

CONFIRMED MINUTES

WEEK 8 TERM 1 2024 BOARD MEETING

At the **Week 3 Term 2 2024 Board Meeting** on **13 May 2024** these minutes were **confirmed as presented**.

Name:	Howick Primary School Board of Trustees
Date:	Monday, 25 March 2024
Time:	5:00 pm to 7:25 pm (NZDT)
Location:	Howick Primary School, 40 Willoughby Avenue Howick
Board Members:	Nicola Kay (Chair), Hamish McCormick, Lucy Du Chateau, Michael Earl
Apologies:	Kristen Oliphant, Sue-Ann Wetselaar

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting Term 1 Week 3 meeting 19 Feb 2024, the minutes were confirmed as presented.

1.2 Interests Register

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner
22 Sept 2023	Open Day at HPS Status: Completed on 19 Feb 2024	Michael Earl
23 Oct 2023	Accepted Depreciation Letter Status: Completed on 19 Feb 2024	Hamish McCormick
23 Oct 2023	Survey for PTA fundraising Status: Completed on 19 Feb 2024	Lucy Du Chateau
30 Oct 2023	Health and safety online course Status: In Progress	Lucy Du Chateau
6 Nov 2023	Property Status: Completed on 19 Feb 2024	Michael Earl
20 Nov 2023	Health & Safety Status: Completed on 13 May 2024	Michael Earl
20 Nov 2023	Religious Instruction Status: Completed on 4 Mar 2024	Michael Earl
27 Nov 2023	Learning Support Status: Completed on 25 Mar 2024	Michael Earl
27 Nov 2023	Health & Safety Status: Completed on 25 Mar 2024	Michael Earl

Due Date	Action Title	Owner
30 Nov 2023	Check with STA for requirements for Board role notifications Status: Completed on 25 Mar 2024	Michael Earl
8 Dec 2023	5YE Status: Completed on 19 Feb 2024	Michael Earl
8 Dec 2023	PTA Calendar and School Calendar Status: Completed on 25 Mar 2024	Lucy Du Chateau
12 Dec 2023	Review Sue-Ann role as minute taker vs secretary Status: Completed on 25 Mar 2024	Nicola Kay
16 Feb 2024	Fundraising Status: Completed on 4 Mar 2024	Michael Earl
18 Feb 2024	Achievement Data Status: Completed on 19 Feb 2024	Michael Earl
22 Feb 2024	Marketing plan for the school Status: Completed on 25 Mar 2024	Michael Earl
23 Feb 2024	Religious Education Status: Completed on 4 Mar 2024	Michael Earl
26 Feb 2024	Tri-annual review programme Status: Completed on 25 Mar 2024	Michael Earl
1 Mar 2024	Strategic Plan Status: Completed on 4 Mar 2024	Michael Earl
22 Mar 2024	Community Engagement Status: Completed on 21 Mar 2024	Michael Earl
25 Mar 2024	Proposed Principal delegation (Finance) Status: Completed on 25 Mar 2024	Hamish McCormick
25 Mar 2024	Michael to confirm Strat Plan received before next meeting Status: Completed on 6 Mar 2024	Michael Earl
25 Mar 2024	Principal PGC Status: Completed on 25 Mar 2024	Michael Earl
25 Mar 2024	Budget Presentation Status: Completed on 25 Mar 2024	Michael Earl
25 Mar 2024	Health and Safety Status: Completed on 25 Mar 2024	Michael Earl
25 Mar 2024	Targeted marketing for the school Status: Completed on 25 Mar 2024	Michael Earl
25 Mar 2024	Property walk Status: Completed on 29 Apr 2024	Michael Earl
28 Mar 2024	Cellular/Devices that connect via WiFi or Sim Status: Completed on 11 Mar 2024	Michael Earl



Publish PTA / School Calendar

Upload to all HPS calendars (Staff, Website, parents)

Talk to Lydia to include sport day info

Due Date: 12 May 2024

Owner: Michael Earl

3. Management Reports

3.1 H&S Update

All minor injuries are recorded manually.

Michael would like all records to be digital. I reviewed this with the office - it won't work.

256 minor (sick bay related entries)

6 moderate

0 major (defined as death)



Remove H&S in Committee comment from Prinicipal Pack

as per discussion

Due Date: 12 May 2024

Owner: Michael Earl

No risk register update

3.2 Principals Report



Schedule for rest of year meetings for teachers to present

Use rest of year.

Due Date: 13 May 2024

Owner: Michael Earl



Review action or measure for staff engagement on principal report

As per discussion. Look at whether we use Gallup 12 questions (first 6 only).
Look at staff recognition.

Due Date: 12 May 2024

Owner: Michael Earl



Michael Application for Kahui Ako

Support from the board, however we will check in each board meeting on Michael's wellbeing and strategic progress and workload

Decision Date: 25 Mar 2024

Mover: Nicola Kay

Seconders: Hamish McCormick

Outcome: Approved



Launchpad Programme to cancel it

Agree we will not continue with the Launchpad programme. We will notify the launchpad team we will end in Term 2. We need to prioritise student learning and teacher workload. To meet the needs of non-bible this would create significant extra work for the teachers

Decision Date: 25 Mar 2024

Mover: Lucy Du Chateau

Seconders: Hamish McCormick

Outcome: Approved



Policy on Phones in Schools

use 2, 2, 1 as per model policy

Decision Date: 25 Mar 2024

Mover: Michael Earl

Seconders: Nicola Kay

Outcome: Approved

Board has reviewed and approved strategic & annual plan



Add "other" community group as a focus group

Add to annual plan

Due Date: 13 May 2024

Owner: Michael Earl



Check if we can specify siblings as a priority group

ensure how we can make priority

Due Date: 13 May 2024

Owner: Michael Earl

The board would like to thank the PTA for a great school disco

3.3 Policy Review - Term 1 review already complete

3.4 School Finance Review



Budget

Accepted by all as presented

Decision Date: 25 Mar 2024

Mover: Michael Earl

Seconders: Nicola Kay

Outcome: Approved

4. Other Business

4.1 Approve Grant



Assistance to Lion Foundation for Chrome Book Purchase

Proposal for 7.5k from Lion

Decision Date: 25 Mar 2024

Mover: Michael Earl

Seconders: Lucy Du Chateau

Outcome: Approved



NZ Community Trust Grant

Approval for 10,434.78 from NZ community Trust for Case Flip Robot Academy

Decision Date: 25 Mar 2024

Mover: Michael Earl

Seconders: Nicola Kay

Outcome: Approved

Retrospectively the board recognises and approved via email the grant application for the Year 6 school camp

4.2 School Presentation at Sports Events

Discssed presentation of students at sports events.

Review options - part of marketing & branding options.



Review options for school Gazebo & sports tops

Look at options for school tops & Gazebo

Due Date: 13 May 2024

Owner: Lucy Du Chateau

4.3 Tautai Moana Principal Tour



Support Visit to Samoa for development

Support to attend from all

Decision Date: 25 Mar 2024

Mover: Hamish McCormick

Seconder: Nicola Kay

Outcome: Approved

4.4 Board Make Up



Resolution to make the standard for HPS Board to have min 4 and max 5 parent reps

all supported to update constitution

Decision Date: 25 Mar 2024

Mover: Nicola Kay

Seconder: Hamish McCormick

Outcome: Approved



Have Marsha arrange for Board Election for 2 new parent reps

as per last. We need 2 more reps. Notes on applications we would like better representation of cultures and skill sets

Due Date: 13 May 2024

Owner: Michael Earl

5. In Committee

5.1 In Committee

Board went into committee to discuss staffing issues and student related matters

6. Close Meeting

6.1 Close the meeting

Next meeting: No date for the next meeting has been set.

New Actions raised in this meeting

Item	Action Title	Owner
2.1	Publish PTA / School Calendar Due Date: 12 May 2024	Michael Earl
3.1	Remove H&S in Committee comment from Prinicipal Pack Due Date: 12 May 2024	Michael Earl
3.2	Schedule for rest of year meetings for teachers to present Due Date: 13 May 2024	Michael Earl

Item	Action Title	Owner
3.2	Review action or measure for staff engagement on principal report Due Date: 12 May 2024	Michael Earl
3.2	Add "other" community group as a focus group Due Date: 13 May 2024	Michael Earl
3.2	Check if we can specify siblings as a priority group Due Date: 13 May 2024	Michael Earl
4.2	Review options for school Gazebo & sports tops Due Date: 13 May 2024	Lucy Du Chateau
4.4	Have Marsha arrange for Board Election for 2 new parent reps Due Date: 13 May 2024	Michael Earl

Signature: _____

Date: _____