



# Minutes of Botany Downs School Board Meeting

Held

18 February 2026 AT 6:00pm

Present – Cameron, Vicki, Rita, Brook, Bhavna, Loua, Fiona, Wendy

Apologies – Gurpreet

In Attendance – Mark Insley, Rachel Ryan

Time spent on Board Business since last meeting (please record on spreadsheet).

Agenda Item	Discussion
<b>1. Declaration of conflict of interest.</b>	None
<b>2. Election of Presiding Member</b>	<p>It was proposed to elect Bhavna Prentice as new Presiding Member Cameron/Brook Unanimously carried</p> <p>Vicki thanked Cameron for his support and efforts as former Presiding Member.</p>
<b>3. Election of Board Minutes Secretary</b>	<p>Cameron recommended that we accept Wendy Sole as Board Minute Secretary.</p> <p>Board unanimously carried</p>
<b>4. Farewell to Brook</b>	<p>The Board acknowledged Brook's resignation and thanked him for his work during his time on the Board.</p>
<b>5. Analysis of Variance</b>	<p>Mark Insley and Rachel Ryan were granted speaking rights by the Board.</p> <p>They presented a comprehensive 2025 EOY Analysis of Variance to the Board.</p>
<b>6. Confirmation of MInutes of Previous Meeting</b>	Cameron/Louai - Unanimously Carried

<p><b>7. Board Delegations</b></p>	<ul style="list-style-type: none"> <li>● It has been notified that the whole Board must be involved in and approve all aspects relating to Board Decisions. This includes all decisions in relation to Finance and Property.</li> <li>● The Board must arrange relief for the Principal if the absence is more than 2 weeks.</li> <li>● Retention &amp; Destruction of Board Records - this is to be undertaken by the Executive Officer</li> <li>● Financial School Board Signatories - Vicki &amp; School Ed</li> <li>● Student Suspension Committee - all current Board Members except Principal are to preside on this Committee.</li> <li>● Authority of the Presiding Member - Bhavna</li> <li>● Complaints Handling Committee - Vicki Parkins &amp; Presiding Member.</li> </ul> <p>The Board unanimously approved the Delegations Register</p>		
<p><b>8. EOTC - Camp Approval</b></p>	<ul style="list-style-type: none"> <li>● All Board Members have to approve the RAMS for the School Camps. This can be done by Zoom or in person.</li> <li>● RAMS will be sent out to Board Members on Monday 23rd February for perusal.</li> <li>● <b>Full Board will consider these and approve via Zoom on Wednesday 25th February at 7 pm - Vicki to send out Zoom Link.</b></li> </ul>		
<p><b>9. Principal's Report.</b></p> <p><i>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.</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; background-color: #d9ead3;"><b>Board process</b></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>● Appoint the Presiding Member (Whole Board) - see Point 2 above.</li> <li>● Review the Board Member register (PM to show the Board, Vicki to put into folder)</li> <li>● Vicki asked that the Board approve Friday 29th May and Friday 23rd October 2026 as Teacher Only Days - Board unanimously approved</li> <li>● Camp - RAMS approval - see Point 8 above.</li> <li>● Code of conduct (PM to conduct discussion) - see link below. The standard Code of Contact as read was unanimously approved by the Board.</li> <li>● New "Governance Manual" updated by NZSPA (Cameron and Vicki outlined this) - Vicki to amend Sample Policy Suite for next Board Meeting for presentation and approval.</li> <li>● Appointment of new Board Minutes Secretary (see Point 3 above)</li> <li>● Delegations (see Point 7 above and links below)</li> </ul> </td> </tr> </table>	<b>Board process</b>	<ul style="list-style-type: none"> <li>● Appoint the Presiding Member (Whole Board) - see Point 2 above.</li> <li>● Review the Board Member register (PM to show the Board, Vicki to put into folder)</li> <li>● Vicki asked that the Board approve Friday 29th May and Friday 23rd October 2026 as Teacher Only Days - Board unanimously approved</li> <li>● Camp - RAMS approval - see Point 8 above.</li> <li>● Code of conduct (PM to conduct discussion) - see link below. The standard Code of Contact as read was unanimously approved by the Board.</li> <li>● New "Governance Manual" updated by NZSPA (Cameron and Vicki outlined this) - Vicki to amend Sample Policy Suite for next Board Meeting for presentation and approval.</li> <li>● Appointment of new Board Minutes Secretary (see Point 3 above)</li> <li>● Delegations (see Point 7 above and links below)</li> </ul>
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	<ul style="list-style-type: none"> <li>● Annual Board Work Plan - one page document - Links at bottom of Principal's Report - Board approved</li> <li>● Botany Downs School Board conflict of interest register established. (See Point 1 above).</li> </ul> <p><b>Email approvals to be minuted since last board meetings unanimously, to be recorded in the minutes: Approved by Board unanimously via email.</b></p> <ul style="list-style-type: none"> <li>● Mark Insley to act as Principal when Vicki on Sabbatical with new dates</li> <li>● Approval of Vicki 's change of sabbatical dates to Term 2 Weeks 1-10 and for Mark Insley to be Acting Principal and receive Acting Principal allowance - Approved unanimously by Board</li> <li>● Flood room 6 for extra funds to be paid for by the school for the asbestos found in the roof -</li> <li>● ERO report shared with Board</li> <li>● Board approval for a middle school Playground \$100,000, Vicki sent to MoE in before the board meeting so we can get started.</li> <li>● \$100,000 budget approved for playground in budget deficit.</li> </ul>
	<b>Compliance</b>
	<ul style="list-style-type: none"> <li>● Vicki assured Board the Strategic Plan will be sent to MoE and on school website by 1 March</li> <li>● School Secretary, PM to contact and employ</li> </ul>
	<b>Attendance</b>
	<ul style="list-style-type: none"> <li>● The biggest shift we are noticing is the transient nature of our students and also the amount of students who we do not know are coming and are just turning up</li> <li>● Vicki assured the school is meeting the updated student attendance requirements. From Term 1, 2026, boards are required to have an Attendance Management Plan (AMP) in place.</li> </ul> <p>On 8 January 2026, the regulation that requires Early Childhood Education centres (ECEs) and primary schools to maintain immunisation records will be revoked. This means ECEs and primary schools will no longer need to keep immunisation records.</p>

**Injury and Incident Board Report** - this was updated to reflect that one student resulted in a doctor or other medical visit since Vicki prepared the Injury & Incident Board Report for the Principals Report. The total of students is now 9.

**Strategic Plan/Annual Plan**

**School Planning and Reporting**

*A new strategic plan for 2026 is not a requirement but your board is free to amend your current strategic plan.*

- Strategic Plan continued for 2026, from our survey of our community their responses aligned with our current strategic plan, we are reluctant to change this with the upcoming election, we do have time if the board would like to.
- Annual Plan for next board meeting, some wording changed e.g. inclusive teaching and learning is now renamed creating responsive learning environments
- *Publish your annual implementation plan on your school's website;*
- *send your annual report to your school's auditor.*
- Vicki assures the Board that this will be done and presented at the next Board meeting
- Please see the draft at present and comments if need be:
- *Publish your annual implementation plan online. You must publish your annual implementation plan online and share it with your community by 31 March.*
- *Start preparing your annual report. You must submit your annual report to the Ministry of Education and make it available to the public by 31 May.*

**Honouring Te Tiriti o Waitangi and NZ's cultural diversity**

- Honouring Te Tiriti o Waitangi and NZ's cultural diversity in our strategic plan and Stepped Attendance Management Plan

**Finances**

- Room 6 not as expensive as expected so we are well within the budget and this will be claimed from the MoE

	<ul style="list-style-type: none"> <li>• Every week during the holidays I was informed and dealing with vandalism, our vandalism budget is now overspent so hopefully the MoE will recognise this and give us a bigger budget.</li> <li>• Board approved that CCTV footage of vandalism on Basketball Court be sent to the Police. Vicki to follow up.</li> <li>• It was also agreed that basketball hoops should be removed during holiday periods.</li> <li>• Finances tracking well, see reports</li> <li>• School donation email has been sent out</li> <li>• Board to review and finalise our budget,</li> <li>• The Board to approve the 2026 budget via email this week. Deficit budget of \$97,000 - if all goes to plan will be an operational loss. Note - the school has the money to run a deficit budget.</li> <li>• Our annual financial statements are being audited.</li> </ul>
<b>Property</b>	
	<ul style="list-style-type: none"> <li>• Holiday issues with the room 6 asbestos, thank you for the email approval for extending cost if needed</li> <li>• New office for Trish is excellent</li> <li>• New resource room addition and shelving also excellent</li> <li>• Hall fencing moved for fire engine and ambulance to fit through</li> <li>• Hall fencing moved so students can play on junior playground</li> <li>• Cat in the hall for ten days but was found and returned to owner</li> <li>• Faulty alarm and fire engines came week 1</li> <li>• All clear report given from Consultex Consulting for room 6 when asbestos found in roof</li> <li>• Thank you Cameron for your help in the holidays with vandalism and keeping an eye on things</li> <li>• Vicki added that Council has advised that the Hall framing is not up to code and needs to be upgraded. The builders will contest this issue and get back to us.</li> <li>• Side Gate near Room 9 - Moth Plant growing and needs to be removed. Also the hedge line needs trimming. Vicki</li> </ul>

	to organise this.
	<b>Policies and Procedures (School Docs)</b>
	<p>School Board to approve EOTC RAMS for camps year 5 and 6 - see Point 8 above.</p> <ul style="list-style-type: none"> <li>● Date to be confirmed my zoom</li> <li>● All need to be present</li> <li>● RAMS sent out by Vicki prior to the meeting</li> <li>● Mark, Helen and Joe to talk through the RAMS at a zoom meeting before camp as per our policy</li> <li>● A school board drive has been established for 2026, Vicki to share.</li> <li>● ERO 2025 Final report is on our website</li> </ul>
	<b>Inclusion and Wellbeing</b>
	<ul style="list-style-type: none"> <li>● Target groups formed by staff for their professional learning communities</li> <li>● Budget and resourcing for 2026 completed</li> <li>● Staff resourcing needs identified and employment process started</li> <li>● Schedule 20, clause 14(2)(a) of the Education Training Act, Directed student from MoE,</li> <li>● Our tamariki are settled and calm</li> <li>● Board unanimously approved for one student to go to MindPlus one day per week.</li> </ul> <p><b>Internationals/ESOL</b></p> <ul style="list-style-type: none"> <li>● We currently have 3 long-term internationals enrolled</li> <li>● 13 Short-term students</li> <li>● Over 203 ESOL students</li> </ul>
	<b>Employment</b>
<ul style="list-style-type: none"> <li>● Fully staffed</li> <li>● X2 Beginning teachers</li> <li>● Received .2 from MoE for structured literacy and school will match a .2 as required, this will be for terms 2 and 3, a trained teacher</li> </ul>	

	<ul style="list-style-type: none"> <li>• Wendy Willetts has resigned after nine years and to become a flight attendant, leaving in March</li> <li>• Taylor Holmes is leaving at the end of the term to travel to England</li> <li>• We have employed a new office administrator starting on Thursday 12 February but doing level 2 of the first aid course.</li> <li>• Confirm the Principal is engaged in PGC, and how the Board will support them to facilitate their plans.</li> <li>• Vicki to confirm and assure the Board that our yearly staffing and entitlements are within our staffing allowance including \$150,000 from the school board for salaries of teachers.</li> <li>• Vicki to assure the Board of compliance with the Board's employment policy.</li> </ul>
	<b>Student progress and achievement</b>
	<ul style="list-style-type: none"> <li>• School Data Presentation of Analysis of Variance end 2025 by Rachel and Mark (see Point 5 above).</li> </ul>
	<b>Curriculum area review</b>
	<ul style="list-style-type: none"> <li>• EOTC Report by Mark</li> <li>• National Curriculum Changes: I assure the school is meeting the updated curriculum requirements. Our TODs were around these and we are aligning our staff meetings, team leader meetings and team meetings.</li> </ul>
<b>10. Finance.</b>	See Principal's Report
<b>11. Policy and review Including School Docs.</b>	-
<b>12. Health and Safety.</b>	See Principal's Report
<b>13. Property.</b>	See Principal's Report
<b>14. Any other business.</b>	None
<b>15. Correspondence in/out.</b>	None

16. In-Committee	None
17. Next Meeting.	Wednesday 25th March at 6 pm in the School Staffroom.
<b>Actions</b>	
<b>Vicki</b>	To send out completed RAMS for school camp by Monday 23rd February.  To send out Zoom Link to the full Board for Wednesday 25th February at 7 pm to discuss and approve RAMS.
	New "Governance Manual" updated by NZSPA - amend Sample Policy Suite for next Board Meeting for presentation and approval.
	Send CCTV footage of vandalism on the Basketball Court to the Police.
	Organise removal of Moth Plant and hedge line trimming.
	Share school board drive to Board members.
<b>Board</b>	Approve the 2026 budget via email this week

Meeting closed at 8.03 pm



Chairperson

3 April 2026

Date