

CONFIRMED MINUTES

WEEK 8 TERM 2 2024

At the **Week 3 Term 3 2024** on **5 Aug 2024** these minutes were **confirmed as presented**.

Name:	Howick Primary School Board of Trustees
Date:	Monday, 17 June 2024
Time:	6:00 am to 8:00 am (NZST)
Location:	Howick Primary School, 40 Willoughby Avenue Howick
Board Members:	Hamish McCormick, Kristen Oliphant, Lucy Du Chateau, Michael Earl
Apologies:	Nicola Kay (Chair)

1. Opening Meeting

1.1 Confirm Minutes

Week 3 Term 2 2024 Board Meeting 13 May 2024, the minutes were confirmed as presented.

1.2 Interests Register

1.3 Speaking Rights

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner
30 Oct 2023	Health and safety online course Status: In Progress	Lucy Du Chateau
12 May 2024	Publish PTA / School Calendar Status: Completed on 11 Jun 2024	Michael Earl
12 May 2024	Review action or measure for staff engagement on principal report Status: In Progress	Michael Earl
13 May 2024	Add "other" community group as a focus group for community consultation Status: Completed on 17 Jun 2024	Michael Earl
14 May 2024	Start board election process Status: Completed on 11 Jun 2024	Michael Earl
20 May 2024	Create list of ideas for next strat plan / annual plan Status: In Progress	Michael Earl
20 May 2024	Appointment Committee Policy Status: Completed on 1 Aug 2024	Hamish McCormick
27 May 2024	Follow up on Aged Recievables over due Status: Completed on 12 Jun 2024	Michael Earl

Due Date	Action Title	Owner
17 Jun 2024	Review and present Risk Register Status: Completed on 17 Jun 2024	Michael Earl
17 Jun 2024	Police Vetting for Garden to Table Status: Completed on 12 Jun 2024	Michael Earl
17 Jun 2024	by next meeting confirm number of siblings for next year ballot Status: In Progress	Michael Earl
17 Jun 2024	Confirm EAP provider is still funded or not Status: Completed on 28 May 2024	Michael Earl
17 Jun 2024	review consitution for parent elected reps Status: Completed on 1 Aug 2024	Nicola Kay
17 Jun 2024	Action: Arrange Michael G to come back to present at end of year on progress Status: Completed on 17 Jun 2024	Michael Earl



CER Engagement Survey

Complete survey in term 3 & give feedback on themes and actions from survey to board

NZCER Emailed re us subscribing to them.

Due Date: 16 Sept 2024

Owner: Michael Earl

3. Management Reports

3.1 H&S Update



Investigate padding sports poles (Netball / Basketball)

look at options. Lucy could help

Quotes have been sought.

2/7 quotes

Pole Pads @ Howick Primary

Pole Pads to cover: 1.5m High

9 x 70mm x 50mm Rectangle

All pole pads to be 1500mm high

2,160.00

x 1

2,160.00

Pole Pads to cover: 1.5m High

8 x 70mm x 50mm Rectangle

All pole pads to be 1500mm high

1,920.00

x 1

1,920.00

Pole Pads to cover: 1.5m High 2 x 60mm Round for Netball

All pole pads to be 1500mm high

485.00

x 1

485.00

Pole Pads to cover: 1.5m High 2 x 70mm x 70mm Square for Basketball

All pole pads to be 1500mm high

585.00

x 1

585.00

Pole Pads to cover: 1.5m High 5 x 80mm Round

All pole pads to be 1500mm high

1,325.00

x 1

1,325.00

Subtotal	6,475.00
GST 15%	971.25
Total NZD including GST	\$7,446.25

Due Date: 22 Jul 2024

Owner: Michael Earl



Action: Hydraulic Engineer for Library, Room 13/14 for drainage

Have arranged for Engineer to review what might be needed.

Due Date: 22 Jul 2024

Owner: Michael Earl

3.2 Principals Report



Share Cyclical Maintenance Plan

Show progress against it and plans and budget

Due Date: 12 Aug 2024

Owner: Michael Earl



Keep track of annual plan completion

as per discussion. Collate completed actions from NELPs/Principals Report

Due Date: 12 Aug 2024

Owner: Michael Earl

3.3 Policy Review - Term 2

All completed for this term

3.4 School Finance Review

Auditor is not responding and behind schedule. School is chasing



Prep application for camp for 2024. Have ready for next board meeting

have ready for Term 3 week 3 meeting to pass resolution to request funding

Due Date: 12 Aug 2024

Owner: Michael Earl



Follow up on repayment. Board is not approving write off at this stage.

Instruct EDPay to chase up

Due Date: 29 Jul 2024

Owner: Michael Earl

4. Other Business

4.1 WSL Presentation

5. In Committee

5.1 In Committee

6. Close Meeting

6.1 Close the meeting

Next meeting: Week 3 Term 3 2024 - 5 Aug 2024, 7:00 pm

Signature: _____

Date: _____