

CONFIRMED MINUTES

WEEK 8 TERM 3 2024

At the **Week 3 Term 4 2024** on **21 Oct 2024** these minutes were **confirmed as presented**.

Name:	Howick Primary School Board of Trustees
Date:	Monday, 9 September 2024
Time:	5:00 pm to 7:00 pm (NZST)
Location:	Howick Primary School, 40 Willoughby Avenue Howick
Board Members:	Nicola Kay (Chair), Hamish McCormick, Kristen Oliphant, Lucy Du Chateau, Michael Earl, Callum Hey

1. Opening Meeting

1.1 Confirm Minutes

Week 3 Term 3 2024 5 Aug 2024, the minutes were confirmed as presented.

1.2 Interests Register

Callum - conflict with Montessori

1.3 Speaking Rights

Anita Munshi and Amanda Good

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
20 May 2024	Create list of ideas for next strat plan / annual plan Status: Completed on 5 Aug 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
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
8 Sept 2024	Callum to join Michael for a property walk ahead of w8 meeting Status: Completed on 21 Oct 2024	Michael Earl

Due Date	Action Title	Owner
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: Completed on 9 Sept 2024	Lucy Du Chateau
9 Sept 2024	Action: Hydraulic Engineer for Library, Room 13/14 for drainage Status: Completed on 5 Sept 2024	Michael Earl
9 Sept 2024	Week 8 Meeting TL's to share update on data Status: Completed on 9 Sept 2024	Michael Earl
9 Sept 2024	Michael to advertise the 6 out of zone places to the community Status: Completed on 5 Sept 2024	Michael Earl
9 Sept 2024	Michael to meet with Leanne on attendance Status: Completed on 9 Sept 2024	Michael Earl
9 Sept 2024	Complaints Register Status: Completed on 7 Sept 2024	Michael Earl
9 Sept 2024	Board to review the EOTC Policy Status: Completed on 9 Sept 2024	Nicola Kay
9 Sept 2024	Report back on Concerns & Complaints Policy Workshop Status: Completed on 9 Sept 2024	Nicola Kay
9 Sept 2024	Explain activities deficit at w8 meeting Status: Completed on 7 Sept 2024	Michael Earl
16 Sept 2024	CER Engagement Survey Status: Completed on 5 Aug 2024	Michael Earl



Staff Engagement Survey

Agenda item for feedback.

Due Date: 21 Oct 2024

Owner: Michael Earl



Complaints Register

Nicola to look into whether a Concern's Register is required as well as a Complaint's Register

Due Date: 21 Oct 2024

Owner: Nicola Kay



EOTC Policy

Nicola to review training records regarding Health and Safety Policies.

Due Date: 21 Oct 2024

Owner: Nicola Kay

3. Management Reports

3.1 H&S Update

3.2 Principals Report



Principal's Report

Michael to get a report issued from Watershed.

Watershed completed a site visit on 7th October.

Due Date: 21 Oct 2024

Owner: Michael Earl



Principal's Report

Michael to present 2025 budget.

Draft budget entered into Board Pack.

Due Date: 14 Oct 2024

Owner: Michael Earl

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

3.4 School Finance Review

3.5 Property Report

4. Other Business

4.1 Team Leader Presentation

Amanda and Anita came along and presented the data. The Board were very impressed.

4.2 Confirmation of board process for approvals between meetings

4.3 Confirmation of Term 4 board meetings

21st October 5-7pm.

2nd December - Board Meeting from 6.00pm.

5. In Committee

5.1 In Committee

6. Close Meeting

6.1 Close the meeting

Next meeting: Week 3 Term 4 2024 - 21 Oct 2024, 5:00 pm

Signature:_____

Date:_____