

CONFIRMED MINUTES

WEEK 3 TERM 3 2024

At the **Week 8 Term 3 2024** on **9 Sept 2024** these minutes were **confirmed as presented**.

Name:	Howick Primary School Board of Trustees
Date:	Monday, 5 August 2024
Time:	7:00 pm to 8:21 pm (NZST)
Location:	Howick Primary School, 40 Willoughby Avenue Howick
Board Members:	Nicola Kay (Chair), Kristen Oliphant, Lucy Du Chateau, Michael Earl, Callum Hey
Apologies:	Hamish McCormick

1. Opening Meeting

1.1 Confirm Minutes

Week 8 Term 2 2024 17 Jun 2024, the minutes were confirmed as presented.

In committee notes 17 Jun 2024, the minutes were confirmed as presented.

1.2 Interests Register

1.3 Speaking Rights

This did not go ahead as planned. TL will present in week 8 and present where we have got to and students who are in a working towards position. Michael will give an overview.

- Reading is a strength for HPS.
- Good progress across all year levels
- 66.5% - 81% overall as a school
- Writing has been the area that has been a focus for 2024
 - measuring midyear to midyear.
 - Teachers can be highly conservative at the midyear testing.
 - 1% less than a % improvement.
 - Year 6 significant improvement - what are year 6 years doing that can flow into year 5 to bring them up?
 - What can teachers do to get improvement in the data? personal reflection.
- The data pool is all kids - neurodiverse, ESOL, English not being a first language 1/3 of our school.

- Maths we are going ok, there has been a drop for Year 3 & 4 children but looking at what are the tests we are using? gloss tests being used in some classes.
- When they present in week 8, what have we seen between now and then?
- Year 6 - PAT math assessment to compare the data we have.
- Year 3 - 4 they need to do a deep dive into the data, how can Michael coach Tayla to lead the team to focus on how they can support and moderate achievement levels with children? so that we can have consistency across all TL's with stronger moderation processes.
- We can just focus on those who are over and above, need to also be looking at those who are sitting/falling.
- We will know by week 8 how we are tracking with our leaners.



Week 8 Meeting TL's to share update on data

To note whether or not the board need to provide any additional resources.

Due Date: 9 Sept 2024

Owner: Michael Earl

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner
30 Oct 2023	Health and safety online course Status: Completed on 5 Aug 2024	Lucy Du Chateau
13 May 2024	Add "other" community group as a focus group for community consultation Status: Completed on 17 Jun 2024	Michael Earl
20 May 2024	Create list of ideas for next strat plan / annual plan Status: Completed on 5 Aug 2024	Michael Earl
20 May 2024	Appointment Committee Policy Status: Completed on 1 Aug 2024	Hamish McCormick
17 Jun 2024	Review and present Risk Register Status: Completed on 17 Jun 2024	Michael Earl
17 Jun 2024	by next meeting confirm number of siblings for next year ballot Status: Completed on 5 Aug 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
20 Jun 2024	Review disciplianry Policy for excluding students Status: Completed on 17 Jun 2024	Hamish McCormick
29 Jul 2024	Follow up on repayment. Board is not approving write off at this stage. Status: Completed on 1 Aug 2024	Michael Earl
12 Aug 2024	Share Cyclical Maintenance Plan Status: Completed on 20 Jun 2024	Michael Earl
12 Aug 2024	Keep track of annual plan completion Status: Completed on 5 Aug 2024	Michael Earl
12 Aug 2024	Prep application for camp for 2025. Have ready for next board meeting Status: In Progress	Michael Earl

Due Date	Action Title	Owner
19 Aug 2024	Action: Inform HPMT on need to pay bill or generate teaching Status: Completed on 22 Jul 2024	Michael Earl
9 Sept 2024	Review action or measure for staff engagement on principal report Status: Completed on 5 Aug 2024	Michael Earl
9 Sept 2024	Investigate padding sports poles (Netball / Basketball) Status: In Progress	Lucy Du Chateau
9 Sept 2024	Action: Hydraulic Engineer for Library, Room 13/14 for drainage Status: Completed on 5 Sept 2024	Michael Earl
16 Sept 2024	CER Engagement Survey Status: Completed on 5 Aug 2024	Michael Earl



Michael to advertise the 6 out of zone places to the community

We have agreed that we will take 6 HPS out of zone students' ballots with the priority being siblings.

Due Date: 9 Sept 2024
Owner: Michael Earl

3. Management Reports

3.1 H&S Update



Callum to join Michael for a property walk ahead of w8 meeting

Michael & Callum property walk.

Due Date: 8 Sept 2024
Owner: Michael Earl

3.2 Principals Report

We have agreed that we will take 6 HPS out of zone students' ballots with the priority being siblings. Drawn in 15th October / 23rd October.

- Two groups from Taiwan are, heading off at the end of this week.
- Attendance
 - Us - how many children are in school every day 80-90%
 - Ministry - over 90% missing fewer than 5 across the term
 - 60% current, down from 63% - Leanne checking every day and enforcing truancy officer.
 - Overall slightly up
 - Highest - Wednesday, Lowest - Friday
 - Most regular - Year 4
 - 227 attending missing less than 5 days
 - Michael to upload into board folder



Michael to meet with Leanne on attendance

Michael to meet with Leanne on attendance to understand the barriers for students attending school, and what ethnicities that are falling short and understand why.

Due Date: 9 Sept 2024
Owner: Michael Earl

Michael has the data from the COL and has found a way to analyse.

Wellness Project - a chance for teachers to step up and lead this.

Also done at Howick Intermediate so good flow on into this.

Strategic goal partnership - delivering to a small group grandfather to share more artifacts.

Chance to do extra circulars such as Samoan, and South African - share more about the culture.

Opportunity for an international assembly/day performances/food etc.

Property

- Looking to get rid of the bright red and back to the burgundy around the school.
- Removed whiteboards, got them resurfaced and put them back on



Approving Principal Report

Approved.

Decision Date:	5 Aug 2024
Mover:	Michael Earl
Seconder:	Lucy Du Chateau
Outcome:	Approved

3.3 Policy Review - Term 3 and NZSTA Term 3 Board Checklist



Complaints Register

Michael to find and confirm where the secure location for storage of this.

Do we need to look at the board having a secure storage facility

Due Date:	9 Sept 2024
Owner:	Michael Earl

Happy with all current policies, will sign off in week 8 once staff have had a chance to read and comment.

T3

Mid-year student review - done

Mid-year budget review - done this is captured at each meeting

Board policy for the ETOC - will read through at week 8

Concerns & Complaints policy - workshop, Nicola the board's role in concerns & complaints, Nicola to report back at week 8



Board to review the EOTC Policy

Board policy for the ETOC - will read through at week 8

Due Date:	9 Sept 2024
Owner:	Nicola Kay



Report back on Concerns & Complaints Policy Workshop

Concerns & Complaints policy - workshop, Nicola on the board's role in concerns & complaints, Nicola to report back at week 8

Emailed summary sent to board members

The key action points I noted from this for our board are:

- Check our concern and complaint policy and ensure we are all familiar with it.
- Ensure regularly review and share our concern and complaint policy
- The policy should be easy to find on the school website
- Ensure monitoring of data on concerns and complaints occurs and this is presented to the board (Have register and then quarterly or six monthly report trends in Principal's report in similar way to health and safety reporting. For example concerns coming in and any themes)
- We can have delegated authority for the Presiding member to refer a complaint back to the Principal if it skipped a level (rather than waiting till the next board meeting). Equally the Presiding Member needs to be sure they don't make decisions on behalf of the Board when they haven't got delegated authority.

Due Date: 9 Sept 2024

Owner: Nicola Kay

3.4 School Finance Review

Michael has been able to increase the working capital significantly since being here.

If we run a surplus we cannot claim this back, so there is no point in running this.

Run staffing in a slight deficit, expect this to be around \$10k as of tomorrow 6/08

Looking at adding a new entrant teacher and paying them out of the operational fund, this would be a 3rd year.



Explain activities deficit at w8 meeting

week 8 meeting activities deficit - why?

Due Date: 9 Sept 2024

Owner: Michael Earl

3.5 Property Report



Approve Property Report

Approved.

Decision Date: 5 Aug 2024

Mover: Michael Earl

Seconded: Lucy Du Chateau

Outcome: Approved

4. Other Business

4.1 Team Leader Presentation

Will be done in week 8.

5. In Committee

5.1 In Committee

In committee 8.21pm

6. Close Meeting

6.1 Close the meeting

Next meeting: Week 8 Term 3 2024 - 9 Sept 2024, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
1.3	Week 8 Meeting TL's to share update on data Due Date: 9 Sept 2024	Michael Earl
2.1	Michael to advertise the 6 out of zone places to the community Due Date: 9 Sept 2024	Michael Earl
3.1	Callum to join Michael for a property walk ahead of w8 meeting Due Date: 8 Sept 2024	Michael Earl
3.2	Michael to meet with Leanne on attendance Due Date: 9 Sept 2024	Michael Earl
3.3	Complaints Register Due Date: 9 Sept 2024	Michael Earl
3.3	Board to review the EOTC Policy Due Date: 9 Sept 2024	Nicola Kay
3.3	Report back on Concerns & Complaints Policy Workshop Due Date: 9 Sept 2024	Nicola Kay
3.4	Explain activities deficit at w8 meeting Due Date: 9 Sept 2024	Michael Earl

Signature: _____

Date: _____