

- Still noticeable parents taking students for holidays in term time
- All threshold letters are being sent out



- Worrying category - we have 3 students for attendance officers
- Correct codes are being used including Principals maximum discretion for travel/holidays for family reasons - Principal has 5 days discretion for a J
- Email explaining everything has been sent to our community.

3.2 Employment

- Vicki assured the board we are fully staffed with TA, EO and teachers for term 2. Advertising for one TA to start in week 7
- Fulton swim school was very worthwhile and we will continue to employ them again in 2027 but will go from week 2-7 not week 2-8 due to the temperature of the water
- Assure the board the updated IEAs for non-union primary teachers has been completed and for the support staff.
- Board to approve leave for Stacey Mueller's from 14 August - 21 August LWOP (**Approved unanimously**).
- Board to approve Melanie Else for study leave if a reliever can be employed to take her class in Term 3 2027 if she is successful in her application. (**Approved unanimously**).
- PM to write a letter of acceptance to Melanie.
- I assure the board: PGC (Peer Growth Cycle) with Education Group and Appraisal by Maggie Ogram and Osprey Company

3.3 Strategic Plan - (Curriculum Presentations/Report)

- Our Annual Implementation Plan Presented
- Board to approve Annual Implementation Plan and Strategic Plan (**Approved unanimously**)
- Assure the board the strategic plan and annual plan are on our website and submitted to the MoE on 30 March 2026.

3.3.1 Ako - Teaching and Learning

- Slight tweak to Strategic Goal title and annual plan after our staff Meeting with input from staff changed **STRATEGIC GOAL 1**. - Ako - Teaching and Learning now

STRATEGIC GOAL 1: Ako - Professional Capability

Teachers will deliver high-quality teaching aligned with a relevant and engaging curriculum, ensuring equitable progress and accelerated achievement for all students.

- We have added in ELL and our new report format as an action

3.3.2 Learners - ākongā

- EOTC: Year 6 camp: The Year 6 and Year 5 camps were a great success.
- Beginning the journey on our new assessments from the MoE, SMART tool has come out now to replace e-asTTle. It is very similar and will be good to use for our goals and PD will be given in term 2.
- Very successful curriculum evening on 31 March. All Team leaders attended. Good questions and feedback. Video and link to MOE Portal to be sent to parents who could not attend in Newsletter Week 1, Term 2.
- Conversation Rounds have been completed by teams to keep reinforcing learner agency and our BDS questions
- Feedback to parents on children's swimming ability in reports

3.3.3 Whanaungatanga - Relationships

- Transition to Botany Downs School Year 0/1 and Koru Kids Report by Rachel Ryan
- Te Reo/Tikanga Curriculum - Report - Michelle Takaiti

Fuel Response Plan

Ministers have also been clear that a priority is maintaining onsite classroom learning through all phases. We are not going to onsite learning - will be last resort and packs could be provided etc.

All MoE considerations are being taken into account at present and we are monitoring our attendance and families

- reviewing your business continuity plans so your school is ready if there is a change to current settings
- checking discretionary travel and associated activities that can be reduced where you need to manage cost increases
- possible impacts and practical supports for students and families
- monitoring attendance closely for any unusual fluctuations
- school security, particularly heating and fuel supplies, and any other related utilities
- checking you've got your business-as-usual options in place for organising relief teachers (for example as you would for weather events and sickness)
- reading the fuel efficiency information available on Energy Efficiency and Conservation Authority's website and consider what steps you can take to ensure your usage across any transport you operate is as efficient as possible.

MOE phoned Vicki on 1 April asking about who were the school's vulnerable people - Vicki voiced concerned over certain parents who are not working and therefore do not receive a subsidy.

Note - our school is heated by electricity not diesel.

3.4 Property Updates

- School Board **approved by email** the extra variation spending of \$156,578.91.
- We need the car park fencing and car stoppers to be completed in Term 2. A quote is coming. Board to consider approving this extra money spending at the next board meeting. Mark and Cameron to investigate further next term. Will need to get three quotes.
- Playground design to be finalised in Term 2 for building in term 2 holidays for year 3 and 4.
- Vicki was notified we had 12 people who climbed our pool fence and 6 were swimming in the pool, we have footage but we do not know them.
- New cameras are being installed with higher resolution for identification as per budget to capture the pool area
- Plumber to change piping in the Pool Room over holidays to make it easier to move around.
- Pool to be turned off and pool cover to be removed over winter and solar heating to be put into winter mode - Mark will work with Deon on this.

3.5 Finance Report

The Schooled produced Financial report for the period ending 28 February 2026 discussed.

- 211 ESOL Students Funding Application Applied for as at March 2026
- Assure the board I have received three quotes for the air conditioning
- Board to Approve 2026 Budget **(Approved unanimously)**
- Board to Approve Budget Cashflow **(Approved unanimously)**
- Donation of \$2000 from The School has thanked please could PM send a thank you

Board Approved by email and Vicki to sent to MoE

On Thu, Mar 26, 2026 at 3:59 PM Presiding Member <presidingmember@botanydowns.school.nz> wrote:

Hi Vicki,

The school board has approved via email the additional spend of \$156,578.91 for the repairs to the school hall.

Kind Regards,

Bhavna Prentice

- Board to approve cost for relief for Trish as required **(Approved unanimously)**
- Board to approve SchoolED Finance reports for period ended 28 February **(Approved unanimously)**
- We are tracking well
- Vicki had to auditors week 8 on Tuesday, all looking good and nothing to report

Motion: That the 28 February 2026 accounts be accepted.

Moved: V Parkins Seconded: B Prentice Carried: Unanimously

3.6 Health & Safety

Trends Noticed

Lots of children running without looking and bumping into each other.

Yes/No Explanation if a trend is noticed

3.7 Policies for Review and Board Assurances for Compliance

SchoolDocs ensures that our policies remain up to date and aligned with current legislation.

Specific topics reviewed each term as per School Docs Framework/Schedule

Status List for ESOL uploaded to the portal on 2 March as required

Board Assurances		
Policies	Action	Check
Risk Management (every term)	<ul style="list-style-type: none"> Assure the board that hazards are being actively identified, identified hazards are being monitored and controlled (including risks to student safety and wellbeing), and that control measures are being reviewed to ensure these remain appropriate and effective. This includes sun protection and EOTC activities. The Risk Management policy has been reviewed and is up to date. Vicki Parkins (Principal) to assure the board as above. Discuss potential changes with VP-refer to Term 1 review changes doc (link in Other Checks table below) 	✓
Emergency Management (every term)	<ul style="list-style-type: none"> Assure the board that the school has an up-to-date emergency plan, including pandemic planning, emergency/evacuation procedures, lockdowns, notification, duty of care for students, and testing procedures. The Emergency Management policy has been reviewed and is up to date. Vicki Parkins (Principal) to assure the board as above. Discuss potential changes with VP-refer to Term 1 review changes doc (link in Other Checks table below) 	✓
School Planning and Reporting	<ul style="list-style-type: none"> Assure the board that the current strategic plan has been submitted to the Ministry of Education and published online; the annual implementation plan has been published online by 31 March each year; financial statements have been submitted to the school auditor by 31 March each year; and the annual report (including audited financial statements) has been submitted to the Ministry of Education by 31 May and published online each year. The School Planning and Reporting policy has been reviewed and is up to date. Vicki Parkins (Principal) to assure the board as above. 	✓
Learning Support	<ul style="list-style-type: none"> Assure the board that teachers of students with learning support needs have a sound understanding of student needs, and systems 	✓

	<p>are in place to support these students.</p> <ul style="list-style-type: none"> • The Learning Support policy has been reviewed and is up to date. • Vicki Parkins (Principal) to assure the board as above. • Discuss potential changes with VP-refer to Term 1 review changes doc (link in Other Checks table below) 	
Health Education	<ul style="list-style-type: none"> • Assure the board that at least once every two years, a consultation with the school community has occurred, and a statement on the delivery of the health curriculum has been adopted. • The Health Education policy has been reviewed and is up to date. • Vicki Parkins (Principal) to assure the board as above. • Community consultation, report and statement on the delivery to be completed in Term 2 2026. 	✓
Health, Safety and Welfare Policy	<ul style="list-style-type: none"> • Assure the board that school health, safety, and welfare policies and procedures meet legislative and regulatory requirements. See Health, Safety, and Welfare Policy on your SchoolDocs site for more details. • The Health, Safety and Welfare policy has been reviewed and is up to date. • Vicki Parkins (Principal) to assure the board as above. 	✓
Worker Engagement, Participation and Representation	<ul style="list-style-type: none"> • Assure the board that workers have the opportunity to participate in improving workplace health and safety. • The Worker Engagement, Participation and Representation policy has been reviewed and is up to date. • Vicki Parkins (Principal) to assure the board as above. 	✓
Health Support	<ul style="list-style-type: none"> • Assure the board that policies and procedures relating to health support are up to date and implemented correctly. See Health Support on your SchoolDocs site for more details. • The Health Support policy has been reviewed and is up to date. • Vicki Parkins (Principal) to assure the board as above. 	✓
Digital Technology and Online Safety	<ul style="list-style-type: none"> • Assure the board that Digital Technology and Online Safety policies to promote internet safety and prevent bullying are being implemented correctly. Report on any breaches in digital safety • The Digital Technology and Online Safety policy has been reviewed and is up to date. • Vicki Parkins (Principal) to assure the board as above. 	✓

Review Schedule

Policies	Action	Check
Alcohol, Drugs and Other Harmful Substances Policy	<ul style="list-style-type: none"> • The Alcohol, Drugs and Other Harmful Substances Policy has been reviewed and no updates are required. 	✓

Sun Protection	<ul style="list-style-type: none"> The Sun Protection Policy has been reviewed and no updates are required. 	✓
Digital Technology and Online Safety	<ul style="list-style-type: none"> The Digital Technology and Online Safety has been reviewed and no updates are required. 	✓
Cellphones and Other Personal Digital Devices	<ul style="list-style-type: none"> The Cellphones and Other Personal Digital Devices Policy has been reviewed and updates were required. Updates required, discuss potential changes with VP-refer to Term 1 review changes doc (link in Other Checks table below) 	✓

Other Checks

Topic	Action
Community Feedback from Term 4, 2025 review	No Term 4, 2025 feedback received.
Board Feedback from Term 4, 2025 review	No Term 4, 2025 feedback received.
Staff Feedback from Term 4, 2025 review	No Term 4, 2025 feedback received.
Changes to Policies	<p>Highlighted Yellow in tables above</p> <p>SchoolDocs 2026 Term 1 review changes</p>
Notes	<p>Highlighted Blue in tables above</p> <p>2026 Term 1 Review notice for staff and community</p>
School Board for the minutes	Vicki Parkins assurances
Date	16.03.2026
Signed: Vicki Parkins	V. Parkins
Signed: Mark Insley	M. Insley

- Camp EOTC Event Operating Procedures for camp updated - especially relating to health and medical details. Board to approve.
- [EOTC Operating Procedures Updated](#) (Approved unanimously)

Motion: To move that the Principal's Report be accepted.

Moved: V Parkins

Seconded: B Prentice

Carried: Unanimously

6. Other Agenda Items

Thank you letter for teachers for approval:

Dear (Teachers)

The Board would like to extend our sincere thanks to each of you for the work that went into organising and leading the Year 5 and 6 camp.

We know how much preparation happens behind the scenes—completing EOTC documentation, carrying out risk assessments, and managing medical and allergy information. Your careful planning ensured every student was safe, supported, and able to take part with confidence.

We also appreciate the personal commitment involved in attending camp. Taking time away from your own routines and families to be there for our students is something we value greatly. The camp experience helps students develop confidence, resilience, independence, and stronger relationships, and your efforts made that possible.

Thank you again for all your efforts making the school camp possible.

Warm regards,
Botany Downs School
Board of Trustees

Letter approved unanimously

Additional Hall Repair costs to be approved - have found more rot from weather tightness problems. **(Approved unanimously).**

Botany	Total	BoT 50.19%	MoE 49.81%
Construction	\$53,544.09	\$26,873.78	\$26,670.31
PM Fees 7% of construction	\$3,748.09	\$1,881.16	\$1,866.92
Internal Charges 3% of all of the above	\$1,718.77	\$862.65	\$856.12
Total Value	\$59,010.94	\$29,617.59	\$29,393.35

Kitchen is also rotten and behind cabinets. Leak which is not caused by weather tightness. Kitchen has to be replaced.

If it is a pipe leaking over time we can claim insurance. If not been noticed and it was a tap school will have to pay. Awaiting information as to whether it will be insurance or not.

Once they find the problem Board to approve work.

Cooke Brothers have said they would pay for a new califont.

Motion: The Other Agenda Items are approved.

Moved: V Parkins Seconded: C Pithcaithly Carried: Unanimously

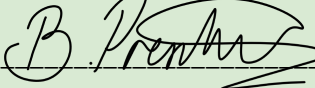
7. In Committee

None

Meeting closed: 7.14 pm

Next Meeting: Wednesday 20 May 2026 – 6:00 pm (Staffroom)

Certified as a true and correct record of the resolutions passed and the business conducted at the meeting of the Board held on 1 April 2026.

Signed: Bhavna Prentice  Presiding Member

Actions from this Meeting:

- Mark to include the video on the curriculum evening and link to MOE Portal in the Week 1/Term 2 Newsletter.
- Mark and Cameron to investigate school fencing in Term 2.
- Mark to work with Deon to turn off Pool and remove pool cover over winter. Solar heating to be put into winter mode.

18 Feb (Wk 3)	25 Mar (Wk 8)	20 May (Wk 5)	10 Jun (Wk 8)	5 Aug (Wk3)	9 Sept (Wk 8)	28 Oct (Wk 3)	2 Nov (Wk 8)
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