



Minutes of Botany Downs School Board Meeting

Held

27 March 2024 AT 6:00 pm

Present – Kerry Budd (Presiding Member), Vicki Parkins (Principal), Rita Lala, Bhavna Prentice, Matthew Cooke, Cameron Pitcaithly, Brook Tate.

Apologies – None

In Attendance – None

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

Agenda Item	Discussion
Declaration of conflict of interest.	None
Confirmation of minutes of previous meeting.	Bhavna / Brooke - Unanimous carried
Matters arising from minutes.	<ul style="list-style-type: none"> School Activity Donations sent by e-mail - approved by the Board. <p>Kerry / Matthew - Unanimous carried</p> <ul style="list-style-type: none"> Via e-mail unanimously carried that the previous minutes approved The presiding member is the third person for banking, Vicki has added Kerry to the school docs - (Governance manual). Jess & Kerry have done a handover of emails and Kerry now has access to presiding member emails and access to the SUE report.
Principal's Report.	<p>Taken as Read</p> <p>Leave approved for Rita Lala & Robyn Fromont</p> <p>Kerry / Bhavna - Unanimous carried</p>
Finance.	<p>Financial Report taken as read.</p> <p>Discussed the schedule of delegations, adopted by the Board.</p>

	Final Budget will be approved in the June meeting.
<p>Policy and review Including School Docs.</p>	<p>Risk Management (every term)</p> <ul style="list-style-type: none"> ● The Hazard Identification Form has been updated to 2024 document for this policy. ● The Risk Management policy has been reviewed and updated. ● Vicki Parkins (Principal) to assure the board as above. <p>Planning and Preparing for Emergencies, Disasters and Crises (every term)</p> <ul style="list-style-type: none"> ● The following statement has been added to this policy: Our board engages emergency planning specialists Harrison Tew to keep our emergency management plan up to date, and train staff and students in procedures. ● The Planning and Preparing for Emergencies, Disasters and Crises policy has been reviewed and updated ● Vicki Parkins (Principal) to assure the board as above. <p>School Planning and Reporting</p> <ul style="list-style-type: none"> ● The School Planning and Reporting policy has been reviewed and is up to date. ● Vicki Parkins (Principal) to assure the board as above. <p>Learning Support</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. <p>Health Education</p> <ul style="list-style-type: none"> ● The Health Education policy has been reviewed and is up to date. ● We will undertake community consultation via survey of how we implement Health Education later this year and design a statement to support this. This will be presented to the board and updated on SchoolDocs when it is finalised. ● Vicki Parkins (Principal) to assure the board as above. <p>Safety Management System and Worker Engagement, Participation and Representation</p> <ul style="list-style-type: none"> ● The Safety Management System policy and Worker Engagement, Participation and Representation policy have been reviewed and are up to date. ● Vicki Parkins (Principal) to assure the board as above. <p>Healthcare (also see subtopics)</p> <ul style="list-style-type: none"> ● The Healthcare policy and its subtopics have been reviewed and are up to date. ● Vicki Parkins (Principal) to assure the board as above. <p>Digital Technology and Online Safety</p> <ul style="list-style-type: none"> ● The Digital Technology User Agreement form has been changed to the 2024 updated version. ● The Digital Technology and Online Safety policy has been reviewed and is up to date. <p>Cellphones and Other Personal Digital Devices</p>

	<ul style="list-style-type: none"> • Botany Downs School does not recommend that students bring personal digital devices to EOTC events. The school does not accept responsibility for lost, damaged, or stolen personal digital devices taken on EOTC activities. • the student or parent/caregiver as appropriate at the end of the day.
Health and Safety.	Taken as Read
Property.	<p>Cameron - School Pool needs paint, a new fence and major maintenance. Our school pool is due for some significant refurbishment, the Board - Matthew, Cameron & Bhavna have formed a committee to investigate this.</p> <p>Vicki has emailed the Ministry regarding the Health & Safety Hazard of stairs constructed on the external side of the new classroom block.</p>
Any other business.	<p>The School Board is going to trial opening the Drop & Go Bay.</p> <p>Bhavan to draft a letter</p> <p>Uniform</p> <ul style="list-style-type: none"> • Approve change to black socks in 2025 for all students, short and long. • Approve reporting schedule
Correspondence in/out.	Cameron drafted a letter to Stax Construction to repair the shade sail over the sandpit.
In-Committee	No
Next Meeting.	22nd May
Actions	

Meeting closed at 8.00 pm



 Chairperson

22 / 05 / 2024

 Date

